

HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL



Issue Date	Review Date	Directive Number
February 2021	February 2022	3.5.1
Accreditation Index: 3.5.1		Rescinds: Directive 3.5.1 of November 2019
Chapter: Three – Staff Support Responsibilities		Section: Five – Qualified Personnel Available
Chief of Police: <i>John F. Viola</i>		

SUBJECT: AVAILABILITY OF PERSONNEL

I. PURPOSE

The purpose of this Directive is to establish guidelines for the notification of specialized personnel necessary for the collection of evidence, the investigation of crime scenes, the investigation of fatal or serious injury vehicle crashes and any other incident requiring specially trained personnel.

II. POLICY

Police services for Haverford Township are provided on a 24 hour basis; therefore it is necessary to establish a procedure for recalling appropriate off-duty personnel to respond to special situations requiring their expertise. The policy of the Department shall be that officers of the Detective Division and the Special Operations Unit shall be subject to call-back to duty at any time for responses to incidents requiring the specialized training of the appropriate division or unit.

All personnel of the Department shall be subject to call-back to duty at any time in the event of a major incident, event or natural disaster.

(PLEAC 3.5.1)

III. PROCEDURES

- A. **Detective Division** – Detectives shall respond to investigate and process crime scenes of major incidents such as, but not limited to, homicides, robberies, burglaries, sexual assaults, arsons, rapes, assaults. During hours when a detective is not on duty the following procedure shall be followed to recall a detective back to duty to handle a criminal investigation:

1. The Patrol Supervisor shall assess the situation and be responsible for the notification of the appropriate personnel to respond to the scene.
 2. The Patrol Supervisor shall ensure that the Duty Commander is notified of the incident and the decision to call-back a detective to duty. Should the Supervisor be unsure of the need to call-back a detective he/she shall contact the Duty Commander for assistance with this decision.
 3. The Patrol Supervisor shall notify the on-call detective to respond to duty and assume responsibility of investigating the incident. It shall be the responsibility of the on-call detective to notify the Supervisor of the Detective Division to request additional detectives to assist with the investigation.
 4. The Detective Division Supervisor shall be responsible for assigning adequate detectives to handle the incident and the notification of the Commander of the Detective Division, should this notification be appropriate.
 5. The Patrol Supervisor shall ensure that the crime scene is secure and that possible evidence is preserved for collection by the assigned detective.
- B. **Special Operations Unit** – Officers assigned to this unit shall respond to investigate any vehicle crash resulting in a fatality or the high probability of death. During hours when Special Operations Unit personnel are not on duty the following procedure shall be followed to recall appropriate officers back to duty to handle the investigation.
1. The Patrol Supervisor shall assess the situation and be responsible for the notification of the appropriate personnel to respond to the scene.
 2. The Patrol Supervisor shall ensure that the Duty Commander is notified of the incident and the decision to call-back to duty officers of the Special Operations Unit to handle the investigation.
 3. The Patrol Supervisor shall notify the Supervisor of the Special Operations Unit of the incident and ascertain the appropriate officers to response back to duty to handle the investigation. In the event that the Supervisor of the Special Operations Unit is unavailable the Commander of the Special Services Division shall make this determination.
 4. The Patrol Supervisor shall ensure that the crash scene is secured and that possible evidence is preserved for collection by the assigned Special Operations Unit officers.

BY ORDER OF THE CHIEF OF POLICE