

Memorandum



CITY OF DALLAS

DATE September 10, 2021

TO Honorable Members of the Public Safety Committee

SUBJECT **City Council Incident Notification Guidelines**

In an effort to provide clarity on the notification process for public safety related incidents, I wanted to make the Public Safety Committee aware of the guidelines used to notify City Council of notable events. The notifications are divided into three categories: District Incidents, Critical Incidents and Newsworthy Incidents.

The attached table provides the guidelines for each category. While staff will follow these general guidelines, there are times when a situation may not fit any of these categories. As such, staff will use their judgment as to the appropriate method to inform City Council.

Should you have any comments or questions, please don't hesitate to contact me.

A handwritten signature in black ink that reads "Jon Fortune".

Jon Fortune
Assistant City Manager
[Attachment]

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Joey Zapata, Assistant City Manager
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity, and Inclusion
Directors and Assistant Directors

Notification of Incidents

WHAT	WHO	BY	HOW	WHEN
<p>District Incidents Homicides, Shootings, Aggravated Assaults, Minor on-duty injuries for Police Officers and Firefighters, Large Multiple Alarm Fire Responses</p>	<p>Mayor, City Council Member for affected District, City Manger's Office Executives, Councilmembers Staff, DPD and DFR Command Staff</p>	<p>(A) DPD or DFR City Council Liaisons (B) or a Division Commander from DPD/DFR</p>	<p>(A) Via-Email (B) Phone Call</p>	<p>(A) Daytime: 6- 8 hours from incident, Overnight: By 12:00 PM, following the incident. (B) As requested by the City Council Member</p>
<p>Critical Incidents Natural Disasters, Officer Involved Shootings, Large Community Incidents, Major on-duty injuries for Police Officers and Firefighters</p>	<p>Mayor, City Council Members, City Manger's Office Executives, Council Members Staff, DPD and DFR Command Staff</p>	<p>(A) ACM's or Designee (B) DPD/DFR Liaisons (C) OEM Director</p>	<p>(A) Phone Call/ Text Message to the Mayor and to the Public Safety Chair (B) VESPA Emergency Notification System to Full Council (C) Via-Email/ VESPA Notification System</p>	<p>(A) Within the first hour of ACM's notification or as soon as the report is feasible. (B) The goal is within 2 hours from notification of the incident. (C) The goal is within 2 hours from notification of the incident.</p>
<p>Newsworthy Incidents Arrest of personnel , High Profile Arrests, High Profile Crime Incidents, In-custody deaths</p>	<p>Mayor, City Council Members, City Manger's Office Executives, Council Members Staff, DPD and DFR Command Staff</p>	<p>(A) ACM's or Affected Department Leadership (B) DPD/DFR Liaisons (C) Public Affairs Office, DPD,DFR,PIO</p>	<p>(A) Phone Call/ Text Message to the Mayor and to the Public Safety Chair (B) Via-Email (C) Via-Email</p>	<p>(A) Upon Notice of the incident (B) The goal is within 2 hours from notification of the incident. (C) The goal is within 2 hours from notification of the incident.</p>