

**CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE**

DATE: March 6, 2006

TO: Chief Noble Wray

FROM: Assistant Chief Randall J. Gaber

SUBJECT: **Alder Notifications**

In response to Alder notifications of significant events, this issue was discussed at the February 14th and February 21st Operations Team meetings. Below you will find a list of general criteria in which a Commander should notify their District Alder when incidents occur in their Aldermanic areas. Please keep in mind that this list is not meant to be inclusive, yet it is designed to be a starting point to further discussions with Alders on appropriate notifications that meet everyone's needs. Each District Captain was instructed to communicate this list with their Alders and further define the notification process.

It is important to note that there can at times, be a delay in making notifications to Alders for a variety of reasons. I have recently re-issued the notification memo to all OICs and Sergeants reminding them of our process for notifying Commanders of significant events. Hopefully this will minimize the delay in getting information to our Commanders, but certainly will not entirely eliminate potential delays associated with weekends, holidays, vacations, delays in reports, inability to contact Commanders, etc. For these reasons, Alders can and should contact Commanders directly if they have questions about a particular incident.

General criteria for Alder notification

Homicides
Fatal accidents
ERT Call-outs
SET Team activations
High profile stabbings/shootings (serious injury)
Unusually extensive criminal damage to property/graffiti
Significant crime trends
Other issues that create significant concern to the community

Feel free to contact me if you have any questions.