



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: Notification of Coroner, Street/Highway
Department, Public Utilities and Media.

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Rescinds:

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Approved By:

The Myrtle Beach Police Department shall establish procedures to notify the Coroner's Office, street/highway department personnel, public utilities, and the media.

1. Coroner's Office

- A. It will be the responsibility of the responding Investigator or supervisor, in the absence of an investigator, to notify the Coroner's Office upon the investigation of a death.
- B. The Coroner shall be notified when any person dies within the city limits of Myrtle Beach and Myrtle Beach Police Department personnel respond.

2. Street/Highway Department Personnel

- A. Officers will advise the Communications Center to notify the appropriate street/highway department personnel under the following conditions:
 - 1) Electrical signal malfunctions;
 - 2) Signs down;
 - 3) Placement of temporary traffic control devices (when devices will remain in the roadway after police depart the scene);
 - 4) Removal of road hazards (debris in roadway);
 - 5) Damage to roadway that needs to be repaired;
 - 6) Specific locations where weather has created hazardous road conditions;
- B. Communications Personnel will be responsible for notifying the appropriate

street/highway department personnel after receiving notification from the officer. A list of contact names and numbers will be maintained within the communications center that will include afterhours contact numbers as well.

3. Public Utilities

A. Officers will advise the Communications Center to notify the appropriate public utility when the following occurs:

- 1) Gas leaks;
- 2) Electrical power lines down;
- 3) Electrical power outages;
- 4) When conditions/situations exist that would require utilities to be disconnected.

B. Communications Personnel will be responsible for notifying the proper public utilities after notification by the Officer. A list of contact numbers will be maintained within the communications center that will include afterhours contact numbers.

4. News Media

A. If news media is present at a crime scene or at an incident where Police Department personnel are present and a designated Public Information Officer, PIO, is not, it shall be the responsibility of the Division Lieutenant or Supervisor at the scene to make contact with the media.

B. For full information on news media relations, functions, responsibilities, releases, interviews... refer to the current version of Administrative Regulation # 106.