

DATE: July 8, 2023

TO: Directors, Supervisors, and Managers

FROM: Peter Tartaglia  
First Deputy Commissioner

RE: **Real-Time Incident Notification Policy and Follow-up**

This established policy provides for information notifications in Real-Time and applies to all incidents that occur in our parks and facilities or outside incidents that have an effect on our properties.

- **Incidents** include but are not limited to police arrests or activity, illegal activity, ambulance calls, fires or false alarms, natural or manmade damage to property, utilities, outages, injuries to the public, employees, or animals, or any unusual occurrences. **When in doubt about an incident, notify us.**
- **Supervisors and Managers must notify** your Director in Real-Time based on the chain of command.
- **Directors will notify** Kathy O'Connor and Peter Tartaglia by email or text as soon as they are made aware of any incident. Add Neil Squillante or William Bland as appropriate.
- **Notification and Follow-up** should include the basics of what, when, who, where, why, actions being taken, and appropriate follow-up.
- **Urgent Incidents** also require phone calls until someone is reached.
- **Policy is in Effect 24/7** year-round, so please educate staff.
- **Intent** is to make us aware so we can assist and direct during an incident. It is also for us to notify the proper Parks personnel, other departments, the County Executive's administration, and, when required, to work with other agencies and the media.
- **Real-Time Information** keeps us educated on the best way to proceed. Most incidents will not rise to any action beyond notification.
- **Property Loss Reports** with details are sent by email to Heidi Schwalbach no later than the next business day. Send police reports and other backup when received.
- **Incident Reports** are sent by email to Judith Allen no later than the next business day. Submit complete data, including description of incident, date, and time, including a.m. or p.m., and the specific location within the facility. Send police reports and other backup when received.

**Thank you for your cooperation in implementing this policy.**

**Cc**    **Kathy O'Connor**  
**Neil Squillante**  
**William Bland**  
**Judith Allen**  
**Heidi Schwalbach**

DATE: May 21, 2024

TO: Directors, Supervisors, and Managers

FROM: Peter Tartaglia  
First Deputy Commissioner

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Thank you for your cooperation in implementing this policy.

Cc Kathy O'Connor  
William Bland  
Judith Allen  
Heidi Schwalbach

DATE: May 20, 2025

TO: Directors, Supervisors, and Managers

FROM: Peter Tartaglia  
First Deputy Commissioner

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Thank you for your cooperation in implementing this policy.

Cc Kathy O'Connor  
William Bland  
Judith Allen  
Heidi Schwalbach



DATE: April 8, 2026

TO: Directors, Supervisors, and Managers

FROM: Peter Tartaglia  
First Deputy Commissioner

RE: **Real-Time Incident Notification Policy and Follow-up**

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Thank you for your cooperation in implementing this policy.

Cc     Kathy O'Connor  
       William Bland  
       Judith Allen  
       Heidi Schwalbach

