

From: [Allen, Judith](#)
To: [Aguilar-Aragon, Rosa](#); [Aitchison, Dan](#); [Albert-McLaughlin, Kim](#); [Alcantara, Roberto](#); [Alexander, Grover](#); [Alias, John](#); [Allen, Judith](#); [Alvarado, Rigoberto](#); [Alvarez, MaryAnn](#); [Alvear, Marcella](#); [Amato, Antonio](#); [Amatulli, Lawrence](#); [Anderson, Ronald](#); [Annacone, Shaun](#); [Antalosky, George](#); [Antalosky, George Jr.](#); [Antonelli, Luis](#); [Aponte, Ivellisses](#); [Areyalo, Ivan](#); [Argila, Russell](#); [Armusewicz, Douglas](#); [Arred, Douglas](#); [Babak, Micheal](#); [Babb, Andretta](#); [Benedict, Jean](#); [Benjamin, Jonathon](#); [Berisso, Juan](#); [Bizzoco, Jennifer](#); [Blake, Densley](#); [Bland, Tchad](#); [Bland, William](#); [Bonaviso, Anthony](#); [Borden, Michelle](#); [Brisco, Dontae](#); [Broomes, Kristina](#); [Brown, Daniel](#); [Bryant, Chris](#); [Buck, John](#); [Byrne, Madeline](#); [Cacciola, Alyssa](#); [Calabrese, Robert](#); [Caldara, Lucian](#); [Calise, Diane](#); [Calvache, William](#); [Campbell, Jennifer](#); 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Subject: FW: Real-Time Incident Notification Policy and Follow Up
Date: Thursday, April 9, 2026 11:48:52 AM
Attachments: [image003.png](#)
[PRC Real-Time Incident Notification Policy.pdf](#)

All,

Please see the attached and outlined policy details below.

DATE: April 8, 2026
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, Peter Tartaglia, and William Bland by email or text as soon as they are made aware of any incident.
- **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 our responsibility to notify the proper Parks personnel, other departments, and 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.

Thank You,

Ronald Anderson | Assistant Director of Parks
Westchester County Parks, Recreation & Conservation
450 Saw Mill River Road
Ardsley, NY 10502
Phone: (914) 231-4558 | Fax: (914) 864-7129
Email: rza3@westchestercountyny.gov

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