

# KANSAS CITY, KANSAS POLICE

## GENERAL ORDER

SUBJECT: Unusual Occurrences

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CROSS REFERENCE: ICS Manual

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### I. PURPOSE

- A. To establish procedures that will be used to assist the response of police personnel during tactical situations and other unusual occurrences that are beyond the capabilities of the Department's normal daily operations.
- B. The Operations Bureau Director is responsible for the functional area of police operations dealing with unusual occurrences. This includes the responsibility for preparing planning procedures for unusual occurrences. The Director (or the Director's designate) will supervise Incident Command duties and be the direct principal advisor to the Chief of Police on unusual occurrences.

### II. DEFINITIONS

- A. Assembly Areas - Areas approved by the Incident Commander for assembly and deployment of personnel and equipment to be used or held in reserve.
- B. Barricaded Person - An individual who resists being taken into custody by using (or threatens the use of) firearms, other weapons, explosives, etc., against self or others and has control of the incident scene; classified as a "Level 1" threat. The situation is considered a

"Level 2" threat if the subject has confirmed hostage, or is a sniper and has gained control of the incident scene.

- C. Command Post (Field) - A location for the coordination of field activities by incident scene personnel and utilized by the Incident Commander.
- D. Critical Incident - Any natural or manmade event, civil disturbance, or other occurrence of unusual or severe nature that causes or threatens to cause the loss of life or injury to citizens and/or severe damage to property. These incidents require extraordinary measures to protect lives, meet human needs, and achieve recovery.
- E. Critical Incident Checklists outline the tasks and decisions to be made by supervisory personnel at the scene of the incident. These checklists will be carried by supervisors and commanders while on duty.
- F. Hostage Situation - A situation where an individual or group is using the threat of violence against hostages to gain concessions.
- G. Hostage - An individual held as a means of negotiation pressure in gaining some type of concession.
- H. Incident Commander – The Incident Command function will be conducted in the following order:
  - 1. Operations Bureau Director
  - 2. Services Bureau Director
  - 3. Division Commander Operations Bureau
  - 4. Division Commander Services Bureau

The Chief of Police has the discretion to appoint the Incident Commander at any time.

- I. Inner Perimeter - The security zone used to control events in the immediate area and to monitor the incident.
- J. Outer Perimeter - The security zone used to control access into the area surrounding the incident scene and into the incident area itself.
- K. Unusual Occurrence - A situation that results from a disaster, whether natural or manmade, or a civil disturbance.

### III. ALL HAZARDS PLAN FOR NATURAL DISASTERS, MANMADE DISASTERS, CIVIL DISTURBANCES, AND OTHER UNUSUAL OCCURRENCES

- A. The Department maintains written plans for responding to natural and manmade disasters, which include provisions for the following:
  - 1. Communications: In critical incidents, a supervisor at the scene will generally establish a clear subfleet to be dedicated to personnel at that incident. The Communications Center has the ability to patch subfleets together to expedite communication between various responding agencies, including the Fire Department, utilities, and other public works when directed to do so.

2. Situation maps: Street maps are generally available and have been issued to all sworn personnel. The S.C.O.R.E. Unit can access some topographical mapping material by computer. The Surveyor's Office and Information and Research also have maps of different kinds available. Building layout and blueprint information is available from the zoning office.
  3. Field command posts: The Department maintains a mobile field command post that is kept prepared for rapid deployment when needed. In addition, and particularly for long-term operations, the incident commander may consider establishing a command post in a more accommodating structure that is a reasonable distance from the incident.
  4. Chain of command: During initial responses to unusual occurrences officers will adhere to their normal chain of command. As an incident develops and the ICS system is activated, the assignment of officers may be modified at the direction of the incident commander. In consideration of chain of command, assignment will comport with the principles of unity of command and span of control.
  5. Casualty information: Casualty information will be relayed to the proper authority, which may be directly to paramedic first responders or to the medical response coordinator, depending on the nature and scale of the emergency. Allowances for secure and appropriate entrance and exit by medical personnel at the scene will also be addressed.
  6. Community relations/public information (media briefing): Relaying information to the public may be critical to maintaining control of an area or to prevent further harm from the incident. During unusual occurrences a PIO will be notified to respond and information will be handled in accordance with General Order 50.1. If additional resources are needed to maintain community relations during the incident, the Incident Commander will arrange for assignment of necessary resources as available.
  7. Rumor Control: A certain amount of rumor is inevitable in any large operation. The most effective way to address the spread of rumors is to facilitate the most open channels of communication possible, and to encourage the flow of reliable information.
  8. Other agency support and liaison: The Incident Commander is responsible for arranging and establishing liaison with other law enforcement agencies as well as other agencies that respond to an unusual occurrence. See section VII, B, 2, of this order.
  9. Military support: See section V of this order.
  10. Martial law: See section V, E of this order.
  11. Public facility security: When an incident may pose a potential security risk to a public facility or resource, the Incident Commander will ensure that security for such facilities is addressed, whether by assigning sentries, a rolling task force to secure multiple sites of interest, or other methods that are appropriate given the circumstances and resources available.
  12. Traffic control: The Incident Commander will assign resources as necessary to address traffic control issues. Such activities will normally be coordinated through the Traffic Support Unit Commander.
  13. Equipment requirements and availability. Under the ICS, a logistics section will be formed as needed to handle equipment and material resource allocation and accountability, in addition to other matters. See section VII, C, 3, of this order.
  14. Transportation management: In accordance with the ICS, the logistics section normally handles this. A vehicle coordinator may be assigned and may act as a liaison between Fleet Services and the Police Department to assign and account for vehicles.
  15. De-escalation procedures: As the incident comes under control and is more manageable, the Incident Commander will make arrangements to de-escalate the response as he or she believes is reasonable under the circumstance. This would include reducing the area of concern, the manpower, the logistics and equipment, and other factors as appropriate. Consideration should be given to retaining a ready reserve in case the situation destabilizes and deteriorates again.
  16. Court and prosecutorial liaison: In unusual occurrences where a large number of arrests are encountered or anticipated, procedures for establishing a liaison in General Order 1.8 will be followed.
  17. Legal authority: During an unusual occurrence there may be many legal issues that need to be addressed immediately. For this reason it is necessary for the Incident Commander to have the ability to communicate with the legal advisor without delay throughout the incident. The legal advisor may be summoned to the command post if necessary.
  18. Post-occurrence duties: Proper arrangements will be made to gather all necessary information for reports. Also, personnel will inspect and account for all property and other resources and return them to their proper custodians.
  19. After-action reports: The Incident Commander is responsible for ensuring that an after-action report is completed following each event classified as an unusual occurrence in which the Department is a principle responding agency.
- B. The natural and manmade disaster plans are described in the Unified Government Disaster Plan Manual.
  - C. Situation maps are available in the Emergency Operation Center and the Unified Government Mobile Command Vehicle. Detailed maps are available from the Unified Government Information and Research Department.
  - D. To provide for unity of command during unusual occurrence situations within Kansas City, Kansas which may include personnel from outside agencies, the highest ranking Kansas City, Kansas Police Department member on the scene shall exercise command and control over all civil law enforcement resources committed to the resolution of the incident until relieved of such responsibility by a higher ranking Department authority.

- E. The command structure used by the Department will be organized in accordance with the Incident Command System and this general order.
- F. The Operations Bureau Director will maintain liaison with the Director of Emergency Management for the Unified Government.

Cross may be notified if their assistance is needed for officers or the public.

- b. Contacting the County Administration and the Unified Government for the passage of emergency curfews, mandatory evacuation of specifically limited areas, etc.

#### IV. EMERGENCY MOBILIZATION OF ALL PERSONNEL

- A. Phase I – Unusual occurrences, whether or not they require mobilization of additional officers, begin with the initial response. The initial units on the scene will request a supervisor and additional units as needed.
- B. Phase II – When it appears necessary that additional officers are needed to handle an unusual occurrence, the commander at the situation will notify the Chief of Police, or his designate, of the need for additional assistance. Unless there is an exigency, which makes it impossible or dangerously ineffective to do so, calling off-duty officers to respond will begin with the officers who have citywide responsibility and then with the Operations Bureau officers in the geographic division where the incident occurred. Off duty officers will be contacted as designated by the Incident Commander. The decision to order the first off-duty officers to respond will be made by the Chief of Police or his designate.
  - 1. Overtime will be offered on the basis of seniority to officers who will work the overtime hours consecutively on the preceding or following shift and within the Division where the overtime becomes available (in accordance with the Memorandum of Understanding).
  - 2. The Incident Commander will designate an assembly area and an alternate assembly area. The Commander will also designate personnel to coordinate transportation and distribution of necessary equipment, and make initial assignments of responding personnel for the responding task force (field force, etc.), as well as designating personnel to continue answering calls for service.
  - 3. The Incident Commander will bear in mind that the Chief or his designee may request assistance from Johnson County, Kansas and Leavenworth County, Kansas, if additional resources are needed. KSA 12-2904 governs mutual aid agreements.
  - 4. When the organized response arrives and becomes involved in the situation, the regular field units who initially responded will be used in a manner directed by the Incident Commander.
- C. Phase III – If the task force is still unable to adequately control the unusual occurrence due to lack of manpower, the Incident Commander will notify the Chief of Police, or his designate, and the remainder of the Department will be activated.
  - 1. Considerations need to be made for how long the unusual occurrence is likely to continue. In addition to basic considerations such as equipment, periodic relief and meals for line personnel, estimations of costs in equipment and overtime, patrol coverage, etc., the command post should consider the following:
    - a. Whether any extended quartering may be required, or whether the situation requires a temporary rotating shift arrangement (e.g. 4 hours on-4 off, 12 hour shifts, etc.). The Red

- D. Phase IV – Post Occurrence. The Chief of Police will determine when an unusual occurrence involving mobilization of off-duty officers is over, and notify other command personnel. Normal operations will resume.

#### V. REQUESTING ASSISTANCE OF THE NATIONAL GUARD

- A. During periods of emergency involving civil disorders or natural disasters, the Kansas National Guard can be mobilized at the request of the Police Department and the Unified Government, on the authority of the Chief of Police and the Chief Executive Officer of the Unified Government.
- B. Standard requests for military support will be made in writing to the Governor or, in his or her absence, the Adjutant General. In emergencies, time is essential, and requests for military support will be made by the most expedient means and will be confirmed later in writing.
- C. Once requested by the Unified Government to assist in preserving the peace, National Guard personnel have the authority to enforce ordinances of the Unified Government and are considered officers of the Unified Government.
- D. The Commanding Officer of the National Guard Unit will report for specific mission instructions to the Incident Commander. Missions must be within the capabilities of the unit. Mission requests should be written to prevent misunderstanding. All military subordinates and sub-units will report only within their military chain of command.
- E. Martial law: State activation of The National Guard must not be confused with Martial Law. State activation is on the authority of the Governor or Adjutant General on the request of local authorities. Martial Law is a measure taken by the President of the United States to preserve order in time of emergency, when civil government agencies cannot function or when their function would itself threaten public safety. In cases of extreme emergency, a military commander may make the decision to impose Martial Law.

#### VI. UNUSUAL OCCURRENCE MANAGEMENT AND THE INCIDENT COMMAND SYSTEM

- A. The Department is committed to the handling of any unusual occurrences in the safest and most expedient means possible. The Department will utilize the Incident Command System (ICS) model to manage personnel and resources in response to unusual occurrences.
  - 1. ICS is designed to provide a manageable span of control and accounting of command and resource management in a general way that may be effectively applied to an unusual occurrence of any type (floods, civil unrest, barricaded subjects, etc.).
  - 2. ICS allows for the controlled modification of the command and control structure in response to the complexity of the mission at hand, and not merely on the size of the incident. ICS defines the elements of the command function clearly and unambiguously which provides for the possibility of

- expansion, replacement or relief without sacrificing any crucial information or command functions.
3. ICS is designed to facilitate effective interagency operations by creating a seamless command structure with vital resources and information maintained centrally. Free flow of information and resources among all participating agencies is vital to the successful resolution of any multi-agency response to an incident such as a natural or manmade disaster. ICS is widely used by local, state, and Federal agencies to handle unusual occurrences.
- B. The Department subscribes to the philosophy that all incidents to which officers respond that involve supervision of personnel handling diverse tasks are handled in accordance with the Incident Command System. It is the ability of the ICS to expand or contract as needed which makes it such a valuable tool for command and control of diverse responses to virtually any incident type. However, in the context of unusual occurrences, ICS is used to describe incidents that are exceptional due to:
1. A high level of complexity;
  2. An exceptional duration;
  3. Response from several different units within the Department that require coordination; or
  4. Responses from several different agencies, including the Police Department, requiring coordination on the command level to enhance efficiency and cooperation.
- C. The fundamental command elements of ICS may be combined or expanded in response to the complexity of the incident. They are:
1. The Incident Commander.
  2. The Command Staff.
    - a. Safety Officer.
    - b. Liaison Officer.
    - c. Information Officer.
  3. The General Staff.
    - a. Operations Section Chief
    - b. Planning Section Chief
    - c. Logistics Section Chief
    - d. Finance and Administration Chief
  4. If necessary to maintain span of control, to control a large geographic area, or for another reason, there may be Division and Station Commanders responsible for different areas (e.g. East and West Division Commanders).
- D. The Operations Bureau Director is responsible for the assembly, distribution, and training of the Incident Command Manual. The manual will be available to all supervisory personnel.
1. The Operations Bureau Director will oversee the review and updates to the Incident Command Manual.
2. The Community and Support Services Commander is responsible for ensuring that in-service training on incident command for unusual occurrences is conducted for all applicable personnel. Incident Command training will include an annual training exercise. At the discretion of the Services Bureau Director, the annual exercise may be a written exercise based on a training scenario or a mock rehearsal of an unusual occurrence. Applicable personnel will generally include commanders and supervisory personnel, as well as tactical personnel and others as designated by the Services and Operations Bureau Directors.
  3. A formal review of the manual, analysis of ICS incidents, and effectiveness of ICS training will be completed and documented annually. Necessary changes will be incorporated into the manual and training.
- E. Emergency plans are described in the Incident Command Manual and the Unified Government Disaster Plan Manual, which include provisions for the following:
1. Communications
  2. Alert stages
  3. Primary and alternate assembly areas
  4. Equipment distribution
  5. Special task force evaluation
  6. Key personnel designations
  7. Coordination with Emergency Management
  8. Transportation requirements
  9. Management control measures
  10. Rehearsals
- ## VII. INCIDENT COMMAND FUNCTIONS
- A. Incident Commander.
1. The Incident Commander's responsibilities include: assessing incident priorities, determining goals and objectives, implementing the action plan, developing appropriate organizational structure, coordinating overall activities, and ensuring responder safety.
  2. Functional responsibilities for any position described below that are not staffed remain with the Incident Commander. However, some staff and command functions may be combined as the need dictates.
  3. As incidents increase in complexity or size, it often becomes necessary for the Incident Commander to delegate major functional responsibilities to maintain effective workload and span of control. Some command and staff functions may be combined with the exception of the safety officer position, which should remain assigned to only one individual.
  4. The incident commander is responsible for ensuring that an after action report is completed.
- B. Command Functions.

1. Safety Officer - The Safety Officer must monitor and assess the safety hazards and unsafe situations to develop measures for ensuring personnel safety. The Safety Officer can stop any unsafe operations without Incident Commander approval. The Safety Officer not only identifies problems, but also suggests solutions to minimize the risks and keeps the Incident Commander informed of all actions taken.
2. Liaison Officer - A Liaison Officer is the point of contact for assisting or coordinating agencies. This position provides line of authority, responsibility, communication, and coordination with outside agencies and private contractors. Communications with other agencies may be conducted through communications, or, if it is needed due to their direct participation in a tactical operation, arrangements can be made for outside officers to access the Department's radio system.
3. Information Officer - The Information Officer is responsible for interface with the media and other appropriate agencies. Accurate and consistent information from a single source is important to the smooth operation of the incident.

C. Staff functions.

1. Operations Section - The operations section is responsible for management of all tactical operations at the incident. Typically, perimeters, tactical, negotiators, staging, emergency medical service, and search and rescue are functions that respond to the Operations Section Chief. This position is staffed by a commanding officer assigned by the Incident Commander. The operations section should also remember that there will be instances when the security of public facilities and critical private facilities must be undertaken as part of the operation.
2. Planning Section - The Planning Section is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Planning must include an assessment of the present and projected situation. Proactive incident management depends on accurate assessment. In addition, there is a critical need to maintain information about resources committed and available. Typically, investigations, intelligence, documentation, technical advisor(s), and demobilization are functions that report to the Planning Section Chief.
3. Logistics Section - The Logistics Section is responsible for providing facilities, services, and materials for the incident. This Section Chief acts as a "Supply Manager" responsible for service and support resources. Typically, supply, communications, personnel, and transportation are functions that report to the Logistics Section Chief.
4. Finance and Administration Section - The Finance and Administration Section is responsible for all costs and financial considerations of the incident. The considerations are generally not a major concern during the incident. However, when using private sector resources, or incidents where reimbursement will be sought, financial considerations and accurate record keeping can be detailed and extensive. Typically, procurement and timekeeping are functions that report to this section chief.

## VIII. PATROL RESPONSE

A. Uniformed patrol officers initially respond to the majority of incidents that develop.

1. Officers should be aware that unusual situations may arise and require response from a number of different units or agencies.
2. It is the goal of all departmental personnel to manage such incidents properly and safely.
3. High winds, flooding, hazardous material spills, water main breaks, fires, multi-car accidents, civil disorders, and terrorist acts, etc. are all examples of incidents that may require a coordinated response of several units or agencies.

B. Hostage situations

1. The first priority is the lives of the hostages. The tactical goal of the Department is safe recovery of the hostage(s) and the apprehension of the perpetrator. The following priorities are consistent with law and ethics and are clearly defined:
  - a. The lives of any hostages, innocent bystanders and/or residents.
  - b. The lives of police officers.
  - c. The lives of the suspects.
2. The decision to make immediate intervention in the interest of the first priority (the life of the hostage) may be considered if the hostage taker has not gained physical control of the crime scene and the hostage. The first officer and/or supervisor at the scene should consider the following:
  - a. Does the suspect, in fact, have hostages?
  - b. Does the suspect indicate or state that the hostages will be killed?
  - c. Can the fact that the suspect is armed or has the potential for killing hostages be reasonably verified?
3. If the decision is made to intervene, the officer shall take the following actions:
  - a. Exercise extreme caution, recognizing that the safety of the hostage and other persons is paramount.
  - b. Act swiftly, decisively, and confidently, recognizing that the intervention at this crucial stage of the incident cannot wait for additional assistance to arrive.
4. When officers respond to an incident and determine that hostages have been taken and there are no apparent means by which to intervene and retrieve those hostages without further endangering officers or others, or the suspect is barricaded in such a manner that to approach would cause possible injury to the hostage, officer, or bystanders, officers shall take the actions listed below which also apply in other unusual incidents as well.

C. All Incidents

1. From a safe area, officers should notify communications of the situation, establish a clear

radio sub-fleet, and request a field supervisor respond to the scene.

2. Direct responding units to locations where they can set up a perimeter and contain the incident. Suspects, if applicable and reasonably preventable, should not be allowed to leave or escape.
3. Field Supervisor:
  - a. Respond to the scene.
  - b. Assume command of on-scene activity until relieved by a commanding officer. Consult the Critical Incident Common Features and Briefing Checklist.
  - c. Ensure that civilians are removed from the area, but persons with knowledge of the area or premises should not be allowed to leave.
  - d. Isolate and contain the situation in as minimal size area as possible. Establish inner and outer perimeters in a manner that will not subject officers or others to unnecessary danger. Traffic units may be used to close roadways into the affected area.
  - e. Attempt to establish communication with individuals involved in the situation.
4. Operations Captain
  - a. Respond to the scene and act as Incident Commander until relieved by higher authority.
  - b. Establish command post inside the outer perimeter, preferably with a safe view of the incident site, where persons involved in the command and staff processes, and other essential personnel, may meet to confer with the Incident Commander.
  - c. Establish assembly area(s) for responding personnel.
  - d. Request the Division Commander respond to the command post.
  - e. Summon specialized units and the command element if the known facts warrant it, with Division Commander approval, if the Division Commander cannot be contacted, contact next higher authority.
  - f. Give specific instructions that independent actions by officers and discretion is limited.
5. Division Commander
  - a. Acts as Incident Commander responsible for overall management of the incident until relieved by higher authority.
6. Arrival on scene of specialized units does not immediately relieve other officers of inner and outer perimeter duties. They will be assigned specific duties as the operation progresses and should report to the assembly area for appropriate debriefing and reassignment when relieved by a supervisor.
7. Once an operation has commenced, officers will not take independent action. Discretion is limited. Complete fire control will be maintained unless a

direct and immediate deadly force confrontation develops. Officer movement and action should be monitored and approved by a supervisor.

## IX. EVACUATION

- A. Evacuation of persons should be a priority after the incident scene is secured.
- B. Isolated and adjacent areas should be evacuated whenever conditions permit.
  1. Removal of uninvolved persons not only insures their safety, but also greatly facilitates subsequent police action.
  2. When possible, evacuees should be interviewed for any pertinent information about the scene or persons involved in the incident.
  3. Mandatory evacuation of uninvolved persons is a legal difficulty. The attempt should be made and appropriate safety warnings issued, however, compliance is voluntary.
  4. Injured civilian or police personnel should be evacuated from the area as soon as it is practical to do so. Refusals by injured civilians to be evacuated will be documented.
- C. An alternative to removal may be a "cover in place" decision if removal would be more dangerous.

## X. S.C.O.R.E. (Tactical Unit)

- A. S.C.O.R.E. Commander or a designate is in charge of S.C.O.R.E. members (or ICS Tactical Element) and will perform the following duties:
  1. Ensure that all members of the unit maintain proficiency and readiness. This includes specialized firearms training and other readiness exercises (callout rehearsals).
  2. Maintain documentation of all selection, training, and incidents, which will then be forwarded to the Operations Bureau Director.
  3. Familiarize other members of the Department with the capabilities and proper utilization, and coordinate the use of S.C.O.R.E.
  4. When at a scene in which S.C.O.R.E. is being utilized, S.C.O.R.E. Commander or a designate will take command of the tactical element.
  5. The Unit Commander will report through the chain of command to the Operations Bureau Director, and will obtain the approval of the Bureau Director and the Chief of Police for staffing levels, training requests, and equipment needs.
- B. Any Division commander has the authority to call out the S.C.O.R.E. Division Commanders are permitted to delegate the authority to call S.C.O.R.E. out to operations captains.
- C. S.C.O.R.E. is a tactical unit and is subject to call out 24 hours per day. S.C.O.R.E. may be assigned to any function designated by the Chief of Police.

## XI. CRISIS NEGOTIATION TEAM

- A. The Crisis Negotiations Team (CNT) is under the supervision of the Operations Bureau, Community Support Division Commander.
- B. Hostage negotiations shall be conducted by trained personnel whenever possible.
- C. The primary function of the CNT is to provide certain logistical functions and expertise at the scene of hostage or barricaded subject situations. These functions shall include, but are not limited to, facilitation and performing bargaining, communications, and dialogue with perpetrators. The CNT should consist of one primary negotiator to minimize confusion, one commander, and additional personnel to act as coaches, recorders, etc. Negotiators should be below the rank of Major, as a general rule.
- D. The Crisis Negotiation Team shall be used for hostage situations, barricaded subject situations, or any other situation where a trained negotiator may be of value. Negotiations should be conducted by telephone or from a position of cover. Face to face negotiations between the negotiator and suspect are prohibited.
- E. The Crisis Negotiation Team's efforts will be coordinated with the actions of S.C.O.R.E. Coordination is the responsibility of the Incident Commander.
- F. A hostage situation should not be allowed to become mobile if it can be reasonably prevented, for the following reasons:
  - 1. The situation becomes more unstable and presents a life priority concern.
  - 2. Less containment and control of the immediate environment.
  - 3. Increased likelihood of injury/danger to uninvolved persons in areas previously unaffected.
  - 4. Increased opportunity for perpetrator's escape.
- 2. Employees will be briefed that unusual items or those that seem out of place should be reported to the investigating officer.
- 3. If a decision is made to evacuate a building, the officer will recommend that it be completed at least 30 minutes prior to the alleged detonation time, if known. The evacuation should remain in effect for at least 30 minutes after the alleged detonation time.
- 4. If a responsible party is not available and there is a necessity to conduct a search of a building, officers may search with supervisory approval.
- E. If officers have reason to believe an emergency situation exists, they should take action necessary to protect lives. When possible, a supervisor shall review the situation prior to any order to evacuate, and coordinate with Investigative and evidence personnel.
- F. All persons should be instructed not to touch or move any objects.
- G. In the event a suspected or actual device is located, the officer will assume command of the scene until the arrival of a supervisor. With supervisor approval, the Explosive Ordinance Disposal (EOD) Unit will be requested to respond to the scene.
  - 1. Necessary evacuation will be undertaken, and officers will strive to provide assurance, eliminate confusion, and demonstrate decisiveness. Clear, calm instructions should be given in a positive tone.
  - 2. A perimeter will be established until the nature of the device has been established. Persons will be kept at least 300 yards from the scene, if possible.
  - 3. EOD Commander or his designee will assume command of the scene upon their arrival, and will determine if the perimeter should be expanded or contracted. Officers must be aware of the possibility of a secondary device designed to injure first responders.
  - 4. Emergency Medical Personnel and Fire should be requested and directed to an assembly point outside the perimeter.
- H. The investigating officer is responsible for completing the appropriate report describing the circumstances and actions taken.
  - 1. If the device is rendered safe, the area will remain sealed. The scene will be considered a felony crime scene and will be handled according to General Order 40.5.
  - 2. If the device detonates, the EOD Technicians will conduct a post blast investigation, be responsible for the collection and preservation of evidence, and forward reports to federal authorities.
- I. In the event a device detonates, officers should be aware of the possibility of a secondary device in the area. Officers should render aid to victims, remove victims to the outer perimeter as expeditiously as possible, and remain outside the perimeter for one hour before resuming investigation.
- J. School districts have established procedures to be used in the event of a bomb threat at a school. Officers will assist in the search only at the direction of a police

## **XII. BOMB EMERGENCIES/EOD PROCEDURES**

- A. The Department's primary goal in response to bomb emergencies is to minimize injuries, damage to property, and disruption of business activity.
- B. Bomb emergencies are primarily the responsibility of the Police Department. The Fire Department acts in a supporting role.
- C. Due to the many variations of explosive devices and detonators, it is necessary to respond to bomb incidents with great caution. Because some explosive devices may be set off by radio waves, officers will advise Communications that they are in the area prior to arrival. At all times while within a building with a suspected explosive device and, otherwise, while within 1000 feet of a suspected explosive device, officers should turn off their radios until the situation has been stabilized.
  - 1. Cellular/mobile phones and MDT's are radios, and should be treated as such.
- D. Responsibility for a decision to search and/or evacuate a building will generally fall to the person in charge of the property involved. Officers may give advice and limited assistance in the search of a building.
  - 1. By Fire Department policy, firefighters may only assist in building searches at the order of the Fire Chief.

supervisor. It will be the sole responsibility of the school administrator to evacuate the school.

### **XIII. DIGNITARY PROTECTION (VIPs)**

- A. In most situations, the primary responsibility for VIP protection will fall upon the principal security agent or agencies that normally travel with the VIP. This will usually include government protective agencies such as the United States Secret Service, a state police security detail, or private security guards that are employed by the protectee.
- B. The Department will provide security assistance to governmental agencies within the limitations of reasonable manpower and other resources.
- C. Additional security requests for private individuals outside of the ordinary and reasonable protection normally expected by a private citizen will not be honored, except at the direction of the Chief of Police and may be handled as an extra duty request with all expenses being charged to the requestor.
- D. The S.C.O.R.E. Commander will act as the supervisor or coordinator of any detail for VIP protection. The S.C.O.R.E. Commander and the VIP's representative will coordinate security arrangements, intelligence functions, and determine the expected role of the Department to further the safety and security of the dignitary.
- E. Arrangements should be made to obtain the following equipment or resources as necessary:
  - 1. Vehicles - Department vehicles are authorized to facilitate security. A marked vehicle may be utilized as the lead vehicle in motorcades in which the Department is participating as a security element. The motorcycle unit may be used as an escort for the motorcade.
  - 2. Body Armor - It is preferred that all VIPs being protected by the Department wear body armor at all times when they are exposed to the public.
  - 3. Special Equipment - Dependant upon the situation, consideration should be given to the acquisition and use of the following special equipment: Limousines, vans, buses, public works vehicles, barricades, aircraft, helicopters, special weapons, and metal detectors.
- F. The following security measures shall be considered when planning for VIP security:
  - 1. Check Points - Controlled access through specific entrances; authorized access only; and prevention of unauthorized access.
  - 2. Surveillance Posts - Fixed or mobile, provide unobstructed view of target area, and report pertinent information back to command post.
  - 3. Special Posts - Command and emergency services posts.
  - 4. Identification - Law enforcement credentials, laminated passes, lapel pins, or host committee identification.
  - 5. Site Security - Coordinated in advance with the agent of the protectee, arrival of motorcade, parking, building access route, meeting room capacity, restrooms, telephones, location of fire

suppression equipment, fire alarm system, primary and alternate evacuation routes, electrical power source, security perimeter, security posts, and staging room for protectee.

- 6. Motorcades and Routes - Accomplished in cooperation with the protectee's agent, trouble areas, overpasses, culverts, vacant buildings, congested traffic areas, hospital locations, alternate routes, railroad crossings, and intersection and traffic control points.
- G. Communications will be coordinated to allow all security detail personnel access to electronic communications.
- H. Whenever possible, all detail members will have portable radios on a Police Department frequency.
  - 1. Communications will assign all units in the security detail to a separate sub-fleet in the trunking system.
  - 2. Secure communications will be carried out via mobile data terminals or hard line telephone.

### **XIV. SPECIAL EVENTS**

- A. The Department shall consider requests to provide security and/or traffic control services for any scheduled events. Special events include any scheduled activities that involve large amounts of vehicular and/or pedestrian traffic for a short period of time.
- B. The Traffic Support Unit Commander will be responsible for coordination of most such events. Prior to each special event, the Traffic Commander will provide to each affected Division/Unit Commander a report which will contain, but not be limited to:
  - 1. Designation of special event coordinator.
  - 2. Designation of on-scene supervisor or supervisors.
  - 3. Written estimates of traffic, crowd control, and anticipated crime problems.
  - 4. Personnel requirements.
- C. Requests for the assignment of the S.C.O.R.E. will be forwarded to the Operations Bureau Director as far in advance of the special event as practical.
- D. The planning process will address the following:
  - 1. Planning routes that allow normal and emergency activities to continue with minimum disruption.
  - 2. Providing for unrestricted access from at least one direction for emergency services.
  - 3. Assessing the need to provide temporary traffic control devices.
  - 4. Assessing the need to provide adequate crowd control.
  - 5. Providing for media relations.
  - 6. Identifying persons working directly with the event.
  - 7. When private security services are involved, the need to review and determine the adequacy of such services for the particular event.
  - 8. Provisions for parking (including handicapped), personnel scheduling and relief, temporary traffic



control devices, interagency assistance and cooperation, ingress and egress of vehicular and pedestrian traffic, and detour routes to alleviate congestion.

9. Assessing and providing for any logistical requirements.
- E. The Traffic Commander will prepare an after action report at the conclusion of significant special events and forward it to the Operations Bureau Director.

#### **XV. EMERGENCY RESPONSE EQUIPMENT**

- A. The Department maintains supplies and equipment designed for use during unusual occurrence situations. Specialized equipment will be maintained in a state of operational readiness by the unit designated for the following response:
1. S.C.O.R.E. - Special weapons and tactical equipment for hostage situations, barricaded subjects, and high risk warrant execution.
  2. EOD Unit - Special equipment necessary to investigate, collect, or render safe any suspected explosive device.
  3. Field Force Trailers (2) - Protective shields, spare gas masks and filters, megaphones, and hand disbursed chemical agents for controlling large disturbances or crowds maintained at Fleet Services.
- B. To ensure operational readiness of supplies and equipment, regular monthly inspections will be conducted and documented by the appropriate Unit Commanders.
- C. Discrepancies are to be corrected at the time of inspection or otherwise brought to the attention of the Operations Bureau Director. The Director will be responsible for the replenishment of supplies used during unusual occurrences.

Appendix: ICS Structure and Incident Checklists.