

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

POLICY: 8.1 UNUSUAL OCCURRENCES

REVISED DATE: 11.19.13

I. POLICY

Unusual occurrences include emergencies resulting from natural or man-made disasters or civil disturbances such as riots, disorders, spontaneous violence, or labor disputes. While these occurrences are uncommon and our resources may be quickly overwhelmed, the department must not only deploy personnel in the field but must coordinate the responses of other law-enforcement agencies as well as other agencies. Department personnel must act quickly, decisively, and knowledgeably to mitigate disorder or disaster by restoring order and control, and by protecting lives and property.

II. PURPOSE

To establish general guidelines for planning and deploying personnel for unusual occurrences.

III. DEFINITIONS

- A. Unusual Occurrences: Includes natural and man-made disasters as well as civil disturbances, unusual police events such as hostage or barricaded persons and even planned special events.
- B. After Action Reports: A report outlining the department's planning and response to an unusual occurrence, providing a critical look at operations and developing suggestions for future planning and policy issues.
- C. Emergency Response Plan: A City or Regional Emergency Response Plan that outlines the responsibilities of all public agencies in time of natural or man-made disasters.

IV. PROCEDURES

A. Administration

1. The Director is responsible for overall planning of the law-enforcement response to unusual occurrences and for department participation in the regional emergency operation plan.

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2. The Director is responsible for coordinating all law enforcement plans with the municipal, county, or state official charged with emergency activities. A copy of the Emergency Operations Plan will be maintained in the Office of the Director, the City Managers Office, and the Patrol Room.
3. At least once annually, the department shall conduct training for all personnel on their roles and responsibilities under the city emergency response plan. Copies of the emergency response plan are found in the Director's office, and the patrol room.
4. At least annually, the Director is responsible for ensuring the internal review of the Law Enforcement Appendix to the Emergency Response Plan and the other departmental procedures for unusual occurrences.

B. Special events

1. The Director is responsible for the proper planning of the law enforcement operations for any Special Event held within the city.
2. Special event plans shall include, at a minimum:
 - a. Anticipated personnel needs and assignments
 - b. Special qualification requirements, if any.
 - c. Estimates of traffic, crowd, or crime problems anticipated.
 - d. Clearly written traffic flow plans
 - e. Logistics requirements.
 - f. Any coordination required with outside agencies

C. Unusual Police Incidents

1. Unusual Police Incidents include:
 - a. Bomb threats or incidents where an evacuation is performed or a device is located.
 - b. Hostage taking where the victim is held after police arrival
 - c. Barricaded Persons with callout
 - d. Hazardous Warrant Service
 - e. Other major incidents where more than three units and a supervisor are utilized.

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2. The Director is notified immediately if any unusual police events occur.
3. The Patrol Standard Operating Procedure provides officers direction in handling many unusual police incidents.
4. The department maintains mutual aid agreements with departments with Emergency Response Teams trained and equipped to assist in the successful resolution of Unusual Police Incidents.

D. Use of National Incident Management System

1. The department trains all personnel in their appropriate level of NIMS courses for understanding of their role in the management of an incident.
2. The NIMS process of Incident Command will be utilized in handling all unusual occurrences where more than three units are utilized.

E. Mobilization of additional resources

1. In any emergency or special operation where additional law enforcement resources are required, the Director may:
 - a. Hold over the shift due to go off so that personnel of two shifts are available.
 - b. Call back additional personnel.
 - c. Request assistance through mutual aid
2. Some special operations are planned weeks in advance and, where possible, additional personnel required will be given advance notification of time, place, uniform, duties, etc. For other operations such as raids, security considerations may limit advance notification to minutes.
3. All members of the department are subject to immediate recall in the event of an emergency. Failure to respond to an order to report to work shall be grounds for termination.
4. The Director shall assign personnel called back as required, using the skills, knowledge, and abilities of recalled officers where appropriate.

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5. Call-back time is paid time and will be strictly controlled and accounted for, minimizing expenditure where feasible.

F. After Action Reports

1. After Action Reports are required after any natural or man-made disaster or any unusual event as listed in C. 1. above.
2. After Action Reports are required at the conclusion of any unusual occurrence within 10 days of completion of the event. Unless otherwise assigned, the preparation of the report is the responsibility of the supervisor in charge of the event.
3. The After Action Report should include a narrative of:
 - a. A detailed description of the event;
 - b. The prior planning for the event, if any;
 - c. The number and identity of personnel assigned;
 - d. A chronological description of the event and problems encountered or successes accomplished;
 - e. A critical review of operations and what policy, equipment or procedures need to be changed to better respond to a similar problem or event in the future.
4. The After Action Report should be prepared in memorandum format and forwarded to the Director for review.

Approved: *M. Shackelford*
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