

A. PURPOSE. To ensure the rapid and efficient procurement, deployment, and management of personnel and materials in the event of civil disturbances, labor management disputes, and general crowd control problems in order to:

1. Prevent loss of life or injury to civilians and police personnel
2. Prevent property damage
3. Efficiently control the disturbance

B. DEFINITIONS

1. *Civil Disorder.* Any incident or incidents that cannot be effectively prevented or controlled by the deployment of duty patrol units and presents a serious threat to the safety of persons or security of property.
2. *Field Command Post.* A temporary facility established at a safe location adjacent to the containment perimeter from which police field operations relating to the civil disorder will be managed.
3. *Support Services Command Post.* The squad room of the Grand Rapids Police Department. Personnel and resources will be procured, briefed, and deployed to support Field Command Post operations.
4. *Mobilization Point.* A place in a safe location adjacent to the Field Command Post where personnel and resources are organized during field operations.
5. *Emergency Operations Center.* A secure facility located in the Grand Rapids Police Department for the purpose of coordinating the City's Emergency Management Plan.
6. *Inner Perimeter.* The immediate area surrounding the incident or location.
7. *Outer Perimeter.* The general area surrounding the incident location that is of sufficient size to keep unauthorized persons from entering. The outer perimeter also includes traffic diversion and control points.
8. *Service Area Commander.* The Police Captain assigned to the affected Service Area. If the Commander of the affected Service Area is unavailable, an adjoining Service Area Commander shall be notified and directed to respond to the Field Command Post.

The Watch Commander shall assume the responsibilities of the Service Area Commander until the Service Area Commander assumes command of the incident scene.

9. *Field Force Commander.* An adjoining Service Area Commander designated by the Chief of Police.
10. *Field Force Team.* The fundamental unit of a Field Force consisting of a sergeant and up to seven (7) police officers. The Field Force Team consists of officers assigned to the next scheduled shift, and if the need exists, further deployment of Field Forces shall consist of the next sequential shifts for patrol units. Field Force Teams may be assigned a variety of Field Force responsibilities by the Field Force Commander. All police personnel, except as noted in this procedure, are assigned to a Field Force and shall be notified accordingly.
11. *Arrest Team.* Responsible for efficiently and effectively disposing of arrests and supporting the general Field Force. The Arrest Team may be assigned the responsibilities of a rescue team as ordered by the Field Force Commander.
12. *Rescue Team.* Responsible for promptly responding to and causing the rescue of any person pursuant to the order of the Field Force Commander.
13. *Tactical Team (i.e., Special Response Team).* Provides all tactical services related to armed, barricaded persons, hostage incidents, discharge of weapons by “snipers,” use of chemical agents or specialty munitions, and any other incidents requiring a tactical response by the Department during a Field Force. The Commander of the Special Response Team will report to the Field Force Commander and shall deploy the Team only for the purpose of responding to the aforementioned incidents or other high-risk operations as needed. The Team shall promptly respond to and remain at the mobilization point until deployed by the Special Response Team Commander.
14. *Support Team.* Provides a variety of support services to the Field Force, i.e., general logistical support operations, video recording, etc.
15. *Media Briefing Point.* A place, outside the outer perimeter, for the safe assembly and briefing of media personnel.

16. *“Alpha / Bravo” Shifts.* Upon the decision of the Chief of Police, all sworn personnel will transition to work hours of 0600-1800 or 1800-0600. Service Area and Unit Commanders will ensure these pre-designated rosters will be updated throughout the calendar year in the records management system as personnel assignments change.

C. PREVENTING CIVIL DISORDERS

1. All employees are strongly encouraged to work closely with neighborhood residents for the purpose of developing trustful communication.
2. If any employee receives information or perceived indicators of civil unrest, such information should be promptly forwarded to the Office of the Chief of Police. These reports shall be entitled “Community Assessment Reports” and submitted on:
 - a. Police Incident Reports.
 - b. Memorandum forms.
 - c. Silent Observer Reports.
3. Copies of Police Incident Reports containing similar information shall also be forwarded to the Office of the Chief of Police.
4. This information will be monitored, verified, and disseminated to employees for appropriate preventive responses.

D. INITIAL RESPONSE TO POTENTIAL CIVIL DISORDER

1. The Communications Unit shall direct at least two (2) patrol units and one (1) patrol supervisor to the scene.
2. If the disorder cannot be promptly and safely controlled by responding units, the patrol supervisor shall:
 - a. Organize and attempt, if necessary to prevent serious injury or loss of life, a tactical rescue in order to extricate any civilians or officers.
 - b. Direct the responding patrol units to a temporary mobilization point in the proximity of the incident.

- c. Immediately notify the affected Service Area Commander, via the Watch Commander.
3. The Service Area Commander shall:
 - a. Promptly respond to the scene of the incident and accept command responsibility.
 - b. Notify the Chief / Deputy Chiefs of Police and implement this Procedure if the incident is beyond the capability of on-duty patrol personnel and presents a serious threat to the safety of persons and security of property.
 4. The Watch Commander shall immediately contact an adjoining Service Area Commander and the Support Services Division Commander.
 5. The adjoining Service Area Commander and the Support Services Division Commander shall initiate “call back” procedures.

E. CIVIL DISORDER RESPONSE PROCEDURE

1. Three (3) Command Posts shall be established.
 - a. The Field Command Post will be supervised by the affected Service Area Commander at a safe location adjacent to the containment perimeter.
 - b. The Support Services Command Post will be supervised by the Support Services Division Commander and located in the squad room of the Grand Rapids Police Department.
 - c. The Emergency Operation Center, to which a Grand Rapids Police Department liaison, designated by the Chief of Police, shall be assigned, will be located in the specified location in the Grand Rapids Police Department.
2. Emergency Radio Communications. The Communications Supervisor shall set aside radio frequencies as follows:
 - a. F1 shall be dedicated to all field communications regarding the civil disorder.
 - b. F2 shall be dedicated as the Support Services channel.

- c. F3 shall be the regular operations channel.
 - d. At the direction of the police supervisor in charge either, County Inter-Op will be utilized if Mutual Aid resources are assisting and cannot access Grand Rapids Police Department F-1.
 - e. F5 shall be designated as the tactical channel.
- 3. The Kent County Mutual Police Assistance Agreement shall be implemented according to procedures.
 - 4. All recalled officers, excluding members of the Special Response Team, shall respond to and stage at the Support Services Command Post. Unless otherwise directed, officers shall report in issued police fatigue uniform with equipment, including helmet, baton, and air purifying respirator.
 - 5. Members of the Special Response Team shall respond to and stage at the designated Mobilization Point.
 - 6. Police calls for service during a civil disorder shall be prioritized and handled pursuant to the following criteria:
 - a. Within the perimeter:
 - (1) Code One calls for police service shall be transmitted by direct telephone line, or if telephone lines are not available or are inoperable, by radio, to the Field Command Post. The Field Command Post Commander shall determine the appropriate police response to the emergency call and direct the dispatch of the necessary police resources.
 - (2) A chronological listing of all calls within the perimeter shall be forwarded to the Field Command Post via Computer Aided Dispatch (CAD) for review and informational purposes by the Field Command Post Commander.
 - b. Calls for service outside of the perimeter shall be conveyed, on the radio frequency not dedicated to the incident, to Service Area patrol units if they meet the following criteria:
 - (1) Injury calls only if medical treatment is required

- (2) Calls where there is evidence of potential injury, or the likelihood of potential injury exists
 - (3) Calls involving weapons displayed or discharged with apparent threat to public safety
 - (4) Calls involving chemicals or explosives displayed or discharged
 - (5) Entrapped person calls, i.e. fire, overturned vehicle
 - (6) Felony crimes in progress where the suspect is still present, i.e. felonious assaults, B&E in progress, etc.
- c. All other calls for service shall be transferred to the Investigative Unit telephones for disposition through expanded telephone reporting. The Investigative Unit Commander shall supervise the telephone reporting process utilizing police interns called in for that purpose.
7. The Incident Commander shall designate a Public Information Officer who will establish two (2) media briefing points:
 - a. One located adjacent to the Field Command Post
 - b. One located at the Grand Rapids Police Department
 8. Assigned personnel may be required to work extended or “Alpha / Bravo” shifts until the civil disorder has been resolved. Relief of personnel shall be the responsibility of the respective Post Commanders.
 9. All employees not specifically assigned to other duties shall report to the Support Services Command Post for assignment.

F. PROCEDURE IMPLEMENTATION – SPECIFIC RESPONSIBILITIES.

1. The Service Area Commander shall:
 - a. Establish a perimeter(s) and designate a supervisor to be responsible for the perimeter(s) and to make physical checks on all positions, squads and/or assignments.

- b. Assign the next scheduled patrol shift officers that are recalled to supplement the civil disorder scene and deploy them to vacated service areas.
 - c. Brief, deploy, and supervise personnel assigned to the Field Command Post.
 - d. Receive intelligence briefings and direct activities to gather further information.
 - e. Determine the need for specialized Departmental Units, i.e. Bomb Disposal Unit, Crime Scene Technicians, Special Response Team, etc.
 - f. Assign recorders to maintain a log of the incidents.
 - g. Assign a personnel coordinator to monitor each employee's status, i.e., arrival time, assignment and squad number, time relieved, etc.
 - h. Assign a communications operator for the Field Command Post and a supervisor as Field Command Post Coordinator.
 - i. Provide for command post security.
 - j. Establish and maintain liaison with other resources.
 - k. Coordinate post-incident debriefing and submit a detailed report to the Chief of Police.
 - l. Ensure that schools, public buildings, and other businesses within the immediate effected area are notified of the situation as soon as practical.
2. The Watch Commander shall:
- a. Notify all Service Area Commanders, Lieutenants and all Unit Commanders.
 - b. Call in the Police Intern Coordinator, who shall recall additional Police Interns.
 - c. Assign personnel to Police Headquarters, if necessary.
 - d. Notify other resources as needed.

- e. Establish security at critical points in the City.
3. The Special Response Team Commander shall:
 - a. Initiate call-in of unit personnel.
 - b. Respond to the Mobilization Point.
 - c. Ensure that all unit personnel are properly equipped and briefed.
 - d. Assign and deploy SRT personnel from the Mobilization Point as directed.
 4. Recalled Lieutenants:
 - a. Shall respond to the Support Services Command Post.
 - b. Shall assist with the notification and call-in of necessary personnel.
 - c. May be assigned to assist with the following duties:
 - (1) Act as liaison with the Emergency Operations Center.
 - (2) Assist the Service Area Commander at the Field Command Post.
 - (3) Assume command of general police activities outside of the incident area(s).
 - (4) Assist in the Support Services Command Post.
 5. The Traffic Unit Supervisor shall:
 - a. Respond to the Support Services Command Post.
 - b. Call in Traffic Unit personnel.
 - c. Act as liaison in the Emergency Operations Center with other City Departments, i.e., streets, signals, etc., in street closure and traffic routing.
 - d. Procure and make available air support (helicopter) services.

6. The Commander of Investigations shall:
 - a. Respond to the Field Command Post.
 - b. Contact the Detective Unit Commander, who shall respond to the Support Services Command Post and call in Detective Unit personnel.
 - c. Contact the Vice Unit Commander, who shall call in Vice Unit personnel and respond to the Field Command Post
 - d. Coordinate debriefing of arrestees and witnesses and forward intelligence reports to the Field Command Post.
 - e. Assign all Detective Unit personnel (except MCT) to general civil disorder control responsibilities. However, personnel may be assigned investigative responsibilities if circumstances warrant.
 - f. Coordinate the expanded telephone reporting procedure, staffed by called-in Police Interns.
 - g. Assign, brief, and deploy personnel with the primary responsibility of intelligence gathering, utilizing audio/visual surveillance, “spotters,” photography, and other available resources.
 - h. Forward all intelligence reports to the Field Command Post.
7. The designated Public Information Officer shall:
 - a. Assume control of the Media Briefing Points.
 - b. Determine media access and information to be released, collect available intelligence information, and assist in “rumor control” through the release of accurate information.
 - c. Prepare written public information releases and conduct media briefings as approved by the Chief of Police.
8. The Internal Affairs Unit Commander shall:
 - a. Respond to the Field Command Post.

- b. Establish liaison and communications with community leaders, neighborhood associations, business leaders, etc., in the areas influenced by the civil disorder.
 - c. Investigate all complaints regarding Grand Rapids Police Department personnel arising out of the Department's response to the Civil Disorder.
9. The Emergency Communications Manager shall:
- a. Respond to the Support Services Command Post.
 - b. Call in additional Emergency Communications personnel.
 - c. Monitor and oversee all emergency communications functions.
 - d. Assign personnel to staff the Emergency Communications van.
 - e. Activate the Mobile Command Post.
10. The Support Services Division Commander shall:
- a. Respond to the Support Services Command Post.
 - b. Call in Support Services personnel, light duty personnel temporarily assigned to the Support Services Division and Office Assistant personnel.
 - c. Assume command of all resources responding to Police Headquarters and all Headquarters activities.
 - d. Assign a supervisor as the Support Services Command Post Coordinator to assist with Support Services Command Post operations.
 - e. Assign a supervisor to coordinate and implement civil disorder related motorpool operations.
 - f. Organize and provide for the transportation of large numbers of prisoners and personnel assigned to the civil disorder scene.
 - g. Assign a supervisor to coordinate and expedite the booking process at the Kent County Correctional Facility, which shall receive all civil disorder arrests.

- h. Coordinate the recall of Grand Rapids Police Department officers and Mutual Aid Assistance.
- i. Assist in the formation of a Mobile Field Force by ensuring the availability of marked police vehicles and other civil disorder equipment.
- j. Be responsible for the initiation of the Support Services Civil Disorder Response, which includes, but is not limited to:
 - (1) Providing food services to personnel assigned to the civil disorder.
 - (2) Providing barricades, portable restrooms, and other equipment and supplies to personnel at the scene.
 - (3) Establishing a liaison with ambulance and medical staff.
 - (4) Assisting Service Area and Field Force Commanders.
- k. Assign a police observer if aerial reconnaissance is utilized.
- l. Activate the Mobile Command Post.

G. **FIELD FORCE RESPONSE.** If the incident dictates and a Field Force response is approved by the Chief of Police, then procedures in the following section, in conjunction with procedures in the previous sections, shall be implemented.

1. Equipment

- a. **Personal Equipment.** Each member of the Field Force is responsible to maintain and have in their possession the following items:
 - (1) Fatigue uniform consisting of issued shirt and trousers
 - (2) Kevlar Helmet with face shield
 - (3) Personal body armor
 - (4) Baton
 - (5) Portable radio and charged spare battery

- (6) Issued handgun and ammunition
 - (7) Gun belt, holster, handcuffs
 - (8) Assigned air purifying respirator and filters
 - (9) Uniform shoes (boots recommended)
 - (10) Black cotton or leather work gloves recommended
- b. Field Force Equipment. The Field Force will have in possession or ready access the following items:
- (1) Air horn with spare
 - (2) Bullhorn
 - (3) 12ga Less-Lethal weapon(s) and munitions
 - (4) OC Projector Canister(s)
 - (5) Additional ammunition for all weapons
 - (6) Extra portable radios and batteries – minimum 2 per team
 - (7) “Flex” cuffs
 - (8) Mass arrest kit
 - (9) Body shields
 - (10) Portable cellular telephone
2. Specific Responsibilities. If the incident requires, the specific responsibilities of personnel listed in the section F. shall apply in addition to any responsibilities listed below. Personnel not listed below shall refer solely to section F. for direction.
- a. The Service Area Commander, in addition to responsibilities listed in section F., shall:
 - (1) Determine, with the Chief of Police, the number and type of Field force teams to be deployed.

- (2) Designate, with approval of the Chief of Police, an adjoining Service Area Commander and designated Lieutenant, to be the Field Force Commander and Executive Officer.
- (3) Notify the Emergency Communications Unit of the eventual Field Force deployment.
- (4) Confer with the Field Force Commander about the incident's conditions when he/she arrives on scene.

b. The Watch Commander shall:

- (1) Notify all needed command and supervisory staff for the assigned Field Force and Support Team. Assigned command and supervisory staff shall notify assigned police officers.
- (2) Notify and direct the response of the Assistant Prosecuting Attorney and the City Attorney.

c. The Field Force Commander/Executive Officer shall:

- (1) Accept responsibility for the tactical police response.
- (2) Deploy the Field Force
- (3) Arrange for delivery of external support services, i.e. fire suppression, emergency medical care, utility companies, and other services.
- (4) Confer with the Chief of Police for authorization for multiple Field Force responses or enactment of existing Mutual Agreements if needed.

d. Field Force Personnel shall:

- (1) Maintain all assigned uniforms and equipment in the Department headquarters or their assigned take-home vehicle to facilitate rapid response to the scene.
- (2) Report to the Support Services Command Post (Police Dept. squad room) with all required equipment for briefing and assignment.

- e. The Support Services Division Commander and supervisory staff shall notify and organize Support Team Personnel which shall consist of the:
 - (1) Training Bureau
 - (2) Property Management Unit
 - (3) Warrant Unit
 - (4) Records Unit
 - (5) Forensic Services Unit
 - (6) Mounted Patrol, Canine Units, aircraft support, or other external support services that may be requested to supplement the responses of the Field Force with the approval of the Chief of Police.

- f. The responsibilities of the Support Team include, but are not limited to:
 - (1) Complete video and audio recording and photographing at the scene of the incident.
 - (2) Provide equipment and supplies to police personnel at the scene of the incident.
 - (3) Provide security for police vehicles and equipment at the Mobilization Point and Field Command Post.
 - (4) Staff the Arrest Transport Teams.
 - (5) Staff and manage the temporary jail facility.
 - (6) Act as a liaison with ambulance and hospital medical staff.
 - (7) Act as a liaison with other city services, i.e., street lighting, motor equipment systems, fire services, barricade procurement, etc.
 - (8) Assist Service Area and Field Force Commanders.
 - (9) Assist Field and Support Services Command Post staff.

- (10) Provide portable base radio communications operators and equipment.
- (11) Provide food services for the assigned Field Force and other police units.
- (12) Provide portable restroom facilities at the scene of the incident for assigned personnel.
- (13) Other duties as assigned.

3. Use of force during field force responses

a. All employees shall strictly comply with Department Procedures regarding the use of force, firearms, compliance controls, intermediate weapons, and tactics.

b. Chemical Agents

(1) The Field Force Commander shall:

- (a) Notify the Field Command Post of the potential or actual need for the use of chemical agents.
- (b) Seek approval from the Chief of Police prior to disbursement of chemical agents.
- (c) Audibly and repeatedly notify the crowd or the target at least 60 seconds prior to dispersing the chemical agent.

(2) Crowd Control Chemical Agents:

- (a) Will only be dispersed by trained personnel (i.e., SRT members) authorized to disperse chemical agents.
- (b) Will not be hazardedly dispersed in the proximity of any medical care facility.
- (c) Will not be dispersed at any point if there is known danger of explosion or structural fire.
- (d) Will not be dispersed until police personnel immediately present are properly equipped with protective equipment.

- (3) Emergency Medical Personnel should provide care for all persons exposed to chemical agents as soon as possible.
- (4) Support Services Division Commander will attempt to decontaminate any facility or premise affected by the disbursement of chemical agents.

4. Arrest Procedure

a. Field Force Arrest Team(s) shall:

- (1) Effect all arrests unless the Field Force Commander assigns this responsibility to other teams.
- (2) Transfer all arrests to either a transport vehicle or a designated secured site.

b. The Commander of Investigations shall assign personnel to interact with the Office of the City Attorney Enforcement Division and the Kent County Prosecutor for the purposes of obtaining warrants and rendering legal counsel to the Field Command Post.

c. Support Services Division Commander shall:

- (1) Identify and process arrested persons.
- (2) Properly staff security needs at the custodial site.
- (3) Properly manage the retrieval and disposition of all evidence, personal property, and contraband seized by the Department pursuant to an arrest.
- (4) Provide food service, medical treatment, and personal hygiene facilities for all arrested persons.

5. Demobilization procedure for field force response

- a. The demobilization of a Field Force shall only occur with the approval of the Chief of Police.
- b. All assigned personnel will return to the Department for the purpose of completing reports and other related documents and normally attending a “critique meeting” at a specified location.

6. Training

- a. Refresher Training will be conducted as needed for all Department personnel.
- b. Refresher training will be conducted by Grand Rapids Police Staff.