

## Pasco Police Department Policy Manual

<b>CRITICAL INCIDENTS &amp; SPECIAL OPERATIONS</b>	<b>Chapter No. 46</b>
<b>Effective Date:</b> <b>04/01/2018</b>	<b>Reference:</b> <b>SWAT Procedures Manual</b>

### 46.1.1 PLANNING RESPONSIBILITY

The Field Operations Captain, or highest ranking officer in their absence, will be designated as the Incident Commander of Unusual Occurrences, Critical Incidents, and Disasters.

The [Franklin County Comprehensive Emergency Management Plan](#) (FCCEMP) has been adopted by the City of Pasco. The FCCEMP is responsible for the City's disaster planning and preparedness and the Franklin County Emergency Management (FCEM) serves as a guide for action in such cases.

### 46.1.2 ALL HAZARD PLAN

In the event of an unusual occurrence or critical incident, the planned response by Pasco Police Department personnel is imperative. To facilitate the organization of the department's response, the following principles and practices shall apply to the below listed unusual occurrences.

#### Definitions

Incident Command Post (CP): Refers to a location designated for the function of coordinating incident management to include; identification of needs, procurement of resources, utilization of personnel, establishment of priorities and coordination of operations.

- Incident Command (IC): A captain will normally serve as the Incident Commander, although the Watch Commander shall establish a CP and serve as the IC until the arrival of a captain. A Deputy Chief or the Chief of Police may assume command of an incident at any time.

Emergency Operations Center (EOC): Refers to a predetermined location specially equipped to provide coordination of Alert Stage Three and Four events/occurrences. The Chief of Police or their designee shall serve as the Police Department IC when the EOC has been activated.

#### Emergency Mobilization

Unless otherwise specified, the Pasco Police Department is the primary location for all personnel reporting to duty (215 W. Sylvester Street) and alternate assembly areas may include, but are not limited to: the Training Center (205 W. Clark Street) or the Franklin County Emergency Management Center (1011 E Ainsworth St).

The Police Department's IC will be responsible for the initial assessment of potential staffing needs and notifications ("call out") of police personnel across all divisions in circumstances where alert stages are enacted. Once captains of other divisions are present to assume command of their respective divisions, staffing needs will be re-assessed and become the responsibility of that division captain.

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

#### **Alert Stages**

1. Alert Stage One (Standby): The IC will direct an estimated number of personnel from appropriate divisions to be available for immediate call to duty from standby status. While in standby status, personnel so notified will assure they are in a position to be contacted by telephone, radio or other means.
2. Alert Stage Two (Report to Duty): The IC will direct standby personnel to report to duty immediately.
3. Alert Stage Three (All Personnel Check-In): A stage three alert occurs automatically in cases of massive man-made Unusual Occurrences or Disasters (air, rail, bombings) where multiple casualties are likely. In this stage, when employees are aware of the Unusual Occurrence or disaster, they call the department employee line included on the call-out roster. These telephone numbers are (509) 545-3421 or (509) 545-3510. Employees may be directed to report to duty. At a minimum, the employee will provide phone numbers where they can be reached during the next 24 hours.
4. Alert Stage Four (All Personnel to Duty): In the event of an Unusual Occurrence or massive natural disaster (quake, volcano), particularly when normal communications technologies may be disrupted, on-duty employees must eventually be relieved of duty. Considerable staff resources will be needed for prolonged work and relief periods. In such cases, once off-duty employees have assured the safety of their immediate family, they are expected to report for their assignments from the IC.

#### **Communications**

The IC will be responsible to tell the Communications Center which radio talk group(s) should be employed in response to a critical incident. In the absence of radio services from either of these locales, Pasco Police personnel will revert to talk group "PASCO" until communications channels are restored or alternate talk groups are directed.

In the case of internal agency response to critical incidents the Pasco Police IC is the highest-ranking officer in charge of the incident. Communications by radio during Unusual Occurrences and Disasters, for personnel to refer to others and reply to calls by name or situation title (i.e. "IC", "EMERGENCY COMMAND CENTER", "TRANSPORT", "LOGISTICS", "PIO", "OBSERVER").

#### **Equipment Distribution**

Mobilization alerts at stages two and three will require a "property control employee" to be designated. The property control function is not necessary in a stage one alert and the IC will make a decision in stage two mobilizations.

In the event of an unusual occurrence or disaster requiring strict control of routinely utilized equipment by police personnel (radios, vehicles, etc.), the Support Operations Captain will assign a police employee to the "property control" function to inventory, issue and re-supply this equipment. The need to employ additional specialized equipment maintained outside of the

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

Field Operations Division or to procure new equipment will be directed by the Support Operations Captain to the employee(s) performing the property control function.

#### **Management Control**

Management Control Measures: In the event of emergency mobilization, the IC may;

1. Temporarily direct tasks or reassign functions of employees within any division until that employee's division captain assumes command of that division function.
2. The IC may suspend agency response to calls or specific call types; may request mutual aid assistance from other law enforcement agencies for emergency call handling.
3. The IC coordinates initial agency response and when agency actions appear to be normalizing, the IC will attempt timely rest, resupply and replenishment of assigned employees.

#### **Emergency Operations Centers (EOC)**

Facilities designated as EOC's have standby power. Locations designated are:

1. Primary: 1011 E. Ainsworth Street, Pasco, Washington
2. Secondary: Pasco Police Department located at 215 W. Sylvester Street

#### **46.1.3 COMMAND FUNCTION AND INCIDENT COMMAND**

Organizational behavior of the Emergency Operations Center (EOC) will adhere to the ICS model as published by the National Interagency Incident Management System. ICS, as an incident command model, clearly designates an Incident Commander and provides certain personnel to the command post (CP). The IC will be the highest ranking officer on scene

The Incident Commander will be responsible for establishing a:

1. Unified Command Post
2. Unified Command
3. Staging Area

#### **A. Activating Incident Command System**

The ICS should be activated whenever it is necessary to supervise and/or manage multiple resources for an extended period of time.

Initial assessment for an Unusual Occurrence/All-Hazard response rests with the Pasco Fire Department or Police IC depending on the type of event and will be coordinated with the highest-ranking on-duty supervisor from the Field Operations Division (FOD).

## **Pasco Police Department Policy Manual**

### Chapter No. 46 Critical Incidents

In the event of an unusual occurrence or disaster, the highest ranking on-duty patrol division supervisor is responsible for control of initial patrol response, coordination with the Pasco Fire's IC and notification of the Field Operations Captain. They will serve as the IC and will only be relieved upon arrival and briefing (verbal, radio, or phone) of the Field Operations Captain or designee.

#### Incidents Involving Specialty Units

The IC assesses the need to activate special task forces either from within or outside the agency. The IC or designee makes the request to the appropriate agency through the Communications Center.

When there are exceptional situations involving different specialty units deployed in a common joint operation, the unit leaders shall report to the IC or another person as designated by the IC.

#### **B. Establishing Command Post**

The IC will determine security of public facilities and the Command Post in the event of an Unusual Occurrence or Disaster. It is intended that commissioned personnel will normally provide initial security until staff of the facility itself can assume that function. The IC is responsible to coordinate the maintaining of the safety of all affected personnel. The IC will have the responsibility of maintaining security at the scene of the incident.

#### **C. Notification and Mobilization of Additional Agency Personnel**

Mutual Aid Requests of Pasco Police Personnel: Requests to utilize Pasco Police personnel will be authorized by an IC, or in their absence, by the highest ranking patrol supervisor on duty at the time the request is made. A patrol supervisor or IC initially committing department personnel for immediate response will, as soon as possible, notify the Field Operations Captain from whom agency personnel were assigned.

#### **D. Other Agency Support**

The IC will be responsible for initiating and obtaining support from other agencies. Coordinating requests for, and management of, mutual aid services with other municipal, county, state, federal, military and disaster relief organizations will be conducted from the Regional or State EOC.

#### **E. Unified Command**

If the incident required a Unified Command, it will be the IC's responsibility to establish Unified Command and make sure proper notifications are made to those agencies and entities involved. The Unified Command location will be identified by the IC.

#### **F. Staging Area**

- Primary: Pasco Police Department at 215 W. Sylvester Street
- Secondary: Training Center at 205 W. Clark Street

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

- Alternative: Franklin County Emergency Management Center at 1011 E. Ainsworth St.

#### **G. Public Information and Media Relations**

The Public Information Officer (PIO) will be responsible for disseminating information (including casualty information) and will maintain media relations. The PIO shall establish an area where representatives of the media can gather for information. This area shall be a sufficient distance from any command post and the actual scene so as to prevent interference with operations. The PIO shall immediately request the assistance of all media representatives in not divulging tactical movements or information. The PIO will be responsible for public notifications for awareness and safety related events.

All personnel involved in event are reminded to refer all inquiries to the PIO staff.

#### **H. Safety of Affected Personnel**

Medical Services will be assigned to a staging area on stand-by to respond to the medical requirements of officers, citizens and arrestees.

#### **I. Documenting After Action Report(s)**

Specific duties necessary to close the event will be directed by the Chief of Police or designee located at the EOC.

An investigation of the incident will be conducted.

After-action reports will be written by the Police IC and forwarded through the chain of command to the Chief of Police.

### **46.1.4 OPERATIONS FUNCTION**

The IC (or Operations Chief for prolonged events) The is responsible for planning and managing the tactical response to the incident. The IC/Operations Chief's responsibilities shall include but not be limited to:

- A. Deployment and management of tactical teams
- B. Monitoring and assessing hazardous and/or unsafe conditions and developing measures to assure personnel safety
- C. Establishing perimeters
- D. Conducting evacuations
- E. Maintaining command post and scene security
- F. Establishing traffic control plans
- F. Conducting post incident investigation
- G. Maintaining constant account of personnel and resources.

### **46.1.5 PLANNING FUNCTION**

The planning section is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

resource status information, evaluates it and processes the information for use in developing action plans. Dissemination of information can be in the form of the Incident Action Plan, formal briefings or through map and status board displays. The IC will assign a planning section chief.

Major responsibilities of the Planning Section Chief are to:

1. Collect and disseminate all incident relevant operational information and intelligence;
2. Provide input to the IC and Operations Section Chief for use in preparing the Incident Action Plan;
3. Supervise preparation of the Incident Action Plan;
4. Establish information requirements and reporting schedules for Planning Section Units;
5. Determine the need for specialized resources to support the incident;
6. Establish specialized data collection systems as necessary (e.g., weather);
7. Gather and disseminate intelligence;
8. Assemble information on alternative strategies and contingency plans;
9. Provide periodic predictions on incident potential;
10. Report any significant changes in incident status;
11. Compile and display incident status information;
12. Oversee preparation of the Demobilization Plan;
13. Planning post-incident demobilization plan.
14. Participate in the Continuity of Operations Plan / Continuity of Government Plan

#### **46.1.6 LOGISTICS FUNCTION**

The Logistics Function Chief is responsible for staffing, facilities, services and materials needed to support the incident response. The Logistics Chief's responsibilities shall include but not be limited to:

- A. Communications
- B. Transportation
- C. Medical Support (for responders)
- D. Supplies

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

- E. Specialized Team and Equipment Needs
- F. Facilities
- G. Equipment maintenance and fueling

#### **46.1.7 FINANCE/ADMINISTRATION FUNCTION**

The Finance Section is responsible for managing all financial aspects of an incident. Not all incidents will require a finance/administration function. The Finance Section Chief will be appointed by the IC. Only when the involved agencies have a specific need for finance services will the function be used and can include:

- A. Recording Personnel Time
- B. Procuring Additional Resources
- C. Recording Expenses
- D. Documenting Injuries and Liability Issues
- E. Preparing Appropriate Reimbursement Documents, as needed

#### **46.1.8 EQUIPMENT INSPECTION**

Department issued equipment that may be used in an Unusual Occurrence will be maintained in a state of operational readiness. Patrol Sergeants and Specialized Unit Supervisors will inspect assigned equipment quarterly. When responding to an Unusual Occurrence it will be the responsibility of the officer to bring their assigned equipment. The Field Operations Captain will assign or conduct equipment inspections.

#### **46.1.9 ALL HAZARDS PLAN TRAINING**

Annual Training Exercise: Annual training on the Department All Hazard Plan will be provided in coordination with Franklin County Emergency Management by table top or actual event exercise to assess the department's capabilities with the plan and ICS system:

The Annual Training will:

1. Be documented
2. Train the Department supervisors on the All Hazard
3. Train the affected personnel and teams
4. Train NIMS
  - Incident Command System (ICS) to all supervisors and command staff

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

#### **46.1.10 ACTIVE THREATS**

The Pasco Police Department is prepared to respond to various large scale incidents that are specifically police related matters. These types of incidents require varied planning and response. The information included below should provide guidance for unusual critical police incidents.

#### **CIVIL DISTURBANCE:**

A civil disturbance may erupt from various forms of legal public gatherings or may be sparked and quickly escalate from a single, high profile incident. The manner in which the Pasco Police Department responds to a civil disturbance has direct bearing on the ability to control and defuse the incident and contain property damage, injury or loss of life. Police officers confronting civil disturbance and those called upon to assist in these incidents shall follow the practices of containment, evacuation, communication, use of force and command and control as identified in this standard.

#### **Definition**

**Civil Disturbance:** is an unlawful assembly that constitutes a breach of the peace or any assembly of persons where there is imminent danger of collective violence, destruction of property or other unlawful acts.

**Prevention:** Extensive planning and preparation on behalf of the Police Department may prevent legal public gatherings and demonstrations from escalating into a civil disturbance. The Pasco Police Department is committed to providing assistance to organizations and citizens wishing to peacefully demonstrate and exercise the rights guaranteed by the United States Constitution. A representative of the Police Department shall attempt to contact leaders of groups planning to demonstrate and offer to work with the group in the planning of the demonstration in order to ensure the safety and protection for the demonstrators as well as the general public.

#### **Response Practices:**

##### **A. Initial Officer(s):**

1. **Evaluation:** Observe the situation from a safe distance to determine if the gathering is currently or potentially violent. Attempt to identify the leaders or individuals involved in criminal acts. Notify Dispatch and the Field Operations Captain of the nature and seriousness of the disturbance.
2. **Dispersal:** A quick demonstration of police presence in sufficient strength to gain control of an incident is critical to successfully preventing further escalation. If first responding officers attempt to disperse a crowd with insufficient police personnel and are forced to withdraw, a disturbance may quickly escalate. Therefore, an officer shall not attempt to disperse a crowd without sufficient additional police assistance.
3. **Staging Area:** Determine a staging area where additional responding officers will gather.

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

#### **B. Supervisor:**

The Field Operations Captain shall respond to the scene of a disturbance or the staging area if one has been determined.

1. **Assessment:** The Field Operations Captain will assess the immediate situation for seriousness and its potential for escalation. If the disturbance is minor in nature and adequate resources are available, efforts should be made to disperse the crowd.
2. **Dispersal:** The Field Operations Captain shall ensure dispersal is performed according to state law. Refer to RCW Chapter 9A.84. An order to disperse shall be provided by the Field Operations Captain prior to any dispersal tactics being deployed.
3. **Incident Command Post (CP):** If the immediate dispersal does not occur the Field Operations Captain shall determine where to locate an incident command post. It may be the same as the staging area if it provides adequate security from the disturbance.
4. **Containment:** If immediate dispersal is not an option due to limited police resources, the Field Operations Captain shall ensure that steps are taken to contain the disturbance and prohibit access to the affected area.
5. **Notification:** The Watch Commander shall notify the Field Operations Captain and provide him/her with the necessary information in order to determine a mobilization phase.
  - If necessary the Field Operations Captain (IC) may declare it and request the required mutual aid.

#### **C. Field Operations Captain (Command Officer):**

The Field Operations Captain will determine the necessary mobilization phase for the incident, take steps to activate the necessary mobilization and respond to the CP and assume incident command. When adequate personnel and resources are in place the IC will implement one or more of the following options.

1. **Containment and Dialogue:** The objective of containment and dialogue is merely to disperse the crowd. To accomplish this, the IC should:
  - Establish contact with crowd leaders to assess their intentions and motivation and develop a trust relationship.
  - Communicate to the participants that the assembly is in violation of the law and will not be tolerated, that the police wish to resolve the incident peacefully and that acts of violence will be dealt with swiftly and decisively.

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

- Request the crowd disperse in an orderly fashion.
2. **Physical Arrest:** When appropriate, the IC will order the arrest of crowd leaders, agitators or others engaged in unlawful conduct. The IC will ensure the following:
    - Ensure the availability of protective equipment for the designated arrest teams.
    - Ensure the availability of transportation for arrestees.
    - Ensure that adequate numbers of back-up officers are readily available, should the arrest teams require additional assistance.
  3. **Less Lethal Force:** When appropriate, the use of less lethal force may be deployed in order to disperse the crowd. The IC will ensure the following:
    - A clear path of escape is available for those who wish to flee the area.
    - The use of gas, smoke or other less lethal devices is coordinated, controlled and only deployed by police officers that have received specialized training in the use of the device being used.

#### **MASS ARRESTS:**

It is impossible to anticipate all situations where mass arrests (more than ten arrests) may become necessary. Therefore, the practices surrounding mass arrests must remain flexible and be adapted to the variables that may exist. However, it is vital that some practices remain consistent and all the listed mass arrest considerations are addressed in the planning phase of implementing mass arrests.

#### **A. Arrest Practices**

When mass arrests become necessary, the following practices shall be followed:

1. Arrests will occur with the use of arrest teams that will consist of a minimum of two (2) officers.
2. All force used on peaceful demonstrators shall be approved by the IC prior to its use.
3. Arrests should be videotaped.
4. A system shall be used to clearly distinguish each arrest. This system shall allow the following information to be quickly established for each arrest during the mass arrests.
  - Date / time of arrest
  - Arresting officer

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

- Case number
- Charge

#### **B. Juvenile Offenders**

Arrested juveniles shall be separated from adult offenders as soon as possible. Juvenile offenders will be transported to a separate detention facility.

#### **C. Transportation**

The IC shall ensure that adequate transportation is available to remove arrested persons from the scene.

#### **D. Detention Facilities**

In some instances, the arrested persons may be transported to a temporary detention area away from the scene, processed, and released on a criminal citation. When arrested persons are to be booked, arrangements shall be made prior to the arrests with a jail facility. A temporary detention facility may be established to accomplish the necessary processing for individuals. Adequate security must be in place at any temporary detention facility.

#### **E. Evidence Collection**

When mass arrests are going to occur, Police Department employee(s) shall be designated to coordinate the collection of evidence. Officers will provide evidence to designated employee(s) with the related case number. The employee(s) receiving the evidence shall document the date, item and source of the submission. The Evidence Technician may be called in to assist with evidence processing with the approval of the IC.

#### **F. Security**

The IC shall ensure that any area used to process arrested subjects has adequate security to prevent escape and or intrusion.

#### **G. Identification**

Refer to Section A of this standard. The IC should also have a contingency plan for identifying arrested persons that are refusing to provide identification.

#### **H. Defense Counsel Visits**

Arrested persons have the right to legal counsel, however, that counsel will not be provided on-site at the scene of a civil disturbance requiring mass arrests. Arrestees will be allowed consultation with counsel at the permanent incarceration facility in accordance with that facility's policies and procedures.

#### **I. Court / Prosecutorial Liaison**

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

The impacted courts and prosecutor offices shall be notified in advance of any mass arrests to be conducted.

#### **J. Food, Water and Sanitation**

During extended operations of this nature, the IC may be faced with the necessity of planning for long term deployment which includes provision of food, water and sanitation facilities for personnel assigned to the operation, as well as for those arrested and awaiting transportation to permanent secured facilities.

#### **K. Medical**

Medical services will be assigned to a staging area on stand-by to respond to the medical requirements of officers, personnel, citizens and arrestees.

#### **HOSTAGE / BARRICADED PERSON SITUATIONS:**

In hostage/barricaded subject situations, the Pasco Police Department will consider the lives of the hostages, civilians and officers involved to be of the utmost importance. Whenever reasonably possible, a peaceful resolution will be sought. The practices provided in this Standard will apply in all hostage and/or barricaded subject situations.

#### **Definitions**

1. Hostage Situation: Any situation where an individual is being held by another against his/her will by force or threat of force, expressed or implied.
2. Barricaded Subject Situation: A criminal suspect or emotionally disturbed person is within a definable space, is armed with a weapon or has direct access to a deadly weapon and they are not complying with police communication.

#### **Response Practices**

##### **A. Containment**

Patrol officers confronting hostage/barricaded subject incidents should immediately notify the Field Operations Captain of the situation. Officers shall not enter the space controlled by the suspect/subject except when necessary to protect the lives and safety of people other than the suspect/subject, consistent with our Use of Force policy.

1. Inner Perimeters: The first officers on the scene shall establish an inner perimeter as soon as possible to contain the suspect/subject. As staffing allows, officers on inner perimeter posts should be in teams of two for contact and cover.
2. Outer Perimeters: As staffing allows, an outer perimeter should be established to provide controlled ingress and egress to the area. All by-standers shall be kept outside of the outer perimeter.

##### **B. Incident Command**

The first arriving police officer becomes the IC until relieved by a higher ranking officer.

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

The Field Operations Captain shall respond to the incident and assume command. The IC shall ensure the following:

1. Assess the situation and determine if a crime has been committed.
2. Establish an inner and outer perimeter.
3. After an inner perimeter is in place, attempt to contact the suspect(s) and request that he/she peacefully surrender.
  - Make no promises, other than a safe detention, if the subject peacefully complies with police instructions.
4. Establish an Incident Command Post (CP) that should be located between the inner and outer perimeters.
  - Consideration should be given to necessary space in selecting a CP location. The CP may have to accommodate command personnel, specialty teams, liaisons and dozens of police vehicles.
5. Determine if a Phase I Mobilization may be used.
6. Notify the Field Operations Captain and provide sufficient information.
7. Command the incident until relieved by the Field Operations Captain.

#### **C. Notification**

The Field Operations Captain shall determine if any or all of the following notifications need to be made, determine if a Phase II or III Mobilization is necessary and then respond to the scene to assume Incident Command responsibilities.

1. **SWAT Notification:** If the Field Operations Captain determines that the SWAT team is necessary they will activate the team.
2. **Criminal Investigations:** Contact the on-call detective sergeant and request detectives respond to prepare any necessary search warrants and/or assist with collection of intelligence information.
3. **Public Information Officer:** Contact the Public Information Officer and determine the best location for the PIO (i.e., correspond from home, the police station, or at the scene). The most effective place for the PIO is situational dependent.
4. **Other Agencies:** The Field Operations Captain should notify surrounding agencies so that other metro agencies are aware of the situation. If a Phase II or III Mobilization has been declared and outside agency assistance is needed, the Field Operations Captain shall advise Communications of the assistance requested the location for outside agency personnel to report to and the appropriate radio channel for the operation.

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

- **Medical and Fire:** Ensure medical aid was requested to the scene. Typically the aid and/or medic unit should stage inside the outer perimeter and outside the inner perimeter, possibly near the command post.

#### **D. Evacuation**

As soon as reasonably possible, residences and businesses within the outer perimeter should be evacuated. Ensure that persons are interviewed and information gathered as they are evacuated. If evacuation is impossible due to hazards, occupants should be contacted and advised of steps to be taken to provide additional protection within their residence or business.

- **Injured Persons:** Evacuate injured persons if it can be done without creating unreasonable hazard to police personnel.

#### **E. Public Information**

The Public Information Officer (or the Incident commander designee) shall establish an area where representatives of the media can gather for information. This area shall be a sufficient distance from any command post and the actual scene so as to prevent interference with operations. The Public Information Officer shall immediately request the assistance of all media representatives in not divulging tactical movements or information.

**Bomb Emergencies:** The Richland Police Department or Washington State Patrol will be responsible for coordinating the removal and disposal of explosives. These incidents can be extremely dangerous for all personnel and citizens if not handled in an expedient, safe and coordinated effort. Therefore, to ensure the safety of all, the following practices have been established.

#### **BOMB THREAT PRACTICES:**

Whenever the department is notified of a bomb threat the following practices shall apply:

##### **A. Primary Officer Response**

The police officer assigned to the call shall:

1. Ensure the supervisor is aware of the call and respond to the scene.
2. Upon arrival notify Communications of his/her arrival and that he/she will be off the air. The officer will then turn off the computer, portable radio, and vehicle radio. The use of cellular telephones shall also be avoided in the area of the scene.
3. Make contact with the reporting party and an official in charge of the scene and explain police practices regarding bomb threats and evacuations.
4. Be responsible for documenting the incident.

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

#### **B. Supervisor Response**

When available, a patrol supervisor should respond to the scene using the same practice.

#### **C. Evacuation**

Evacuation of the scene shall be left to the judgment of the person in charge of the scene/building. In the event an evacuation takes place the following practices shall apply:

1. Evacuate persons into an open area at a distance believed to be reasonably safe based on information provided.
2. Notify persons in nearby buildings and provide an opportunity for evacuation if it is deemed necessary. Have doors and windows in nearby buildings opened.
3. Establish necessary perimeters to deny access to the scene or evacuated area.
4. Provide traffic control if necessary.

#### **D. Building Search**

In some situations a search will not be prudent. If a search is conducted the following practices shall apply:

1. Use a minimum number of personnel.
2. Use key or supervisory personnel from the scene/building. These persons should be familiar with the normal environment and know what looks out of place or unusual. Perform a thorough search.
3. Check for utilities and shut off those utilities that could contribute to any explosion.
4. Prohibit the use of radios, camera equipment and smoking in the immediate area.
5. If anything suspicious is located DO NOT TOUCH ANYTHING IN THE AREA. Evacuate and notify the Bomb Disposal Unit.

#### **Bomb Practices**

Whenever an explosive device or suspected explosive device is located, the on-duty supervisor shall be notified immediately. The supervisor shall determine if any emergency mobilization is required and notify the Richland Police Department or WSP.

#### **Investigation:**

If criminal activity is involved the detective sergeant shall be notified. He shall respond and conduct the criminal investigation. The detective sergeant shall determine if the assistance of the Bureau of Alcohol, Tobacco, and Firearms (ATF) or the Federal Bureau of

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

Investigations (FBI) is necessary and contact the agencies when appropriate.

- ATF and the FBI shall be notified of any actual bombing or attempted bombing.
- They may assume jurisdiction for the investigation.

#### **HAZARDOUS MATERIALS INCIDENT:**

Hazardous Materials: A hazardous materials incident occurs whenever any substance or material in any form or quantity is mishandled, spilled, leaking or improperly disposed of and becomes an unreasonable risk to the safety and health of persons or creates immediate danger to property.

Hazardous material incidents create several additional response requirements. Although the Fire Department and their Hazardous Materials Response Team will have scene management and command authority, it is the Pasco Police Department's intent to provide all necessary assistance in order to protect the community. Therefore the following practices will apply during hazardous materials incidents.

#### **Response Practices**

##### **A. Police Functions**

The nature and scope of the hazardous materials incident will impact the ability to provide any and/or all of the below listed functions. The Pasco Police Department will attempt to provide the following functions.

1. **Evacuation:** This is the act of warning and assisting in the movement of persons out of areas in immediate danger of destruction or contamination. The police department is responsible for conducting evacuations. Once contamination has occurred in an area, an attempt to locate and recover any person is a rescue function.
2. **Traffic Control:** The responsibility to ensure the smooth flow of both vehicular and pedestrian traffic to limit exposure to danger and ensure ability to move necessary resources.
3. **Crowd Control:** The responsibility to limit the further impact of crowds on the ability to stabilize and maintain order in the impacted and surrounding areas.
4. **Scene Security:** The responsibility to maintain the integrity of the scene and the security of Police and rescue personnel present.

##### **B. Initial Response**

Often the police will be the first responders to hazardous materials incidents. Officers arriving on the scene shall adhere to the following practices:

1. Evaluate
  - **STAY BACK AND EVALUATE THE SCENE FROM A SAFE DISTANCE**

## **Pasco Police Department Policy Manual**

### Chapter No. 46 Critical Incidents

- Remain upwind and uphill
  - Assess injuries and/or damage – DO NOT ATTEMPT RESCUES
  - Attempt to determine access routes for additional emergency vehicles
  - Provide continuous updates of the situation until the Fire Department arrives
2. Scene Precautions
- Do not walk in or touch any spilled material – treat all materials as hazardous until identified
  - Avoid inhalation of all gases, fumes and smoke
  - Turn off vehicle's air conditioning (vents) and roll up windows
3. Material Identification:
- Attempt to locate and detain any person(s) having information on the type of material(s) involved
  - Attempt to identify materials by placards on vehicles when applicable

#### **C. Patrol Supervisor Response:**

A patrol supervisor shall respond to the Incident Command Post established by the Fire Department. When necessary, the supervisor shall deploy police personnel for the purposes of evacuation, traffic control, and crowd control and scene security. The supervisor shall assess the impact the incident shall have to police resources and notify the Field Operations Captain so that an emergency mobilization phase (if any) may be determined.

The Police Department's mission during hazardous materials incidents is to assist the Fire Department.

- Assistance may include the investigation of the incident and any related criminal activity.

#### **ACTIVE ASSAULTS (IMMINENT THREAT) RESPONSE:**

The core function of law enforcement is to protect people from violent predators. National experience reveals that every setting where multiple people live, work or assemble is a possible target for a rapid, mass murder incident. An active shooter or mass casualty incident could occur nearly anywhere and at any time. Pasco police officers must be prepared to respond effectively and with tactical efficiency to any populated location and structure in the city. It is critical that we plan and train for active killer situations.

This type of scene is initially chaotic, turbulent, rapidly unfolding and subject to sudden change. Often multiple witnesses and/or victims call 911 to report their observations. Initial, raw information coming from multiple sources will be partial and may be conflicting. On-scene

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

variables (i.e., suspect information, victim needs and public safety resources) will change as the scene develops. The nature and scope of the incident will determine the priority and use of procedures and tasks outlined below. All are subject to adjustment as circumstances change.

#### **Response Practices**

When an active shooter or similar mass casualty incident is dispatched, commissioned personnel will respond.

##### **A. Initial Response**

Arriving officers should ensure lanes within the roadway remain open to prepare for the eventual extraction of injured people. Officers/detectives in plain clothes will don apparel with visible "POLICE" markings.

1. **First Priority:** STOP the killing. Contain the assailant(s) so they have no access to more people. Locate other dangers and risks to human life, such as improvised explosive devices (IEDs) and assailants who are hiding. Officers that arrive first on scene will immediately intervene and search for the killer(s). Suspect compliance or resistance will determine which of these courses is appropriate:
  - Arrest compliant suspects.
  - Respond with force that overcomes resistance.
  - Isolate and contain non-compliant suspects who are not actively killing. This may initiate hostage or barricaded subject protocols. (Hostage / Barricaded Person Situations).
  - When necessary, watch for and mark locations of identified or possible IEDs which will be left in place for bomb squad personnel (Richland Police or WSP) to handle.
  - Report indications and location of any weapons fire.
  - Remain vigilant to the possibility of secondary attacks.

Dispatchers are trained to dispatch appropriate additional resources, such as aid units, medics and the fire department, in response to this type of incident.

2. **Second Priority:** As the above steps proceed and as more public safety resources arrive, the next priority is to ensure wounded victims are connected with and provided medical care, as soon as is safely possible. One of the below options (or a combination thereof) should be utilized, as necessary, to facilitate this process:
  - **Treat in Place:** Police officers provide emergency care until the victim can be extracted or medical personnel can be brought to the victim. This option should include cover officers – an officer administers aid while another officer provides over watch

## Pasco Police Department Policy Manual

### Chapter No. 46 Critical Incidents

protection.

- Casualty Collection Point (CCP): Designate a location(s) as an assembly site where medical personnel can provide triage and prioritize needs. Police officers take wounded persons to this location so their medical needs can be addressed. Officers shall be assigned as dedicated protection for the CCP so it is less vulnerable to attack.
- Rescue Task Force: A rescue task force is a combined police/aid/medic team whose goal is to find and rescue victims. There may be a need for multiple task forces, depending on the size and scope of the occurrence. Police officers assigned to a rescue task force are dedicated to the aid/medic unit as force protection.

#### Watch Commander

The watch commander shall take whatever steps are necessary to contain and/or stop the active assault and to ensure the appropriate resources are in place to address both the first and second priorities, as noted above.

- A. Other Agencies: While in route, the watch commander will request mutual aid and designate parking locations for any responders.
  - Medical and Fire: The watch commander should ensure these additional resources have already been requested and are either on-scene or already dispatched.
- B. Establish an Incident Command Post: When feasible, the watch commander shall establish an Incident Command Post (CP) and contact the Field Operations Captain. The watch commander will provide information and a current assessment of the situation to the Field Operations Captain.
  - When the CP is established a supervisor will command the incident until relieved by a Field Operations Captain

#### A. Other Considerations

As more public safety resources become available other needs will be addressed. These additional considerations should be addressed in the order most relevant at the time. These tasks should be coordinated through the CP.

1. Additional Suspects: The entire structure and surrounding area must be searched for additional suspects and for hiding (possibly wounded) victims.

Accomplishing this requires:

- Inner Perimeter: Establishing an inner perimeter to contain any remaining suspects and organizing and coordinating search teams and designating who is responsible for searching what.

## Pasco Police Department Policy Manual

### Chapter No. 46 Critical Incidents

- Outer Perimeter: Organize and assign police officers to an outer perimeter. Ensure the outer perimeter provides an adequate safe zone, considering the circumstances. Those assigned to the outer perimeter will keep uninvolved people outside the crisis site and direct/re-direct traffic.
  - Police Protection Team(s): Similar in concept to the rescue task force, police officers are assigned to protect other special units while those units conduct their roles in the incident. Special units may include firefighters. Officers assigned to protect these units remain dedicated to these units.
  - Uninjured People: Evacuate uninjured people from the scene. If circumstances and resources allow, all evacuees may be screened to determine who the direct witnesses are and whether any possible suspects or weapons are concealed among them.
    - The Incident commander may assign a location to be utilized as an evacuation point or designated safe location where displaced or evacuated individuals should be taken. The Incident Commander will also ensure adequate personnel, for both protection and screening purposes, are assigned to this location and communicate this location to all on scene personnel so it is utilized, as needed.
2. Traffic Control: Organize and assign officers to function as traffic control. It will be important for scene management to keep street routes open for emergency extraction / transport vehicles. Those assigned to traffic control will help direct arriving units to the designated parking location(s).
  3. Media: The Incident Commander will determine a staging location for all media arriving on scene. Under the direction of the incident commander (IC), the PIO or the IC's designee will deal with the media. Officers assigned to traffic control should be informed where the media staging location is so media arriving in the area will be directed to this site.
  4. A School Incident: If the active assault occurs in a school or on school property, the Incident Commander will coordinate with school officials to designate a parent-student reunification center. Evacuees will be transported or escorted to this site. Officers assigned to traffic control will be informed of this location so they can direct arriving parents to this site.
  5. Local Hospitals: Assign officers to local hospitals, which allows for victims to be identified as they are brought in and to relay this information to the CP or, if this is a school incident, to the parent-student reunification center. Officers assigned to local hospitals will also help augment hospital security. Officer's assigned to local hospitals need to be cognizant of any evidence that needs to be preserved and ensure it is collected or preserved for detectives.

## B. Notification

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

An active assault situation will create a need for the response of additional resources beyond the police. The on-duty watch commander shall determine if any or all of the following notifications need to be made and then respond to the scene to assume Incident Command responsibilities.

1. **SWAT Team:** If the Field Operations Captain determines that SWAT is appropriate, he/she will activate the team.
2. **Criminal Investigations:** Contact the detective sergeant and request detectives respond to prepare any necessary search warrants and/or assist with the processing of the scene.
3. **Public Information Officer:** Contact the PIO and request he/she initiate steps to ensure the public is informed of the current situation. If necessary, the PIO may be directed to respond to the incident command post to assist with media.

#### **C. Public Awareness**

When dealing with an active assault situation, informing personnel and the public, and keeping people away from or out of the location where a dangerous situation is evolving or ongoing, helps to further protect personnel, the public and mitigate possible further victimization. The PIO will utilize the best tools appropriate to the active assault situation for sharing information that will help keep personnel and the public informed and safe from what is occurring.

1. **Social Media:** Facebook or Twitter are examples of social media sites that could be utilized as a means to spread expedient information. The PIO would be responsible for posting or updating messages via social media.
2. **CodeRed:** CodeRed is a system that provides the ability to share voice messages, text messages, emails to phones (cell users must first sign up to be included for general messages), or (in extreme events force emergency messages to users within a geographic area). The PIO will coordinate with assigned Police Department user or Emergency Management for this system.
3. **Other:** Any creative way that responsibly provides information to the public, without creating additional panic or upheaval would be useful. An example might be to utilize Public Works and available electronic signage or road signs to either close off a location or to redirect the public away from a location.

#### **D. Training**

Refresher training on the practices contained within this standard will occur biennially.

- **Review:** Annually, the Field Operations Captain will conduct a review of both this policy and the department's training needs associated with this policy. The review will determine whether the policy and training are meeting the Department's needs. The Field Operations Captain's report will be forwarded via the chain of command to the Chief of Police. The policy and/or training needs may be revised based on the Field Operations Captain's recommendations.

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

#### **46.1.11 PERSONNEL IDENTIFICATION**

When protective gear is deployed, each department member will use their individual call sign (radio number) that will be clearly marked on each piece of equipment used by that individual officer.

#### **46.1.12 CROWD CONTROL RESPONSE TRAINING**

Pasco Police Department will have biennial training related to crowd control situations. The department's policy on command protocol for these incidents will be reviewed at the same time. This training will be documented.

#### **46.2.1 SPECIAL OPERATIONS ACTIVITIES**

The Pasco Police Department maintains a joint partnership with the Tri-Cities Regional SWAT TEAM that also maintains a team of officers trained as negotiators. This department assigns individual officers in addition to their part-time specialized assignment.

Deployment of SWAT will be by approval of the department's SWAT Incident Commander. Absent emergent conditions, a Threat Assessment matrix form will be completed prior to requesting SWAT activation.

- A. Patrol Responsibilities: 46.1.10 describes patrol responsibilities for incidents that could involve one or more of the specialized units.
- B. Deployment of Tactical Teams: SWAT members will be assigned to replace inner perimeter patrol units. The replacement will occur as soon as practical.
- C. Coordination and Cooperation: The SWAT Commander will respond to the Incident Command Post and report to the Incident Commander. While the SWAT Commander has full control on the deployment and use of the SWAT members at the scene, the Incident Commander is responsible for the entire operation. The SWAT Commander shall keep the Incident Commander informed of SWAT positions, movements and observations. The SWAT Incident Commander has final approval of all SWAT deployment.

#### **46.2.2 TACTICAL (SWAT) TEAM SELECTION**

Vacancy announcements for appointment to the SWAT Team are conducted by submitting an interest memo via the chain of command. The SWAT assignment is voluntary.

Selection criteria for SWAT team members include but are not limited to the following:

- A. Having 2 years law enforcement experience and demonstrated the ability to work in a team environment.
- B. Successfully completing a physical fitness assessment.

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

- C. Successfully completing a firearms proficiency evaluation.
- D. Passing an extensive oral interview process.
- E. Captains will review the officer's personnel file during review of the application.

Final selection and appointment to the SWAT Team will be by the Chief of Police.

#### **46.2.3 TACTICAL TEAM EQUIPMENT**

The Pasco Police Department maintains specialized equipment to be used during unusual occurrences. The equipment is assigned to SWAT and will be maintained by the assigned SWAT team member. An inspection of the equipment shall occur annually to ensure operational readiness.

See Tri City Regional SWAT Team procedure manual.

#### **46.2.4 CRISIS NEGOTIATOR SELECTION**

See Tri City Regional SWAT Team Procedures manual.

#### **46.2.5 SEARCH AND RESCUE**

Search and rescue operations within the City of Pasco consist of a series of police responses to incidents of recently lost or missing persons. Members of the Pasco Fire Department or Columbia Basin Dive and Rescue conduct the actual rescue of these persons.

The Pasco Police Department engages in a layered response to search and rescue incidents. The response consists of the following:

**Phase 1:** Initial incident response consists of an area check by patrol operations units, attempting to locate the missing person(s). Information pertaining to the identity of those persons is obtained by the initial police patrol officer and relayed to other units who are conducting the area check.

**Phase 2:** Secondary response to missing person(s) calls involves the primary patrol officer and/or the shift supervisor organizing a neighborhood search. Pasco Fire Department and neighborhood residents may be called upon to help search for the missing person.

**Phase 3:** Full search and rescue response is conducted in conjunction with members of the Franklin County Sheriff's Office and Benton County Sheriff's Office.

#### **46.2.6 VIP SECURITY PLAN**

In the event a Very Important Person (VIP) or dignitary visits or stays within the City of Pasco, the Pasco Police Department may participate in security upon request.

The Field Operations Captain or designee plans, coordinates and commands all VIP security details. Coverage of the event is coordinated with the representatives of the VIP and all other

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

involved law enforcement agencies for the purposes of planning and coordination. The Pasco Police Department chain of command establishes authority unless the Field Operations Captain otherwise instructs personnel.

During planning, the Field Operations Captain or designee:

- A. May require officers with special training be involved in the VIP security detail.
- B. Includes provisions for checking travel routes and alternate routes, inspection of venue and facility site locations in advance of the VIP party.
- C. Establishes special equipment needs prior to the arrival of the VIP detail. This includes: vehicles, weapons, body armor for the VIP personnel and assigned personnel, radios, emergency medical packs, medical aid units and ambulances and identification of emergency medical facilities in close proximity to the designated and alternate travel routes.
- D. Identifies designated communications radio systems for use during the coverage of the VIP security detail.
- E. Coordinates with the Communication Center to ensure adequate staffing levels are maintained during the VIP coverage detail.
- F. Establishes and maintains plans with other agencies involved in the VIP security operation.

Intelligence information is gathered and coordinated by designated members of the security detail and with outside agencies. All personnel involved in the security detail (i.e. emergency first aid, ambulance, medical facilities personnel, and communications personnel) will be readily identifiable by utilization of unique means, such as use of a lapel pin. This item of identification will be worn in a conspicuous location as designated by the Field Operations Captain.

An after-action report shall be completed by the designated individual evaluating the provision of police services during the event.

#### **46.2.7 SPECIAL EVENTS PLAN**

The department policy regarding non-emergency special events is to ensure public safety by providing adequate and appropriate police services. Special events include activities such as parades, street fairs, public demonstrations, strike activity, athletic events, dignitary movements and other activity that impacts traffic or crowd control.

The various events will require special planning specific for that event. Therefore, each special event shall have an Operations Order (Ops Order) prepared for the event by the Field Operations Captain or his designee. The Ops Order shall include the following information at a minimum.

- A. The person designated to act as the supervisor and /or coordinator for the provision of police services during the event.
- B. The required traffic control and crowd control for the event and the resources required to provide adequate police services in this area.

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

Department personnel assigned or called back for the event provide police services for special events. The supervisor specified in the special event plan provides supervision during the event. The Field Operations Captain of the patrol division assumes the overall responsibility for police services at a special event.

In the absence of a captain, the highest ranking supervisor, or designee, acts as liaison with the event organizers to ensure appropriate police staffing for the event. On those occasions when no supervisor is hired for the event, the on-duty patrol supervisor supervises officers assigned to the event.

Generally, the size, nature and circumstances of a special event determine the level of service and planning. During the planning stages, it will be necessary to communicate and coordinate with other agencies involved in the operation. Other emergency service agencies such as other police agencies, fire, medical and communications should be notified in addition to city services such as street, traffic engineering, parks and human services.

During the planning stages, the police supervisor assigned to the event provides the captain a written estimate of police staff and traffic control needs, crowd control requirements and potential crime problems associated with the type of event that is planned. The use of a special events operation plan is required. An after-action report is required for administrative purposes.

Event planning includes contingency plans for unexpected traffic or crowd control situations, as well as the activation and deployment of specialty unit personnel, depending on the need that presents itself.

The supervisor assigned to the event coordinates logistical requirements associated with the special event. This includes transportation needs, communications equipment, refreshments and rest breaks for assigned personnel. Additional needs such as: on-site corrections officers and transportation of arrestees are coordinated with the corrections staff prior to the event.

Upon completion of the special event, the supervisor specified in the special event plan sheet is responsible for compiling the after-action report and forwarding that report to the Field Operations Captain.

#### **46.2.8 EVENT DECONFLICTION PROCESS**

**Deconfliction:** A process of notifying a central location of a planned operation prior to its execution which will enhance officer safety by preventing officers from accidentally targeting another law enforcement officer or compromising another investigation. WSIN/HIDTA should be contacted prior to an event for deconfliction (see below).

**Western States Information Network (WSIN):** A centralized information system located in Sacramento, California, where law enforcement agencies can report information regarding the identification of criminal suspects and conduct deconfliction for planned operations. This includes the Federal High Intensity Drug Trafficking Area Information System (HIDTA), which is linked to WSIN. The WSIN Watch Center phone number is (800) 952-5258 and should be contacted at least two hours before the planned operation. The following information should be given to the Watch Center, if known:

- A. Date and time of planned operation or event;

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

- B. Nature of the operation or event;
- C. Location of the operation or event, including staging areas;
- D. Lead and participating agency names;
- E. Name and office of the assigned detective or officer, including cell phone number.

The detective or officer should request notification of any other planned law enforcement activities occurring within one mile of the planned operation. If the WSIN Watch Center detects another law enforcement activity occurring within the distance specified by the detective or officer of the planned operation or event, WSIN will notify both law enforcement agencies and encourage contact with one another to deconflict.

The assigned detective or officer should notify their direct supervisor when notification to WSIN has been made and document the notification of their operation or event.

**Applicability:** The Deconfliction Process may be used for Special Occurrences, All Hazards Incidents and Special Events. Approval will be on a case by case basis and must be approved by a captain.

**Coordination:** Other agencies that may be affected by the special event should be contacted and coordinated with.

**After-Action Report:** The designated detective or officer should complete an after-action report of the special event, evaluating the actions at the special event. This report shall be submitted to their immediate supervisor.

#### **46.3.1 PROVIDING AWARENESS INFORMATION**

The Pasco Police Department recognizes the important role that municipal police agencies have in the security of our Country. A critical part of our responsibilities is to help ensure the timely exchange of relevant information with the federal agencies tasked with coordinating a National effort. The practices provided in this section are intended to facilitate important communications.

The Pasco Police Department provides information to the community that assists citizens in identifying suspicious activity that may be related to terrorism.

Officers that receive or obtain information that may assist FBI should provide the information to the local FBI Violent Crimes Task Force. However, if any officer receives or obtains information that they deem to be urgent they should contact the FBI or the Washington State Fusion Center directly.

#### **46.3.2 HAZMAT AWARENESS**

A hazardous materials response may result from various forms of incidents. The manner in which the Pasco Police Department responds will have a direct bearing on the ability to control and defuse the incident as well as to control and contain property damage, injury or loss of life.

## **Pasco Police Department Policy Manual**

### **Chapter No. 46 Critical Incidents**

Through high visibility patrol and proactive enforcement activities, officers may be able to reduce the threat of the intentional use of hazardous materials in a criminal act within our community. They cannot, however, eliminate accidents involving the legitimate, routine transportation and use of those materials on our roadways and in the community. Training in recognition, response procedures and personal protective equipment will allow personnel to respond to a hazardous materials incident in a safe manner while reducing the threat to responders, the community and the environment. Responder training will occur on an as-needed basis in accordance with State and Federal guidelines for the number of hours, competency and content.