

Chevy Chase Village Police Department

General Order

- New
- Amended
- Rescinds 11 - 5

Subject: CRITICAL INCIDENTS, SPECIAL OPERATIONS,
AND HOMELAND SECURITY

CALEA: 17.5.3, 46.1.1, 46.1.2, 46.1.3-a-b-c-d-e-f-g-h, 46.1.4-a-b-c-d-e-f,
46.1.5-a-b-c, 46.1.6-a-b-c-d-e, 46.1.7-a-b-c-d, 46.1.8, 46.1.9,
46.2.1-a-b-c, 46.2.6, 46.3.1, 46.3.2, 46.3.3, 46.3.4, 54.1.1-a-d-f,
54.1.3, 81.2.4-a-f

Approved: Roy Gordon Chief of Police	 Effective: 12/3/2009	No. Pages: 7	Number: 11-5
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I. POLICY

- A. The Department recognizes the importance of planning for natural and man-made disasters and will have appropriate plans so that Department members responding to such disasters will have written guidelines and procedures to follow. The Chief of Police is ultimately responsible for the planning of the Department's response to critical incidents in the Village and may designate other members to assist with the development of plans and strategies. (CALEA 46.1.1)
- B. In the event of a major catastrophe or disaster, the Montgomery County Emergency Operations Plan will be activated and **will take precedence**, over the Village's Emergency Operations Plan. However, there are many situations that arise which do not require the activation of the County's Emergency Operations Plan, but for which planning and a coordinated response is important.
- C. The Department has an All Hazards Plan. The All Hazards Plan(s) are written from the perspective of a "first-responder" to provide guidance to officers who are dispatched to certain situations, or who find situations while on patrol, for which implementation of certain plans would be appropriate. The intent of these plans is to enable officers to contain a situation until the arrival of additional personnel, resources and equipment. (CALEA 46.1.2)

II. THE INCIDENT COMMAND SYSTEM (ICS) (CALEA 46.1.2)

- A. **Components**
 - 1. A formalized management structure is needed that lends consistency, fosters efficiency, and provides direction during a response in an effort to coordinate the effective use of all of the available resources.

2. The plan will follow standard ICS protocols, which include functional provisions for: command, operations, planning, logistics, and finance/administration. In small-scale incidents, all of the components may be managed by one person, the Incident Commander. Large-scale incidents usually require that each component is managed separately.

B. Organization

1. All incidents requiring the presence of more than one officer will have an Incident Commander, usually the senior ranking officer on the scene.
2. A basic ICS operating guideline is that the Incident Commander is responsible for on-scene management of the incident until command authority is transferred to another person, who then becomes the Incident Commander. The Incident Commander will be clearly identified to all personnel at each change.

C. System Activation

1. Although not necessarily reserved for large-scale incidents or disasters, the Incident Command System is generally activated to a less formal degree on each incident to which officers respond, with the first arriving officer assuming command until relieved by an officer of higher rank. All transfers of command on an incident will take place face to face and will be communicated to all units on the scene.
2. In order to decide whether the ICS should be activated on a larger scale, the first arriving officer's assessment of the situation, and the relaying of his/her observations and available information to the on duty shift supervisor (or OIC in the supervisor's absence) is critical.
3. Upon learning that a situation is developing or is occurring that has the potential for loss of life, serious injuries, evacuations, large-scale property damage, or a situation which may require activation of the Village's Emergency Operations Plan, the on duty supervisor shall respond to the scene. The supervisor will activate the ICS if it has not been activated by the on scene officer. (CALEA 46.1.3-a)
4. Depending upon the nature and severity of the incident and who has primary responsibility for the event (Fire, Police, etc.) the on duty shift supervisor shall quickly but thoroughly assess the scene and either establish a command post or report to an already established incident command post. To ensure a high level of coordination among other agencies at or near the scene, the identified police incident commander should be present in the incident command post established by the agency having overall charge of the situation, whether by protocol or

statute. In any case, and in accordance with the National Incident Management System (NIMS) each event shall have only one incident command post. At a large-scale or complex incident, especially one that involves a unified command post, all agencies with a stake in the incident should be represented at the command post.
(CALEA 46.1.3-b)

5. The on duty shift supervisor will ensure that all notifications of command staff and Village management are made pursuant to Village policies. If the scope of the event makes it necessary to make additional off duty Village personnel available, this information will be passed on. Only a member of the command staff may authorize activation of the Village Emergency Mobilization Plan.
(CALEA 46.1.3-c)
6. For the purpose of ensuring that the provisions of this general order are accomplished efficiently and to provide for appropriate supervision of Village personnel, the highest ranking Village Officer at the scene is responsible for Village personnel even though he/she may not be the incident's commander.
7. When activated, the Incident Command System will be operated in conjunction with other agencies and in accordance with NIMS guidelines. (CALEA 46.1.3-d)

D. Incident Command

1. Once ICS is activated by any supervisor, the command function becomes operational. The primary responsibilities include:
 - activating the system to the level required (CALEA 46.1.3-a)
 - ensuring the command post is established (CALEA 46.1.3-b)
 - Initiating the notification and mobilization of additional agency personnel (CALEA 46.1.3-c)
 - obtaining necessary support from other agencies, if needed (CALEA 46.1.3-d)
 - identifying and establishing a staging area for reporting personnel, if necessary (CALEA 46.1.3-e)
 - providing public information and maintaining media relations (CALEA 46.1.3-f, 54.1.1-a-d-f, 54.1.3)
 - maintaining the safety of all affected personnel (CALEA 46.1.3-g)

- preparing a documented after action report (CALEA 46.1.3-h)
2. The following components are also utilized at the direction of the Incident Commander and may include, but are not limited to:
- establishment of and maintaining of perimeters for safety and security purposes (CALEA 46.1.4-a)
 - conducting evacuations as needed or requested (CALEA 46.1.4-b)
 - maintaining security at the command post and the scene itself (CALEA 46.1.4-c)
 - if persons are detained or arrested as a result of the incident, providing for their transportation, processing and confinement (CALEA 46.1.4-d)
 - providing traffic control and direction (CALEA 46.1.4-e)
 - conducting the necessary post incident investigation (CALEA 46.1.4-f)
 - preparing the documented incident action plan (CALEA 46.1.5-a)
 - gathering and disseminating information and intelligence to necessary functions and the Incident Commander (CALEA 46.1.5-b)
 - planning an orderly and efficient post incident demobilization (CALEA 46.1.5-c)
 - establishing and maintaining communications (CALEA 46.1.6-a, 81.2.4-a-f)
 - providing transportation as necessary (CALEA 46.1.6-b)
 - providing medical support for personnel engaged in the response (CALEA 46.1.6-c)
 - procurement and disbursement of supplies necessary to keep the response personnel functioning throughout the duration of the incident (CALEA 46.1.6-d)

- obtaining personnel or equipment for specialized teams (CALEA 46.1.6-e)
- maintaining information and records related to the event
- recording personnel time (CALEA 46.1.7-a)
- procurement of additional resources as needed (CALEA 46.1.7-b)
- recording of all expenses (CALEA 46.1.7-c)
- documentation of injuries or other liability issues (CALEA 46.1.7-d)

E. Command Protocol

1. In situations where Fire/Rescue is the primary responder (i.e., fires, most natural or man-made disasters, rescues, mass casualty incidents, explosions, etc.), the Fire/Rescue Commander is the Incident Commander absent unusual circumstances. Village Officers at the scene will provide support for fire/rescue operations based on need, which can range from traffic control to assisting with evacuations. (CALEA 46.2.1-c)
2. Whenever a specialized MCP unit (i.e. ERT, etc.), responds to the scene, command of police operations at the scene will rest with the MCP specialized unit in accordance with existing Memorandum of Understanding. (CALEA 46.2.1-a-b-c)

F. Unified Command

1. The purpose of unified command is for all agencies with responsibility for the incident - either geographic or functional- to manage an incident by establishing a common set of incident objectives or strategies. It does not mean that an agency gives up or loses any of its authority, responsibility, or accountability.
 - A terrorist incident causing mass casualties resulting from a weapon of mass destruction would likely involve fire/rescue, local law enforcement agencies, federal law enforcement agencies, and representatives from the health department. These participants and possibly others, would likely comprise a unified command post.
2. Unified command may be applied to incidents that affect more than one political jurisdiction; for incidents involving multiple agencies with a

single jurisdiction; and/or incidents that impact multiple geographic and functional agencies.

3. The focus of unified command is not as much on who is in charge, but on who is in charge of what. The concept of unified command means that all involved agencies contribute to the command process by:
 - determining overall objectives
 - planning jointly for operational activities while conducting integrated operations; and
 - maximizing the use of all assigned resources
4. When unified command is established, the following will always apply:
 - the incident functions under a single, coordinated action plan involving all response disciplines;
 - one person is designated as having responsibility for implementing the action plan; and
 - one Incident Command Post is established.

G. Operational Readiness of Equipment

The Sergeant and/or the employee assigned to the Emergency Management Group (EMG) shall complete a documented quarterly inspection for operational readiness of equipment designated for use in support of the agency's critical incident plan. (CALEA 17.5.3, 46.1.8)

H. Training for Village Personnel

1. All sworn Village personnel and the employee assigned to the Emergency Management Group (EMG) are trained on the Incident Command System through the initial issuance of this general order, and will receive formalized training in the Incident Command System, the National Incident Management System. Sworn personnel receive training via the Classroom Study course IS-300.
2. Whenever any of the general orders or plans listed in this order are revised and/or reissued, personnel will be familiarized and receive documented training on them.

I. Annual Training

1. At least annually, the department will provide refresher training in the Incident Command System as well as the department's All Hazards

Plan. This may be accomplished as Roll Call Training or in conjunction with other department training dates. (CALEA 46.1.9)

2. Members of this agency may also participate in exercises through the Montgomery County Emergency Management Group (EMG) or other outside training. These exercises may be table top, functional or full scale in nature.

III. HOMELAND SECURITY

- A. The Chevy Chase Village Police Department maintains liaison with local law enforcement and federal law enforcement agencies in the Washington Metropolitan area for the purpose of exchanging information on terrorism, intelligence and related events affecting homeland security. The agency works closely with the Montgomery County Police Vice and Intelligence Section who have two investigators assigned to the FBI's Joint Terrorism Task Force (JTTF) to investigate both International and Domestic Terrorism. (CALEA 46.3.1)
- B. Village officers will document via a written report in the CODY RMS any terrorism related intelligence/information, regardless of the source. The Sergeant will ensure that copies of the report are forwarded to the Montgomery County Intelligence Section. If the information received involves the possibility of an immediate threat, the officer receiving the information will notify the Sergeant and the Chief of Police who will relay the information to the MCP Intelligence Section. The Chief of Police will retain copies of these reports in a locked file cabinet in his office. (CALEA 46.3.2)
- C. The agency provides terrorism awareness information via its website, monthly Board of Managers Meeting via the Police Report if pertinent. (CALEA 46.3.3)
- D. The agency provides officers awareness level training for events involving hazardous materials. Training consist of roll call training utilizing DVD on the subject and each patrol vehicle and the operations room is equipped with the Emergency Response Guidebook for first responders during the initial phase of a dangerous goods/hazardous materials transportation incident. (CALEA 46.3.4)

IV. SECURITY OF VIP's

The agency does not provide security for VIP's but does coordinate their security with the requesting agency, i.e. FBI, Secret Service, Homeland Security, etc.). The Chief of Police is the primary contact and the Sergeant is the alternate if the Chief is not available. (CALEA 46.2.6)