

CITY OF LYONS POLICE DEPARTMENT

POLICE OPERATIONS MANUAL

CHAPTER: 18 - Unusual Occurrences/Tactical Response

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I. PURPOSE

- A. To expedite the mobilization of Department personnel while encouraging efficient carrying out of duties and responsibilities connected with unusual occurrences.
- B. To establish a standard operating procedure for responding to hazardous material incidents.
- C. To establish a standard operating procedure for responding to bomb threats.
- D. To establish a standard operating procedure for identifying initial responsibilities in a hostage, sniper, or barricaded person incident.
- E. To establish a standard operating procedure for response to civil disorders.
(Beyond the scope of S.O.P. 16-6 Management of Disputes)

II. RULES AND REGULATIONS

A. General

- 1. APPROACH - Unusual incidents require a tactical plan to be developed in order to ensure that the Department makes an appropriate, well-organized response. To minimize the possibility of injury to officers and others, appropriate special equipment and trained personnel shall be requested as needed.
- 2. RESPONSIBILITY - In tactical situations which are initiated by radio calls or spontaneous activities, the senior uniformed officer present is in command. A superior officer shall take charge upon his/her arrival at the scene or by order to the officer present, and take appropriate action to bring about an acceptable solution. He/she will use either readily available manpower or activate the tactical response team necessary. Available units include, but are not limited to:
 - a. Environmental Protection Agency Emergency Response Team. Responds to hazardous material incidents.
 - b. Emergency Medical Team. Responds to life endangering situations.
 - c. Fire Department. Responds to requests for additional manpower when threat of fire or explosion exists or wash down is required.
 - d. Any mutual aid support agreements which are in place.
 - e. FBI Special Weapons And Tactics Unit. (SWAT)

3. Jurisdictional Responsibility - As defined in this section, the ranking officer taking command of a hostage, barricaded person, sniper, or other unusual incident will retain such command until some other police agency clearly indicates that jurisdictional responsibility is theirs.

Concurrent Jurisdiction in Hostage Incidents

Foreign Official or Official Guest of the U.S.

- a. If the hostage is a foreign official or an official guest of the United States, as defined by the U.S. Code, Chapter 51, Title 18, jurisdiction is concurrent with the Federal Bureau of Investigation.
- b. If the Federal Bureau of Investigation clearly indicates it will take command in this instance, the Department will comply.
- c. If the Federal Bureau of Investigation indicates that jurisdiction remains concurrent, joint decision making will be completed by the senior or ranking Federal Bureau of Investigation agent at the scene.
- d. Concurrent jurisdiction implies concurrent responsibilities; therefore, all later strategies must be mutually planned and implemented.

Victim of Federal Crime

- a. If a hostage incident results from the commission of a Federal crime such as bank robbery, jurisdiction is concurrent with the Federal Bureau of Investigation.
- b. If the initial control of the operation is by the Department, retention will remain with the Department until the senior or ranking Federal Bureau of Investigation agent at the scene declares responsibility.

Hostage, Sniper or Barricaded Person Incidents Resulting From Criminal Activity Occurring in Another Police Jurisdiction.

- a. If a hostage, sniper or barricaded person incident occurs as a result of criminal activity in another police jurisdiction, and is followed by fresh pursuit of the suspect by officials of that agency into the incorporated city limits of the Department, concurrent jurisdiction is assumed.
- b. If a hostage, sniper or barricaded person incident occurs as a result of criminal activity in an incorporated area of the city and fresh pursuit requires Department personnel to enter an unincorporated area or to leave the legal limits of the City, concurrent jurisdiction is assumed.

Agencies Declaring Jurisdictional Control

If Federal or local agencies declare their intent to control a situation, the ranking officer of the Department taking command, will offer the assistance of the Department.

Department members will then be guided by all lawful orders given by these officials.

B. Limited Emergency Situation

1. Definition - A limited emergency situation is defined as one which can best be handled by a limited number of police officers.
2. Objective - The primary objective of these procedures is to facilitate responsive organized police action with the maximum amount of safety for civilians and police personnel in the emergency situation.
3. PROCEDURES FOR ANY LIMITED EMERGENCY SITUATION

The following procedure will apply:

- a. Officer discovers or responds to situation;
- b. Officer notifies the Dispatch Center of situation and pertinent facts;
- c. Dispatch Center notifies and dispatches shift supervisor and additional officers for assistance as needed;
- d. Officer at the scene contains situation by establishing perimeter security;
- e. The shift supervisor, upon arrival, verifies situation and notifies Dispatch Center of verification;
- f. The shift supervisor takes command of the situation with the full cooperation of other superior officers and other officers already at the scene;
- g. Officers at the scene continue perimeter security;
- h. Shift supervisor issues necessary weapons and equipment as required for situation. Shift commanders should have in the trunks of their cars, in a footlocker, emergency equipment such as gas masks, riot equipment, etc.

C. Specific Situations - In most situations certain procedures can be followed. Listed below are some problem areas that the officer may encounter.

1. When Hostages are Involved - When hostages are taken by the suspect, the primary concern will be for the safety of the hostages. Every extreme situation and an appropriate procedure to alleviate the problem cannot be stated. Therefore, the officer on the scene must decide based on rational facts and not the emotional situation. Time is on the officer's side, so it is best to contain the situation until superior officers arrive.
2. House to House Searches - Personnel used in this type of search must be kept to a minimum to ensure that adequate communications, proper leadership by the superior officers and the safety of the officers involved in the search are maintained.

In cases of "open space" searches, the shift supervisor will coordinate the search operation. All other superior officers will cooperate and direct other police personnel from the suggestions of the shift supervisor.

3. Snipers - Situations involving snipers have shown that a poorly organized response can result in confusion, injury and even death to the officers involved. It is imperative that superior officers take complete charge of such situations and make appropriate decisions. Cooperation of the patrol officer is a must to such efforts.
4. Bomb and Bomb Threats (see S.O.P. 18-2 Handling of Bomb Threats)
5. Barricaded Suspects (see S.O.P. 18-3 Initial Responsibilities on the Scene of a Hostage, Sniper, or Barricaded Person Incident)

STANDARD OPERATING PROCEDURE

EFFECTIVE: February 1, 2012

S.O.P. 18-1 HAZARDOUS MATERIALS INCIDENTS

I INTRODUCTION

Because of the potential for serious health and environmental damages, the following procedures were developed by the Department as a guide for initial action to be taken by officers to protect the public and the environment:

- A. Upon receiving a report of a hazardous material incident, the communications officer shall immediately dispatch the closest available officer along with the shift supervisor to investigate and notify the Fire Department.
- B. Upon arriving at the site, the responding officers shall provide emergency first-aid as needed and request additional assistance as needed. (Fire Department, Emergency Medical Team and EPA/EPD's Emergency Response Team)
- C. Upon confirmation that a hazardous material incident has occurred, the communications officer shall advise the local medical facilities and ambulance personnel that all injured individuals are assumed to be contaminated by hazardous material and should be handled accordingly. The responding officers shall obtain the name of ambulance service, driver and hospital where patients will be taken.
- D. The responding officers shall begin an evacuation of residents to a safe location if there exist any obvious dangers to nearby residents.
- E. The responding officers shall try to determine the type and form (solid, liquid, gas) of material involved by questioning the driver, from the chem-card in cab of truck, bill of lading or from placards and labels on the truck and containers. All such pertinent information will be made known to the communications officer.
- F. After the type of chemical or material has been identified, the shift supervisor shall check the 2005 Emergency Response Guidebook to determine the type of emergency action which should be taken.
- G. Officers at the scene shall cordon off an area for a distance of 500 yards around the hazardous material. They shall re-route traffic and restrict access to emergency personnel only.
- H. Upon arrival of properly identified State Emergency Response Team, the officers shall remain at the scene, maintain crowd control and assist the Team as directed.

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STANDARD OPERATING PROCEDURE

EFFECTIVE: February 1, 2012

S.O.P. 18-2 HANDLING OF BOMB THREATS

I INTRODUCTION

This procedure identifies information to be obtained from the complainant, safety precautions for handling a bomb threat call and techniques of searching for a bomb. Any suspect packages or containers will be examined by a bomb disposal technician. Bomb Threats in the City of Lyons are primarily the responsibility of the Lyons Fire Department. Officers shall take the initial steps listed herein until the fire department arrives on scene. Once fire department personnel are present officers shall defer to the senior command personnel from the fire department. Conflicts shall be resolved at the command level not on scene.

- A. Required Information - The dispatcher will obtain all pertinent information regarding the person who made the threat. The officer will then use this information to determine if the affected area warrants a bomb search. Before completion of the call the information on the attached sheet will be gathered for inclusion in the incident report.
- B. Responsibility at the Scene
 - 1. The first officer to arrive at the scene shall turn off his walkie-talkie before entering the building, since it might trigger the explosive device. The officer shall then contact the building's owner/person in authority, to determine if he wants the building evacuated. If the building is a public facility (e.g., city hall, school, civic center) then the designated individual should be contacted to determine the procedures which will be followed. As soon as possible, the responding officer shall contact his shift supervisor to inform him of the situation.

NOTE: An officer can never order the property owner or manager to vacate the area; the officer can only advise him to make that decision.

- a. If the building is to be evacuated:
 - 1). The shift supervisor will request additional assistance if needed (telephone preferred);
 - 2). The shift supervisor will request the owner/person in authority to solicit company employees to assist in searching the building (maintenance and building engineers preferred).

- b. If the building is not evacuated:
 - 1). The shift supervisor shall obtain permission from the owner/person in authority to conduct a discrete search of the premises, especially rest rooms and areas that are accessible to the public;
 - 2). The shift supervisor shall solicit the help of maintenance personnel and building engineers to assist in the search.

2. The responding officer should advise all people involved not to answer phones, turn light switches on or off or anything which might activate an explosive device.

3. Should a suspected explosive or incendiary device be located, officers shall prevent any unauthorized persons from touching it and ensure that the area is evacuated. Where possible, officers shall secure a minimum perimeter of 500 feet for protection of public safety personnel and other parties.

C. Searching for the Bomb

1. Depending on location and manpower allocated, officers shall establish a Command Center (one person). The key to a successful command center is flexibility and mobility. The Center should move with the search.
2. The best people to search are employees familiar with the area. They are more aware of items that are out of place or alien to the location. The ideal team is two; one employee, one officer.
3. Actions by those participating in the search should be well planned by the shift supervisor; there should be no undue movement of items, bumping, or shaking. A bomb can be any shape, size, or color.
4. If a suspected bomb is found in an occupied building, the officers shall evacuate the building.
5. In the event that a suspected bomb is located, officers should consider the possibility of a secondary explosive device designed to injure or kill responders and other bystanders. A second search targeting likely locations and objects should be performed.

D. Techniques of Searching

The following guidelines should be followed in conducting a bomb search in a building or an automobile:

1. Start of search
 - a. Start outside and work inside;
 - b. When searching start at the lowest level;
2. The search should be broken into three steps:
 - a. Exterior - The exterior search begins at the ground level. Close attention should be given to piles of leaves and refuse, shrubbery, trash cans, and parked vehicles. (Outside accessibility is unlimited)
 - b. Public Area Search - Extended outward from the building to some natural divider (curb or wall, usually 25 to 50 feet).
 - c. Interior Room Search
 - 1) Special attention should be given to utility rooms or areas where access is unlimited.
 - 2) Begin the search at the lowest level and work upward, completely searching each level before changing floors.
 - 3) When searching a room, search in four levels:
 - a) Floor to waist check chairs, desks, trash cans, anything in this level that could conceal a bomb.
 - b) Waist to eye level or top of head behind pictures, cabinets, miscellaneous on walls.
 - c) From eye level to the ceiling light fixtures, any item suspended from the ceiling, e.g., heater ducts.
 - d) Ceilings and false ceilings.
 - 4) Whenever first entering a room remain completely calm and immobile. Listen for any unusual sounds. Many times such actions will pick up sounds indicating a device.

d. Vehicle Searches

- 1) With a vehicle look for a device designed to kill rather than harass.
- 2) Whereas a bombing in a building is normally set to detonate at a specific time an auto bomb usually has a triggering device.
- 3) The initial action in a vehicle involved incident is to evaluate and secure as much information as possible from the driver/owner. (Any threats, evidence of tampering, suspicious noises, unfamiliar objects)
- 4) Find out when the vehicle was last operated, was it locked, who is to be the next person in the vehicle. (Who is the intended target, driver or passenger?)
- 5) Check the area around the vehicle for signs of tampering. (Marks on the ground, bits of tape, wire insulation, etc.)

NOTE: A vehicle bomb can be installed in 15-30 seconds. A detailed search emphasizing safety may take several hours depending on the situation.

e. Action to be Taken Upon Location of a Suspected Bomb

- 1) If a suspected bomb is located, it will remain untouched. The patrol officer will notify radio and request that the bomb technician be dispatched to the scene. At no time will any unqualified officer attempt to move or render safe any suspected explosive device.
- 2) The officers on the scene will then evacuate the area. They should also attempt to isolate the bomb by surrounding it with cushions or mattresses, etc.
- 3) Radio will also advise other emergency equipment and services be dispatched to the scene.
- 4) Upon arrival, the E.O.D. authority will supersede all other officers.

f. Conclusion of Search

- 1) The supervisor at the scene will notify the owner/person in charge of the building of the results of the search.
- 2) The supervisor will make sure that all required reports have been completed and all units are back in service.

g. Bomb disposal unit utilized

In any event where a bomb disposal unit is to be called for assistance the Lyons Police Department will utilize the Georgia Bureau of Investigation Bomb Disposal Unit at the Savannah RDEO office. The bomb disposal unit may be contacted at the following numbers.

Office: 912-921-5500

Pager: 1-888-772-1167

Cellular: 912-658-2178

BOMB THREAT CALL

1. Type of Complaint: School _____ Hospital _____ Industrial _____ **Business** _____
Other (specify) _____

2. **Business/Name of Complainant** _____

3. Business **Address** _____

4. Business Telephone (_____) _____

5. Name of Person Reporting **Complaint** _____

6. Telephone Number Call was Received **on** _____

7. Date and Time of Call: Date: _____ Time: _____

8. Name of the Person who talked to the caller and title:

Name: _____ Title: _____

9. Exact words used by the caller: _____

10. Background **noises** _____

11. Information about the caller: Age: _____ Sex: _____ Race: _____

Educational Level: _____ Accent: _____ Speech Impediments: _____

Attitude: _____

12. Any **Suspects** _____

13. Have previous calls been received: Yes: _____ No: _____ If Yes, #: _____

14. Has telephone security been notified: Yes: _____ No: _____

15. Location Information

Exact **Location** _____

Time set for **detonation** _____

Description of the bomb (reason for _____

Type of **explosive** _____

STANDARD OPERATING PROCEDURE

EFFECTIVE: February 1, 2012

S.O.P. 18-3 INITIAL RESPONSIBILITIES ON THE SCENE OF A HOSTAGE, SNIPER OR BARRICADED PERSON INCIDENT

I INTRODUCTION

This situation poses an extreme danger not only to officers, but to other persons as well. Good judgment demands that a tactical plan be developed.

As soon as an incident is verified, officers should seal avenues of escape and call for assistance from other units. Once the suspect is isolated, time is to the benefit of the officers, and the full resources of the Department are available to assist officers in removing the suspect from his location. To minimize the possibility of injury to officers and others, appropriate special equipment and trained personnel should be requested as needed. If possible, an effort should be made to contact the suspect in an attempt to persuade him/her to surrender voluntarily before force is used.

A. Duties of Responding Officer

The responding officer shall have the following duties:

1. Confine the suspects to the immediate area and maintain firearms discipline;
2. Direct members of Department not to fire weapons, unless their lives, or the life of another, is in imminent danger;
3. Request the Dispatch Center to notify his/her immediate supervisor and the Watch Commander.
4. Cordon-off the area and evacuate injured persons, if the situation permits;
5. Request that an ambulance be dispatched to the location;
6. Detain all persons, both civilian and members of the Department, having pertinent information regarding the suspect, or his location for de-briefing;
7. Establish a command post, advising all concerned units of the location and of any streets or areas which may unsafe for responding units to enter.

B. Duties of First Patrol Supervisor

The first patrol supervisor on scene shall have the following duties:

1. Direct all responding members of the Department, and any other department, to report to the Command Post for assignment and briefing. Ensure that all members are aware that the safety of hostages, all personnel and citizens is of primary concern and of the necessity for maintaining firearms discipline.
2. Request the tactical unit from the Georgia Bureau of Investigation whom the Lyons Police Department relies on for tactical response and hostage negotiation. Establish communication with the GBI tactical response team and any other agencies that may respond to assist. The tactical unit's responsibilities are to secure the inner perimeter and develop plans to end the situation. Responding units will confine the suspect(s) to the immediate area creating an initial inner perimeter until properly relieved by the tactical unit. Responding patrol units will then be responsible for maintaining the outer perimeter. The tactical unit will only communicate with the hostage negotiator through the incident commander.
3. Request the department hostage negotiator to be deployed to the command post.
4. Ensure all key command personnel are notified of the situation.
5. Direct members of the Department not to fire weapons, unless their lives or lives others are in imminent danger.
6. Designate an alternate mobilization point for responding personnel, if needed, transmitting this information to the Dispatch Center. Advise the Dispatch Center of any streets or areas which may be unsafe for responding units to enter.
7. Determine necessity to evacuate the location or area. If deemed necessary, commence evacuation of bystanders. Then evacuate persons in their homes, apartments, business places, schools and churches. Setup an inner and outer perimeter and advise personnel of its boundaries.
8. Determine appropriate equipment for the situation and ensure its availability.
9. Establish a fixed area near the command center for media to setup.

10. Gather intelligence information regarding:
 - a. Location of suspect (floor, room, roof).
 - b. Types of weapons suspect may have access to.
 - c. Identification of suspect, including complete physical description, mental state, and physical condition.
 - d. Suspect's purpose.
 - e. What crime has suspect committed (assault, robbery, minor disturbance)
 - f. Physical description of any hostage and their physical and mental condition, communicating this information to all responding personnel.
 - g. Location of any telephones.
 - h. Deploy additional personnel when they respond to cover exits and possible escape routes and for vehicle and pedestrian control.
 - i. Provide a complete status report to the Shift Commander(s) and stand by to assist.
 - j. Assign an officer to record events in chronological order.

C. Duties of Assisting Personnel

Personnel assisting with the incident shall have the following duties:

1. Personnel responding to assist a tactical situation will report to the Command Post or to a designated staging area. Assisting personnel will not deploy on their own.
2. When duly assigned to a specific duty, assisting personnel are expected to maintain absolute control of their post to ensure the safety of innocent persons and to prevent escape of the suspect(s).
3. Assisting personnel will not act individually unless ordered to do so, or if failing to act would jeopardize the safety or lives of other personnel or citizens.

D. Command Responsibilities

1. The authority to direct a tactical situation involving a hostage, sniper, barricaded person, or other unusual incident rests entirely with the Shift Commander.
 - a. Officers of a higher rank may make suggestions and/or assist in any manner deemed necessary, but may not actively direct the operation.
 - b. Officers of a higher rank than the Captain are required to take command only if, in their judgment, the situation has deteriorated to the point where there is imminent danger or death or great bodily harm to a hostage, bystanders or Department personnel.
 - c. Officers of a higher rank than the Captain who choose not to take command (as required in section b above) may be held accountable for their inaction.
2. The Captain will, upon his arrival:
 - a. Ensure that all previous steps designated as responsibilities of initial personnel and those of the first patrol supervisor on the scene have been fulfilled.
 - b. Obtain a situation report from the patrol supervisor in charge.
 - c. Evaluate the situation and determine the degree of danger to any hostage, department member or citizen and whether perimeter deployment is adequate.
 - d. Consider establishing a mobile reserve at the assembly area to relieve personnel previously assigned to other tasks.
 - e. Request the supervisor of the Dispatch Center to advise all investigators assigned to the [Criminal Investigations](#) Division to respond to the Command Post.
 - f. Ensure that off-duty personnel will only be utilized if they possess a technical skill or pertinent knowledge associated with the situation.
3. If they are taken hostage, the Captain, or the ranking officer taking command, cannot order later strategic actions to be taken by department personnel.

E. Duties of Investigative Services Personnel

1. The Criminal Investigations Division will be responsible for:
 - a. Conducting all phases of the Criminal Investigation surrounding the incident.
 - b. Debriefing negotiators and witnesses.
 - c. Interviewing the family and friends of the suspect for intelligence purpose.
 - d. Verification of all claims or allegations made by the suspect.
 - e. Preparing appropriate reports surrounding the incident.

F. Communicating With The Suspect

The following guidelines should be used in communicating with suspect:

1. Attempt to establish a line of communication with the suspect.
 - a. This may be done through relatives, friends, or neighbors; however, such persons will not be permitted to enter an area secured by the captor, sniper or barricaded person.
 - b. Attempt to limit the suspect's means of communication with other persons to avoid jeopardizing the operation or providing a forum for the offender.
 - c. If a telephone number is needed, contact the telephone company.
 - d. If unable to communicate via telephone, resort to a bull horn or a public address system.
 - e. Make certain the suspect knows with whom he/she is communicating and negotiating.
 - f. Keep the suspect talking as long as possible, since the longer the conversation, the greater the opportunity for a successful negotiation.
 - g. If possible, have a wire tap installed on the suspect's telephone or have a listening device directed toward his area of control.

G. Suggested Negotiating Procedures

Lyons Police Department use hostage negotiators who have completed the POST 40 hour negotiator course. Hostage negotiators function is to try and bring the situation to a successful end. Hostage negotiators will only communicate with the tactical response team through the incident commander. The following guidelines should be used in negotiating with suspect:

1. Attempt to describe to the suspect the futility of his/her actions.
2. Make every attempt to persuade the suspect to surrender voluntarily, before force is used.
3. Agree only to trade the release of a hostage in return for the suspect's safety.
4. Avoid accepting any explicit deadlines a suspect may seek to establish.
5. Consider obtaining anything within reason demanded by the suspect, except firearms and ammunition.
6. If food is demanded, develop a plan for distribution which is mutually accepted to the Department and the suspect.
 - a. Drugs should not be introduced into the suspect's food or beverages.
 - b. Suspect should not be provided with alcoholic beverages.
7. Never permit a person to enter the suspect's area of control, except a physician who may volunteer his/her services.
8. Ask to see any hostages, to assess their well being, but avoid creating the impression of over concern.
9. If hostages are law enforcement personnel, anticipate possible independent action.
10. Persist in attempts to negotiate the suspect's demands, while trying to convince him/her that releasing the hostage is a guarantee of his safety.
11. If firmly convinced that a suspect will harm a hostage, consider yielding to demand for an escape vehicle.
12. Never consent to release a person in department custody in exchange for the release of a hostage.
13. Remember, if a suspect is allowed to escape, the Department has only acceded to his plan and has not agreed to it.

H. Assault on a Secured Area and Use of Weapons

The following guidelines should be followed in preparation of an assault and the use of weapons:

1. Continued negotiating, a lessening of demands and the uneventful passage of deadlines imposed by the suspect may indicate he/she is beginning to weaken. Continue to negotiate and to consume time.
2. If convinced that the suspect has become destructive and irrational, the Captain, or his designee, should prepare for an assault action.
3. The authority to commence an assault and/or to employ firepower/chemical agents will only be given by the incident commander.

I. Mobilization of Hostage Situation

If it has become necessary to allow a perpetrator to move from the original location of negotiations by vehicle or other means accompanied by a hostage(s), the following plan will take effect:

1. The Incident Commander will notify the Communications Center if there is to be a movement of captor and hostage(s) and the proposed route and destination, if known.
2. The Communications Center will notify commands along the primary and parallel route not to interfere with the progress of the convoy.
3. The Communications Center will notify other agencies if pertinent and notify command covering the location of destination if outside of the City.

Responsibility will be maintained unless the incident shifts to another jurisdiction, or is relieved by a higher authority.

The Commander of the new area or other jurisdiction will be briefed and the assistance of the Lyons Police Department will be offered if necessary. The Incident Commander will command the hostage transportation convoy and determine its size. Consideration should be given to the number of captors, their armament, the number of hostages and the destination. The convoy should have a minimum of four (4) vehicles.

1. Escape Vehicle
2. First Vehicle The remainder of the hostage negotiating team and two members of the SWAT Team as a containment unit.
3. Second Vehicle The remainder of the SWAT Team or four members as an assault team.

4. Third Vehicle Command Car containing the SWAT Commander and the Incident Commander.

Communications will be maintained as to the progress and exact location of the convoy.

J. AFTER-ACTION REPORTS

Immediately after a hostage, sniper, or barricaded person situation, an after-action debriefing and critique will take place. The on-duty supervisor at the time of the incident shall be responsible for completing a detailed narrative report of the operation, with copies of all logs, case reports, witness statements, and other documentation attached.

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STANDARD OPERATING PROCEDURE

EFFECTIVE: February 1, 2012

S.O.P. 18-4 RESPONSE TO CIVIL DISORDER

INTRODUCTION

During civil disorder, the Department's mission is protection of life and property and restoration of law and order. This mission may be accomplished by dispersing unauthorized assemblages and by increased patrolling within the disturbance area. To prevent commission of lawless acts, the Department may present a show of force, establish road or area blockades, disperse crowds, employ chemical agents, initiate such action necessary to apprehend and contain snipers and perform other required operations. The Chief of Police or his/her designee shall coordinate the Department's response to civil disorder.

While this plan attempts to cover many situations, the Department and its commanding officer must be flexible to respond effectively to the individual situation before them.

A. POLICY

The mission of the Lyons Police Department is to preserve the public and good order of the City. In time of civil disorder, the Department's highest priorities are to preserve life, restore order and protect property.

During demonstrations and other large gatherings, the Department will attempt to preserve the peace while protecting the rights of citizens to assemble peacefully and exercise free speech. When such a gathering becomes disorderly and there is a potential for mass violence, officers will make reasonable efforts to use non-arrest methods of crowd management to restore order. Should such methods prove to be unsuccessful, officers will arrest the offenders.

All arrests will be based on probable cause and will be properly documented. Officers will use only the minimum necessary force to make and maintain arrests. To the extent possible under the circumstances, arrests will be made in an organized manner at the direction of a supervisor. Prisoners will be safeguarded and expeditiously turned over to the [Toombs](#) County Sheriffs Office, or released if appropriate. Each officer, supervisor and commander is responsible for his/her actions. It is vital that policies are communicated to all personnel, that plans are shared with all concerned and that minor problems are dealt with promptly to avoid their growing into major problems.

B. COMMUNICATION

Officers shall use their portable radio on the tactical channel assigned by the Communications Center as their primary communications.

The Communications Center can group the channels of assisting agencies together on the tactical channel for person-to-person communications.

C. SITUATION MAPS

The Department has a complete set of maps which may be used for planning and tactics in a civil disturbance situation. The Lyons Fire Department, Zoning and Engineering Departments have complete maps of businesses within the City of Lyons that can be used also. These maps may be obtained during regular work hours, or in an emergency through recall of these departments.

D. FIELD COMMAND POST

Normally, the command post shall be the Lyons Police Department because of the security and resources available to this location. However, there occasionally must be a field command post located at a site closer to a particular incident. The Command shall select a field command post site when needed with particular attention to the safety of personnel and the ability to protect that site. The site may change if a situation escalates or the problem shifts to another location. Whenever possible, the command post will be designated in advance of the action plan.

E. CHAIN-OF-COMMAND

To provide for unity of command during unusual occurrence operations, which may involve personnel from other agencies, a scene or incident commander is necessary. This person exercises command and control over all civil law enforcement resources committed to an operation within the city. The senior officer will be in charge of the overall scene, and of all police resources at the scene of any civil disturbance until relieved by a higher ranking officer. This will include all police and civilian resources from other law enforcement agencies.

F. COMMUNITY RELATIONS/PUBLIC INFORMATION (MEDIA BRIEFINGS)

The Chief of Police or his designated Public Information Officer shall serve as the media liaison officer during any civil disturbance. Information designed to control rumors will be promptly disseminated to the news media, as well as responses to inquiries by the news media.

G. LEGAL CONSIDERATIONS

In dealing with emergency situations, all officers should be aware of state and local laws which give additional powers to law enforcement officials for dealing with these circumstances:

Official Code of Georgia Annotated OCGA 36-69 authorizes governmental public safety officials (police, fire and emergency management services) to assist and provide mutual aid during local emergencies.

Under OCGA 36-69-2., a local emergency is defined as the existence of conditions of extreme peril to the safety of persons and property within the territorial limits of a political subdivision of the state.... caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision of the state and which require the combined forces of another political subdivision of the state to combat.

Under OCGA 36-69-4., whenever personnel from outside the agency's jurisdiction are assisting, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in their own jurisdiction.

H. OTHER LAW ENFORCEMENT AGENCY SUPPORT / MILITARY ASSISTANCE

Mutual aid assistance shall be requested through proper channels as outlined in OCGA section 36-69. Formal requests for mutual aid may be made telephonically or by teletype on the GCIC computer system when time allows.

In the event that National Guard assistance (Military support/Martial Law) is needed in a matter of a public safety emergency, the chain-of-command to the Mayor will be followed, who will officially request the service of the County Emergency Management Agency, who will in turn notify the Georgia Emergency Management Agency (GEMA), which will then notify the Georgia National Guard for assistance.

I. PUBLIC FACILITY SECURITY

Any public facility becomes a primary target during civil disturbances. As soon as possible, security of the Lyons Police Department building, City Hall will be instituted.

J. TRAFFIC CONTROL

It shall be the responsibility of the police department to take charge of traffic control. The perimeter of the disturbance area must be secured and traffic may need to be routed around the scene. The decision about traffic control should be made by the senior officer in charge.

1. Uniformed police officers should be used on all traffic posts. If Lyons Police Officers are needed at the disturbance scene, Mutual Aid should be requested from adjacent agencies to man these traffic posts.
2. It shall be a responsibility of the traffic posts to ensure that only authorized and necessary persons are permitted to respond to the scene. Unnecessary personnel at the scene only contribute to confusion and are usually counter-productive.

3. At first opportunity, the routes prohibited to traffic shall be blocked with moveable barricades, flashing lights and other visible barriers until traffic permitted access again.

K. EQUIPMENT REQUIREMENTS

Officers shall report in uniform with gun belt, radio and personal equipment from their own agencies when called in for mutual aid or emergency mobilization. The senior supervisor on duty will immediately assess the equipment needs of the situation and see that any equipment in addition to that issued to every officer is distributed, such as riot shields, helmets, tear gas or gas masks.

L. POST OCCURRENCE DUTIES/AFTER-ACTION REPORTS

All primary, back-up, and supporting agencies will meet to critique the operation as soon as possible after the conclusion of any civil disturbance. A thorough inspection of the city will be conducted to ascertain if any damage has been done attributable to the civil disturbance.

After-action reports will be submitted by all command personnel involved. These reports will be reviewed at the after-action critique, and will contain as attachments:

1. All logs, assignment sheets, and summaries of significant events during the operation;
2. All use of force, officer statements, citizen complaints, and internal investigative reports;
3. All damage reports to police equipment and a list of all expended supplies that need to be replaced;
4. Lists of all damages incurred to civilian property as a result of the civil disturbance; and
5. A copy of all arrest/booking reports and case summaries, for review for completeness in preparation for court presentation.

M. TRANSPORTATION

The senior supervisor on duty will immediately assess the transportation needs of the situation and take what action is necessary to secure the required transportation. City owned vehicles will be used as the primary source of transportation. However, when mutual aid is requested, all personnel responding from other agencies will be requested to provide marked police vehicles to assist with transportation needs.

N. IMPARTIALITY OF DEPARTMENT IN CIVIL DISORDERS

Care must be exercised to refrain from taking, or giving an appearance of taking sides in any civil disturbance.

O. ENFORCEMENT OF LAWS AT CIVIL DISORDERS

Officers are required to arrest violators and to impose restrictions which are mandated.

P. DEPLOYMENT AT CIVIL DISORDERS

The most appropriate course of action fitting the occasion to restore law and order will be pursued within departmental guidelines. Personnel will be oriented as to the existing situation, mission, course of action, and control measures to be employed prior to commitment.

Q. PLANNING THE POLICE ACTION

The commander must set up and implement a plan which will restore order. Because there can be no delay in taking action in the field, a plan should be formed and ready for implementation at the time the first units are assembled and ready for assignment.

Before a plan can be formulated, the commander should have current information on:

1. Area involved,
2. Reason(s) for the disturbance,
3. Estimated number of people involved,
4. Makeup of the crowd (whether residents of the area or not),
5. Whether teenagers or adults; whether men or women; whether members of an organization,
6. Whether there is more than one faction and how well organized and united each one is,
7. Actions such as looting, rock throwing, burning, particular targets of the crowd's action,
8. Weapons in evidence, such as firearms, bricks, molotov cocktails,
9. Sniper activity,
10. Mobility of the crowd, speed and direction,

11. To properly use this data, the commander should have access to maps and photos of the area, and
12. The plan must be flexible enough to account for the dynamics of the crowd and the tactics must be appropriate for the situation.

For example, a hostile crowd with a few rock-throwers would call for different tactics than a riotous mob with snipers. Also, the commander must be prepared for the transition from a peaceful gathering to a hostile crowd, or from a loud demonstration to a riot.

The plan should consider the following strategic principles:

React quickly with enough strength to overwhelm the crowd. It is better to involve too many police officers in the action than too few. The decision to commit or hold back is not an easy one, but the commander must consider the most likely consequences. An unsuccessful dispersal action can prove extremely costly in lost time and increased disorder.

Establish and maintain control throughout the area of disorder.

Arrest law violators without relaxing present legal requirements.

Clearing the streets as soon as possible is essential to the early suspension of any serious disturbances. If a curfew is to be imposed, it should be proclaimed as early as possible and rigorously enforced.

Remain in the area of disorder after order is restored.

R. ORGANIZING THE POLICE ACTION

The force of officers which gathered for the emergency must be organized as a large mobile, well-coordinated group. It will be referred to as the "emergency force". The commander will provide a command hierarchy, depending on the nature of the disorder and the number of officers available. The basic hierarchy will be:

1. Squads of 4 to 8 officers, plus a supervisor. The squad members must act together, at the discretion of the supervisor.
2. Units of 2 or more squads, plus a commanding officer.
3. Companies of 2 or more units, plus a commanding officer.

The commander will provide for the organization of the force into squads, units and companies as the officers arrive at the staging area, if possible or as soon thereafter as possible. To the extent feasible, officers and supervisors should be kept together in their regular reporting relationships. Usually there will be a number of patrol officers already engaged in crowd control prior to the organization of the emergency force.

These officers must be withdrawn as soon as possible and replaced with elements of the emergency force. The commander of each company, unit and squad must be given specific objectives to be carried out with the resources available to him/her. Ideally, he/she should have an opportunity to discuss these objectives so that he/she knows where objectives fit in the overall mission and how best to plan his/her actions. Each must report regularly on his/her progress so that deployment adjustments can be made in a timely and effective fashion. The commander's briefing should be concise and well organized.

It should provide at least the following information:

1. Size and location of the crowd,
2. Mood and action of the crowd,
3. Speed and direction in which the crowd is moving,
4. Direction in which the crowd is to be dispersed,
5. Approach route,
6. Whether officers are to be high or low profile in handling of baton, etc.,
7. Other incidents in the area of disorder,
8. Prisoner staging area and any special procedures on arrests, and
9. Special instructions on closing streets, use of chemical agents, etc..

Each squad supervisor must brief the other officers in the squad as to the squad's objective, the commander's briefing and assignments within the squad. The squad supervisor must control the squad and should not become involved in the action.

The squad supervisor should be positioned to enable control of the team and be visible to the other officers.

If several squads are to be deployed on foot, a few squads should be deployed in vehicles as a strike force, to patrol the perimeter and respond to isolated problem areas.

S. CROWD CONTROL

The control of a crowd, demonstration, or gathering will follow these guidelines:

1. Where the threat of violence is not expected, a minimum number of officers will be positioned for crowd control.

2. Officers involved in crowd control will be in uniform.
3. They will be positioned, where possible, in such arrangements that physical contact with the crowd can be kept at a minimum.
4. It will be their task to assess the mood of the crowd and to respond to changes in crowd behavior as directed by their supervisors. Officers must be briefed in advance on what to expect from the participants and what types of alternative responses to anticipate. Supervisors will determine and order the type of response deemed necessary, and officers will act in unison, following the direction of the supervisor.
5. Officers will not engage in demonstration related discussions with participants and will maintain a neutral attitude. Officers will be courteous and helpful, and will remember that expressions of friendliness are a valuable tool in maintaining peace.

Communications is an essential tool in crowd management. Among the officers it assures unity of action. Between police officials and demonstration leaders, communication provides a better understanding of the needs and intentions of the two.

It must be constant, clear, and immediate; frequently it can defuse threatening situations. Supervisors will insure that lines of communication to the commander and to the officers in their units remain open.

Supervisors will constantly observe and speak with subordinates to insure that they are complying with the orders of the commander, that they are completely aware of probable responses to crowd attitude change and that officers who are showing strain are provided temporary relief.

Designated personnel will establish and maintain communications with demonstration leaders as soon as possible as a sign of cooperation, as a means of obtaining first-hand knowledge of the mood of the crowd and as a tool to facilitate negotiations and maintain the peace.

T. ARRESTS DURING A CIVIL DISORDER

These procedures will be used at the direction of the commander, under the following conditions:

1. A large, but relatively peaceful crowd must be dispersed. After the commander has tried to disperse the crowd and the crowd does not disperse, he/she may direct the arrest squads to begin arresting individuals.

2. A peaceful, but potentially violent crowd contains a few people who commit offenses, such as assault, for which arrests must be made immediately. The commander may direct the arrest squads to go into the crowd to arrest the individuals.
3. A disorderly crowd is being dispersed and in the process, individuals must be arrested. Generally, the officers who are on the line dispersing the crowd will not make the arrests. The commander will position arrest squads immediately behind the line to make such arrests.
4. A violent, or potentially violent crowd contains people who commit offenses, but making arrests would likely cause further violence. The commander may choose not to make the arrests immediately, but to photograph or otherwise identify the individuals and make the arrests later. The actions and description of the individuals must be carefully documented at the time of the offense.

The arrest squads will consist of four to eight officers each, plus a supervisor. The arrest squads will be responsible for closely watching a dispersal action in order to observe violations of the law; making arrests at the direction of the commander; documenting their arrests; and delivering the prisoners safely to the jail facility.

U. RETURN TO NORMAL OPERATIONS

When the civil disorder comes to an end:

1. Outside law enforcement agencies should be withdrawn from the area;
2. The Phase of the emergency will be lowered;
3. The Department's strength should gradually be de-escalated, based on assignment and time in the area of the disorder;
4. All emergency regulations - curfew, liquor sales, etc., should be rescinded;
5. Local services should be re-established; and
6. Personnel should be returned to their regular assignments.

A report will be prepared describing the nature and cause of the disorder, significant events, personal injuries, extent of property damage, and the police response. Attention should be given to the following:

1. The need for additional training;
2. Improved techniques.

3. Required policy changes.
4. Revision of operational procedure.
5. The need for improved community liaison and intelligence.

The commander who is responsible for the report should obtain the views and experiences of others involved in handling the emergency. The report is to be completed within 72 hours, unless otherwise directed.

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STANDARD OPERATING PROCEDURE

EFFECTIVE: February 1, 2012

S.O.P. 18-5 HANDLING OF PERSONNEL WITH BODY FLUID BORNE PATHOGENS AND OR OTHER COMMUNICABLE DISEASES

I INTRODUCTION - Persons with potentially fatal diseases may be encountered by Police Department Employees during their normal course of duties. Such diseases may include but are not limited to HIV, commonly known as AIDS, Hepatitis B virus (HBV), Tuberculosis, or other communicable diseases. This S.O.P. lists the procedures to be followed to prevent the spread of these diseases. It is the responsibility of the department to ensure that members are able to perform their duties in a safe and effective manner. The safe performance of daily operations is and can be jeopardized by life endangering communicable diseases. Therefore it shall be the policy of this department to continuously provide employees with up-to-date safety procedures and information that will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of communicable diseases. In addition, the procedures to be followed after suspected exposure are delineated.

A. DEFINITIONS

1. **Bodily Fluids:** Liquid secretions including blood, semen and vaginal or other secretions that might contain these fluids such as saliva, vomit, urine or feces.
2. **Communicable Disease:** Those infectious illnesses that are transmitted through contact with the body fluids of an infected individual.

B. PROCEDURES

1. **Communicable Disease Prevention**
 - a. In order to minimize potential exposure to communicable diseases, officers should assume that all persons are potential carries of a communicable disease.
 - b. Disposable gloves shall be worn when handling any persons, clothing or equipment with body fluids on them.
 - c. Masks, protective eyewear, and coveralls shall be worn where body fluids may be splashed on the officer.
 - d. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation.

- e. All sharp instruments such as knives, scalpels, and needles shall be handled with extraordinary care, and should be considered contaminated items.
 - 1). Leather gloves shall be worn when searching for or handling sharp instruments.
 - 2). Officers shall not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area using a flashlight where necessary. The suspect may also be asked to remove such objects from his/her person.
 - 3). Needles shall not be recapped, bent, broken, removed from a disposable syringe or otherwise removed by hand.
 - 4). Needles shall be placed in a puncture-resistant container when being collected for evidentiary or disposal purposes.
- f. Officers shall not smoke, eat, drink, or apply makeup around body fluid spills.
- g. Any evidence contaminated with body fluids will be dried, double bagged in plastic bags and marked to identify potential or known communicable disease contamination.

2. Transport and Custody

- a. Where appropriate protective equipment is available, no officer shall refuse to arrest or otherwise physically handle any person who may have a communicable disease.
- b. Officers shall not put their fingers in or near any person's mouth.
- c. Individuals with body fluids on their persons shall be transported in separate vehicles from other individuals.
- d. Officers have an obligation to notify relevant support personnel during a transfer of custody when the suspect has body fluids present on his person, or has stated that he/she has a communicable disease.
- e. Suspects taken into custody with body fluids on their persons shall be directly placed into the designated holding area for processing.
- f. Officers shall document on the Arrest/Booking form and the Incident Report form when a suspect taken into custody has body fluids on his/her person or, or has stated that he/she has a communicable disease.

3. Disinfection

- a. Any unprotected skin surfaces that come into contact with body fluids shall be immediately and thoroughly washed with hot running water and soap for a minimum of fifteen (15) seconds before rinsing and drying.
 - 1). Alcohol or antiseptic towelettes may be used where soap and water are unavailable.
 - 2). Disposable gloves should be rinsed before removal. The hands and forearms should then be washed.

4. Reporting

- a. All exposures shall be reported on the "Report of Exposure" form as well as on the "Incident Report" and the "Arrest/Booking."
- b. The "Report of Exposure" will be placed in the officer's personnel file.

5. Follow-up

- a. In accordance with O.C.G.A. 31-34-3, the department will provide for a Hepatitis B vaccine for all officers who wish to be vaccinated. Those officers who do not wish to be vaccinated must sign a form indicating that they are aware of the risks and refuse vaccination.
- b. Officers who have documented exposures will be required to take such tests as may be required by the latest medical advice.

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STANDARD OPERATING PROCEDURE

EFFECTIVE: February 1, 2012

S.O.P. 18-6 RESPONSE TO MANMADE/NATURAL DISASTER

As a public safety agency, the Lyons Police Department is required to be prepared for and respond to emergency situations or "unusual occurrences" resulting from either natural or manmade disasters that may occur.

It is the policy of the Lyons Police Department to actively participate in and follow the procedures outlined in the local Emergency Management Agency plan. The [Uniform Patrol](#) Division Captain will act as Emergency Management Field Commander for actual emergencies.

The [UPD Captain](#) or other designee by the [Chief of Police](#) will act as Emergency Management Coordinator to address administrative matters and address the Public Information function. These personnel have joint responsibilities and act as liaison between the Lyons [Police Department](#) and the local Emergency Management Agency.

A. COMMUNICATIONS

Officers shall use their portable radio on the channel assigned by the Communications Center as their primary communications. In case of a repeater failure all officers will switch to the tactical channel

The Communications Center can group the channels of assisting agencies together on the tactical channel for person-to-person communications.

B. SITUATION MAPS

The Incident Commander has a completed set of maps which may be used for planning and tactics in an unusual occurrence situation. The Lyons Fire [Department](#), Zoning and Engineering Departments have complete maps of businesses within [the City of Lyons](#) that can be used also.

C. FIELD COMMAND POST

Normally, the command post shall be the [Police Department](#) Headquarters because of the security and resources available to this location. However, there occasionally must be a field command post located at a site closer to a particular incident. The Incident Commander shall select a field command post site when needed with particular attention to the safety of personnel and the ability to protect that site. The site may change if a situation escalates or the problem shifts to another location. Whenever possible, the command post will be designated in advance of the action plan.

| _____ D. CHAIN-OF-COMMAND

To provide for unity of command during unusual occurrence operations, which may involve personnel from other agencies, a scene or incident commander is necessary. This person exercises command and control over all civil law enforcement resources committed to an operation within the city. The senior law enforcement officer will be in charge of the overall scene, and of all police resources at the scene of any unusual occurrence until relieved by a higher ranking officer. This will include all police and civilian resources from other law enforcement agencies.

| _____ E. CASUALTY INFORMATION

Information relating to fatalities and/or injuries shall be made by the Chief of Police or his designated Public Information Officer.

| _____ F. COMMUNITY RELATIONS / PUBLIC INFORMATION (MEDIA BRIEFINGS)

The Chief of Police or his designated Public Information Officer shall serve as the media liaison officer during any natural/manmade disaster. Information designed to control rumors will be promptly disseminated to the news media, as well as responses to inquiries by the news media.

| _____ G. OTHER LAW ENFORCEMENT AGENCY SUPPORT

Mutual aid assistance shall be requested through proper channels as outlined in OCGA section 3-6-69. and the guidelines of this plan. Formal requests for mutual aid may be made telephonically or by teletype on the GCIC computer system when time allows.

| _____ 1. Liaison with Non-Police Agencies

The Lyons Police Department will maintain a liaison with all of the City Departments, State District Attorney, State Court Solicitor, and various legislative authorities to keep them aware of any needed resources.

| _____ H. MILITARY ASSISTANCE

In the event that National Guard assistance (Military support/Martial Law) is needed in a matter of a public safety emergency, the chain-of-command to the Mayor will be followed, who will officially request the service of the County Emergency Management Agency, who will in turn notify the Georgia Emergency Management Agency (GEMA), who will then notify the Georgia National Guard for assistance.

| I. PUBLIC FACILITY SECURITY

Any public facility may become a target during unusual occurrences. As soon as possible, security of the Law Enforcement Headquarters and the Municipal Complex will be instituted.

Normally, personnel requested on mutual aid from other agencies will be used to provide security for these facilities.

| J. TRAFFIC CONTROL

It shall be the responsibility of the Lyons Police Department to take charge of traffic control. The perimeter of the incident area must be secured and traffic may need to be routed around the scene. The decision about traffic control should be made by the UPD Captain.

- | 1. Uniformed police officers should be used on all traffic posts. If officers are needed at the incident scene, Mutual Aid should be requested from adjacent agencies to man these traffic posts.
- | 2. It shall be a responsibility of the traffic posts to ensure that only authorized and necessary persons are permitted to respond to the scene. Unnecessary personnel at the scene only contribute to confusion and are usually counter-productive.
- | 3. At first opportunity, the routes prohibited to traffic shall be blocked with moveable barricades, flashing lights and other visible barriers until traffic permitted access again.

| K. EQUIPMENT REQUIREMENTS

Officers shall report in uniform with gun belt, radio and personal equipment from their own agencies when called in for mutual aid or emergency mobilization. The senior supervisor on duty will immediately assess the equipment needs of the situation and see that any equipment in addition to that issued to every officer is distributed. The incident commander will contact public works for other equipment such as chains, generators, emergency lights, and other equipment as needed.

| L. DE-ESCALATION PROCEDURES

At the time when the Chief of Police and other authorities conclude that the operation has concluded, they will advise all personnel of the return to normal operations and will institute all post-unusual occurrence procedures. A GCIC teletype will be made to all involved agencies.

M. RUMOR CONTROL

Information designed to control rumors will be promptly disseminated to the news media, as well as responses to inquiries by the news media.

N. POST-OCCURRENCE DUTIES

Upon the conclusion of any natural or manmade disaster, the Team Commander shall prepare a confidential after-action report evaluating the overall law enforcement response, to include any proposed recommendations for revision of training, operational or administrative procedures. After-action reports will be forwarded to the Chief of Police.

O. AFTER-ACTION REPORTS

Immediately after an unusual occurrence situation, an after-action debriefing and critique will take place. The on-duty supervisor at the time of the incident shall be responsible for completing a detailed narrative report of the operation, with copies of all logs, case reports, witness statements, and other documentation attached.

P. TRANSPORTATION

The senior supervisor on duty will immediately assess the transportation needs of the situation and take what action is necessary to secure the required transportation. City owned vehicles will be used as the primary source of transportation. However, when mutual aid is requested, all personnel responding from other agencies will be requested to provide marked police vehicles to assist with transportation needs.

STANDARD OPERATING PROCEDURE

EFFECTIVE: February 1, 2012

S.O.P. 18-7 MUTUAL AID

I. PURPOSE

II. RULES AND REGULATIONS

A. JURISDICTIONAL LIMITS

B. CONCURRENT JURISDICTION

C. INTERAGENCY ASSISTANCE

D. REQUESTS FOR FEDERAL LAW ENFORCEMENT ASSISTANCE

E. NATIONAL GUARD ASSISTANCE

F. USE OF OUTSIDE PERSONNEL

I. PURPOSE

To establish the guidelines for agency jurisdiction and mutual aid.

II. RULES AND REGULATIONS

A. JURISDICTIONAL LIMITS

The Lyons Police Department provides service to all areas within the city limits of the City of Lyons as set forth by the current city boundaries.

B. CONCURRENT JURISDICTION

The City of Lyons is provided protection primarily by the Lyons Police Department; however, the following agencies share a jurisdictional delineation: Toombs County Sheriff's Office, Georgia State Patrol, Georgia Bureau of Investigation, and Department of Natural Resources. Officers of this department shall not interfere with any authorized official of another agency having concurrent jurisdiction in the City of Lyons.

When requested, officers of this department shall render assistance to officials of other agencies if at all possible within the confines of this agency's jurisdiction.

C. INTERAGENCY ASSISTANCE

Personnel of this department shall be permitted to render assistance to other agencies outside of this jurisdiction under the following circumstances:

1. Officers leaving this jurisdiction to assist other agencies must be on duty.
2. Requests for immediate aid in areas adjacent to the city limits (within one mile) must be approved by the shift supervisor.
3. Requests for aid in areas outside the one mile radius must be approved by the Uniform Patrol Division Captain
4. At no time will manpower in excess of 50% of the on duty uniformed personnel be committed to assistance outside agencies without approval of the Chief of Police. However, the Uniform Patrol Division Captain may call in off duty personnel should it be required.

D. REQUESTS FOR FEDERAL LAW ENFORCEMENT ASSISTANCE

The authorization to request outside assistance from other law enforcement agencies, including federal law enforcement agencies, is limited to the Chief of Police and the Assistant Chief.

All requests must be properly authorized. Upon making contact with the appropriate agency, a detailed explanation should be given including the circumstances of the emergency and the specific assistance required.

E. NATIONAL GUARD ASSISTANCE

In case of outbreak of insurrection, breach of peace, riot, or combination to oppose the enforcement of the law by force or violence within the City of Lyons, or in the event of disaster or other emergency, the Chief of Police shall notify the Mayor of the City of Lyons and request assistance.

The Mayor of Lyons and/or the Sheriff of Toombs County have statutory authority to request National Guard assistance by notifying the governor. If the Governor deems the apprehension well founded or the emergency of sufficient magnitude, he may order the National Guard into service for such a period, to such an extent, and in such a manner as he deems necessary (O.C.G.A. 38-2-6).

F. USE OF OUTSIDE PERSONNEL

Outside personnel provided to this department in times of emergency or civil disorder shall be utilized to assist in all aspects of emergency situation control. Processing of arrestees will be primarily the responsibility of this department's personnel. However, transportation and security duties at detention facilities may be delegated to outside personnel.

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STANDARD OPERATING PROCEDURE

EFFECTIVE: February 1, 2012

S.O.P. 18-8 HOMELAND SECURITY PLAN

I. PURPOSE

The purpose of this directive is to establish a homeland security plan. The City of Lyons, like other communities across the country, is vulnerable to a variety of domestic, national, and international terrorist actions. Security procedures serve as an effort to prevent an incident from occurring, minimize the effect of an incident, and reduce the potential for disruption of governmental services and functions

II. POLICY

This policy shall establish a plan of action or set of guidelines to:

- A. Identify high-risk targets vulnerable to acts or incidents of mass destruction and terrorism
- B. Establish a plan for assessing the vulnerability of high-risk targets
- C. Develop security procedures for identified high-risk Targets in coordination with appropriate authorities, if needed
- D. Define the role and responsibility of emergency and non-emergency responders, local, state and federal
- E. Coordinate response efforts to such acts or incidents
- F. Identify types of weapons of mass destruction (WMD) that may be used on high-risk targets.
- G. Completion of after action report.

III. DEFINITIONS

The Office of Homeland Security of the U. S. Government has established a standard threat level assessment schedule for use by all agencies. For training and information that schedule is listed below. In policies concerning Weapons of Mass Destruction, it will be the basis for all warning procedures. This procedure is quoted directly from the Office of Homeland Security material.

Threat Conditions and Associated Protective Measures

The world has changed since September 11, 2001. We remain a Nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested Protective Measures, recognizing that the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

A. LOW CONDITION (Green). This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

1. Refining and exercising as appropriate preplanned Protective Measures;
2. Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
3. Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

B. GUARDED CONDITION (Blue). This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

1. Checking communications with designated emergency response or command locations;
2. Reviewing and updating emergency response procedures; and
3. Providing the public with any information that would strengthen its ability to act appropriately.

C. ELEVATED CONDITION (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

1. Increasing surveillance of critical locations;
2. Coordinating emergency plans as appropriate with nearby jurisdictions;
3. Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
4. Implementing, as appropriate, contingency and emergency response plans.

D. HIGH CONDITION (Orange). A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;

1. Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
2. Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
3. Restricting threatened facility access to essential personnel only.

E. SEVERE CONDITION (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

1. Increasing or redirecting personnel to address critical emergency needs;
2. Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
3. Monitoring, redirecting, or constraining transportation systems; and
4. Closing public and government facilities.

IV. RULES, REGULATIONS AND PROCEDURE

- A. IDENTIFICATION AND ASSESSMENT OF HIGH RISK TARGETS
- B. EMERGENCY PLANNING
- C. NOTIFICATION
- D. COMMAND AUTHORITY
- E. INCIDENT RESPONSE PLAN
- F. PUBLIC AND PRIVATE FACILITY SECURITY
- G. POTENTIAL CHEMICAL OR EXPLOSIVE SITES
- H. TRAFFIC CONTROL
- I. EQUIPMENT REQUIREMENTS
- J. INJURY AND CASUALTY INFORMATION
- K. TRANSPORTATION CONSIDERATIONS
- L. MEDICAL SERVICE MEDICAL SERVICE
- M. IDENTIFICATION OF WEAPONS OF MASS DESTRUCTION
- N. CRIME SCENE TECHNICIAN
- O. RUMOR CONTROL
- P. EVACUATION
- Q. SITUATION REPORT FORM
- R. DESIGNATION OF PERSONNEL FOR MAINTENANCE OF PLAN
- S. INCIDENT COMMAND SYSTEM TYPE

A. IDENTIFICATION AND ASSESSMENT OF HIGH RISK TARGETS

Working with local officials, the Chief of Police, or their designee, shall assess the most significant targets, i.e. facilities, sites, systems, or special event activities, within the City of Lyons jurisdiction to identify the target's risk of being a victim of a potential terrorist act.

The primary assessment of a potential target shall take into consideration the following:

1. The availability of the target for entry and exit by a potential threat element.
2. The presence of weapons of mass destruction materials.
3. The visibility or knowledge of the existence of the target.
4. The value most likely achieved through the selection of this target.
5. The number of people who would be affected at the target site, and
6. The impact on the community by the selection of this target site.

Information obtained on these locations and sites shall not be released to the public but shall be maintained by the department's Chief of Police in a secure location.

B. EMERGENCY PLANNING

The department's Chief of Police, or their designee, shall participate in emergency management planning with each target designated security personnel and other local emergency responder personnel. They shall also act as a liaison to the Vidalia / Toombs County Emergency Management Agency and other city and county emergency services to develop and maintain emergency operations plans for response to incidents.

C. NOTIFICATION

When it is evident that an incident has occurred or is imminent, the Chief of Police shall be notified as well as all pertinent department personnel.

D. COMMAND AUTHORITY

The Watch Commander shall assume the role of Incident Commander and have command authority over all police personnel until relieved of command. Coordination of activities will be made by the Incident Commander at the scene, along with the unified command from the Lyons / Toombs County Emergency Management Agency, fire and emergency medical services and personnel from other local, state and federal agencies.

E. INCIDENT RESPONSE PLAN

In the event of an incident where weapons of mass destruction are used, the following guidelines shall be followed in conjunction with guidelines established through the Lyons / Toombs County and Georgia Emergency Management Agency and / or the Georgia Department of Health, as a guide for handling the situation in an appropriate manner:

1. Communications: The 911 Center shall be designated as the primary communications center during emergency situations. Additional personnel will be assigned to the communications center during emergency operations.
2. Field Command Post: The Incident Commander shall be responsible for establishing a field command post in a safe area near the incident site. The Incident Commander shall coordinate field activities as necessary using the incident command structure.
3. Maps depicting the affected area(s) shall be located and maintained at the field command post. Copies shall be made available at other locations when needed if possible.
4. Military / Law Enforcement Support: Mutual aid support from other law enforcement agencies will be requested as needs arise. Notification shall be made by 911 personnel.

Support agencies include:

- a. Toombs County Sheriff's Department, per the Incident Commander,

- b. Georgia State Patrol, per the Incident Commander.
- c. Georgia Bureau of Investigation, per the Incident Commander.
- d. Toombs County and / or Georgia Emergency Management Assistance, per the Incident Commander.
- e. Toombs County and / or Georgia Department of Health personnel, per Incident Commander.
- f. Military support, per unified command through the Sheriff or Mayor.
- g. National Guard support, per unified command through the Sheriff or Mayor.
- h. Other resource personnel as dictated by incident type and needs.

F. PUBLIC AND PRIVATE FACILITY SECURITY

Fixed security posts will be established at the following locations when authorized by the Incident Commander in conjunction with the unified command structure:

- 1. Meadows Memorial Regional Medical Center.
- 2. Lyons Fire Department.
- 3. Lyons-Toombs County Emergency Medical Service.
- 4. Lyons Police Department.
- 5. Electrical Power Sub-stations (2).

G. POTENTIAL CHEMICAL OR EXPLOSIVE SITES

Random to hourly checks should be made to ensure security depending on the current threat level. All suspicious incidents should be recorded and contact made with property owners.

H. TRAFFIC CONTROL

1. Traffic control shall be coordinated through the incident command structure. Traffic will be directed away from the incident site in an efficient manner.
2. Persons desiring entry into affected areas will not be permitted, except those with official authorization.

I. EQUIPMENT REQUIREMENTS

Initial Special equipment or emergency supplies shall be requested on an "as needed" basis from any of the following agencies by 911 per direction of the Incident Commander and in conjunction with the unified command structure:

1. Georgia Emergency Management Agency
2. Georgia National Guard
3. Georgia Department of Transportation
4. Toombs County Emergency Management
5. Toombs County Emergency Medical Service
6. Lyons Fire Department
7. Georgia Environmental Protection Agency

J. INJURY AND CASUALTY INFORMATION

All injury and casualty information shall be relayed to the public information officer designated for media briefings with approval from the Incident Commander. Information shall include but not be limited to the number of injuries, number treated and released, number of casualties, names and ages of victims, and names of casualties once next of kin is notified. Information related to the incident type and related information may be disseminated but on a limited basis and for specific reasons only.

K. TRANSPORTATION CONSIDERATIONS

Shall be handled through the logistics component of the incident command structure. For purposes of transporting a large number of individuals to and from the incident site, school buses may be used. Passenger vehicles may be used for transporting small numbers away from the affected area.

L. MEDICAL SERVICE

Shall be coordinated through the operations component of the incident command structure.

M. IDENTIFICATION OF WEAPONS OF MASS DESTRUCTION

1. Handling of Weapons of Mass Destruction Materials

a. Procedures to be followed upon receiving notice of weapons of mass destruction materials are as follows:

1. Any member of the department receiving notice of found or unwanted materials that are considered to be weapons of mass destruction must first attempt to gather the following information:

- i. Name, location and telephone number of the person providing the information
- ii. The exact location of the item
- iii. The type(s) of material(s) found
- iv. The amount of material found
- v. Any other identifiable information.

2. If this information is received by a member of the 911 Center, an officer shall immediately be dispatched to the incident site.

3. If received by a member outside the 911 Center, they shall immediately relay all information to the 911 Center so that a unit can be dispatched.

b. Responsibility of officers encountering materials believed to be considered a weapon of mass destruction:

1. Notify the Federal Bureau of Investigation

2. If the material is suspected or known to be biological, the public health department shall be notified immediately.

3. If the material is suspected or known to be chemical, Lyons / Toombs County and Georgia Emergency Management shall be notified immediately.

4. If the material is suspected or known to be nuclear / radiological, the Public Health Department and Department Of Defense shall be notified immediately.

5. If the material is suspected or known to be explosives, notify the Watch Commander immediately. Toombs County Public Safety (911) will notify explosive ordinance disposal personnel and security will be maintained until their arrival.

6. If the material is suspected or known to be an incendiary, notify the Watch Commander immediately, Toombs County Public Safety (911) will notify explosive ordinance disposal personnel and security will be maintained until their arrival.
7. If the material is unknown, notify the Watch Commander immediately for assistance and refer to local and state resources for guidance.

N. CRIME SCENE TECHNICIAN

Upon arrival at the scene, the Crime Scene Technician will confer with the appropriate authorities before processing the scene if needed.

This is to ensure proper processing, using every safety precaution. Since these personnel are familiar with various hazardous substances, they can direct the Crime Scene Technician in safety practices.

O. EVACUATION

- 1 The Incident Commander, along with incident command shall have authority to declare the necessity of evacuation. Emergency personnel shall assist in evacuating persons from designated / affected incident sites. School buses may be obtained if necessary to evacuate persons who have no other transportation.
- 2 Post-occurrence duties will include the continuance of security in affected areas and maintenance of traffic / security checkpoints.

P. RUMOR CONTROL

In efforts to combat rumors, the news media will be notified of up-to-date factual information via the incident command procedures. The incident command information officer, via the Incident Commander, shall be responsible for the coordination of public and media information as per S. O. P. 14-2 Release of Information to the news Media.

Q. SITUATION REPORT FORM

A situation report will be prepared by the Incident Command and a copy forwarded to the participating agencies.

R. DESIGNATION OF PERSONNEL FOR MAINTENANCE OF PLAN

The Assistant Chief of Police shall be responsible for maintaining the department's Homeland Security Plan in accordance with the Lyons/Toombs County Emergency Management Agency, Georgia Emergency Management Agency (GEMA), Georgia Information Sharing & Analysis Center (GISAC), and other state and federal agency guidelines. The plan shall be reviewed, updated annually and procedural changes made in the plan, if necessary.

S. INCIDENT COMMAND SYSTEM TYPE

In any incident involving homeland security or a terrorist act, the Lyons Police Department will utilize the National Incident Management System (NIMS) / Incident Command System (ICS) for command and control of incidents.