

St. Joseph, Missouri Police Department



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I. POLICY:

It is the policy of the Department to respond to critical incidents such as natural and man-made disasters, civil disturbances, mass arrests, bomb threats, hostage/barricaded persons, terrorism, and other unusual incidents in an effective manner. In these situations, the Department's goal is to protect life and property and to restore order. Coordination and deployment of resources shall comply with the provisions of the Emergency Disaster Operations Plan for the City of St. Joseph.

II. PROCEDURES:

A. INCIDENT COMMAND SYSTEM (ICS): The St. Joseph Police Department will maintain a standard Incident Command System for operational control during emergency operations. The ICS is a management system for conducting on-site operations, especially those involving multi-jurisdictional responses. The Incident Command System provides for multiple components for managing such incidents. Not all components require activation when the ICS is utilized. Only those that are needed should be used depending on the size, scope and changing circumstances of the event. Those components are as follows:

1. **The Command Function:** The command function shall include the following activities:
 - a. **Activation:** The ICS may be formally activated at major emergencies and mutual aid response incidents by an on-scene supervisor/s or command staff.
 - b. **Command Posts:** The officer-in-charge shall be responsible for establishing any command posts.
 - c. **Notification/Mobilization:** One of the most vital needs during a disaster is effective communications. This includes the notification and mobilization process, as well as coordinated communications among operations personnel.

- 1) The Communications Center will keep an updated employee information list (phone numbers, addresses, etc.). All employees are required to notify the Administrative Aide to the Chief of Police of any changes in basic contact information (phone number or address). The Administrative Aide will conduct an annual audit to insure up-to-date and accurate information of all employees.
 - 2) A shift supervisor or watch/division commander has the authority to restrict/redistribute resources under their direction as needed when a major incident has or may occur that does not require additional resources.
 - 3) Once it has been determined that a serious event has or is likely to occur, Shift Supervisors or Watch/Division Commanders may direct Communications Center personnel on notification procedures for call-out.
 - 4) Call-outs occur when conditions of the incident create a strain on available resources and additional personnel or other resources are necessary.
 - a) The appropriate Division Commander shall be notified prior to or as soon as is possible when a call-out is made by a supervisor.
 - b) The Chief of Police and all Division Commanders shall be notified.
 - c) The SRT and/or any off-duty members may be called in to report for duty.
 - d) Assistance may be requested from other local law enforcement agencies.
 - e) The Emergency Management Director (EMD) should be notified if the situation has the potential to require resources beyond those readily available to the Department.
 - 5) In extreme situations, multiple City functions may be designated to an emergency situation, with the City Manager and Emergency Management Director coordinating emergency management activities of the City government. In situations in which all available City resources are inadequate to control the incident, the Mayor may request assistance from the State of Missouri by the Missouri National Guard or other government entity.
- d. Staging Areas:** When additional personnel are necessary, the officer-in-charge may designate an appropriate staging area.
- 1) The Law Enforcement Center will normally be the primary staging area.
 - 2) Field command posts or other locations may be used when appropriate. Field command posts will often utilize the Mobile Command Post vehicle, however a building or location which

is operationally functional may be utilized. Proximity to the scene, safety, and facilities available should be taken into consideration.

- e. **Public Information/Media Relations**
 - f. **Safety of affected personnel**
 - g. **Documented after-action report**
2. **The Operations Function:** The operations function shall include the following activities:
 - a. **Perimeter Establishment**
 - b. **Evacuations**
 - c. **Command post and scene security**
 - d. **Detainee transportation, processing, and confinement**
 - e. **Traffic direction and control**
 - f. **Post-incident investigations**
 3. **The Planning Function:** The planning function shall include the following activities:
 - a. **Preparing a documented incident-action plan**
 - b. **Gathering and disseminating information and intelligence**
 - c. **Planning post-incident demobilization**
 4. **The Logistics Function:** The logistics function shall include the following activities:
 - a. **Communications**
 - b. **Transportation**
 - c. **Medical Support**
 - d. **Supplies**
 - e. **Specialized team and equipment needs**
 5. **The Finance/Administrative Function:** The finance/administrative function shall include the following activities:
 - a. **Recording personnel time**
 - b. **Procuring additional resources**
 - c. **Recording expenses**
 - d. **Documenting injuries and liability issues**
- B. PERSONNEL/EQUIPMENT RESPONSIBILITIES:**
1. **Equipment Requirements and Distribution:**

All Department equipment available for use during critical incidents/unusual occurrences shall be maintained in proper working order. Members issued/responsible for all equipment shall inspect it regularly to ensure operational readiness.

 - a) Some equipment by its nature will likely be required during critical incidents. This equipment will be subject to documented inspections for operational readiness at least quarterly by the person/s responsible for items.
 - 1) The Mobile Command Post-Garage/Support Service Division
 - 2) SRT Vehicles/equipment (see SRT manual)-SRT Supervisors and members. The SRT may be required to respond independently from other personnel to address situations which

require specialized training, coordination and equipment. SRT personnel shall have issued SRT equipment available when responding to all call-outs, SRT or other.

2. Terrorism/Homeland Security

a. The Department may be required to respond to or take actions in regards to homeland security. The following activities shall take place towards those efforts:

- 1) The Department shall maintain liaisons with other organizations for the exchange of information. The person/s designated as Intelligence Officer shall maintain primary responsibility for this function.
- 2) Members receiving terrorism-related intelligence information shall ensure that information is promptly forwarded to their supervisor and the Intelligence Officer. The Intelligence Officer is responsible for the dissemination of any credible intelligence information to the proper external agency, as well as internal dissemination of information obtained by outside organizations.
- 3) The Department shall provide training to personnel including guidelines for response to events involving chemical, biological, radiological, nuclear weapons, and hazardous materials (CBRN), as well as the use of available equipment for that purpose.

C. Planning and Simulations

- a. The City of St. Joseph's Emergency Management Coordinator is responsible for developing and maintaining written plans for the City's response to disasters and other major occurrences. The Department will maintain current plans and participate in mock disaster simulations conducted by the Emergency Management Coordinator.
- b. Affected agency personnel shall receive documented annual training on this plan, parts thereof, or closely related topics.

D. All Hazard Response

The St. Joseph Police Department will work closely with the City of St. Joseph's Emergency Management Coordinator in response to all hazards. The attached addendum outlines in detail this Departments response to such hazards.

Chris Connally, Chief of Police

Date

**ADDENDUM
ALL HAZARD RESPONSE**

I. INDEX:

- A. Incident Command System**
- B. Administration**
- C. Planning**
- D. Natural/Man-Made Disaster Plan**
- E. Civil Disturbances/Mass Arrest Plan**
- F. Hostage/Barricade Situations**
- G. Bomb Emergencies**
- H. VIP Security Plan**
- I. Hazardous Materials Incidents**
- J. Rapid Deployment**
- K. Pandemic Disease/Influenza Plan**

II. POLICY

The sections in this Special Order relate to unusual occurrences encountered by the St. Joseph Police Department. Unusual occurrence situations, generally of an emergency nature, that result from disasters (both natural and man-made) and civil disturbances. Disasters include floods, tornadoes, earthquakes, and explosions. Civil disturbances include riots, disorders, and violence arising from dissident gatherings and marches, political conventions, and labor disputes.

The St. Joseph Police Department does not have full-time components or personnel assigned to respond exclusively to Unusual Occurrences and/ or Special Operations, but instead vest the responsibility of this function with the Patrol Commander and Special Response Team Commander under the direction of the Chief of Police.

It is the policy of the St. Joseph Police Department that the protection of life and property is of primary concern when involved in Unusual Occurrences. All officers and /or employees are to abide by the guidelines as established in this Special Order.

III. RELATIONSHIP TO VISION, MISSION, AND VALUES: The St. Joseph Police Department has a responsibility to the community to provide quality police services during “unusual occurrences” in order to protect life, property, security, and the community. This requires the Department to provide expeditious and quality responses to special situations posed by “unusual occurrences.” One of the most important components of such a response is to have the proper amount of preplanning in order to effectively deal with such emergency conditions. The St. Joseph Police Department has such a plan and dedicates man hours each year in reviewing, updating, and exercising the plan. The St. Joseph Police Department values the protection of life and property and this relates directly to the Department’s mission and organizational values.

IV. PURPOSE

The purpose of this Special Order is to establish a written directive, which describes the Department’s procedures related to an Unusual Occurrence/All Hazard response plan.

V. PROCEDURE

A. Incident Command System

1. Definitions:

- a. Command Post- A centralized base of operation established near the site of an incident at which primary command functions are executed.
- b. Emergency Operations Center (EOC) - A pre-designated facility established to coordinate and support the overall agency response during an unusual occurrence or high risk incident.
- c. Emergency Support Function (ESF) - A function established to facilitate the delivery of assistance required during the immediate response phase of an incident.
- d. High Risk Incident (HRI) - A dangerous event similar to an unusual occurrence, which can be controlled within the scope of the police departments resources. A high risk incident may occur as a sub-occurrence during an unusual occurrence.
- e. Incident Command System (ICS) - A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment.
- f. Unified Command- A multi-agency command incorporating officials and personnel from agencies with jurisdictional responsibilities at an incident scene. When an incident's magnitude exceeds the capabilities, resources or jurisdiction of one agency, the ICS of an agency can evolve into and participate in an established Unified Command structure.
- g. Situation Alert- A situation alert consists of an electronic notification of those individuals who are assigned mobile devices within the St. Joseph Police Department. Also, radio traffic advising of the potential for an unusual occurrence, or high risk incident which may require the activation of the Incident Command System. A situation alert may be authorized by the Chief of Police, his designee, or the Incident Commander of an ongoing or threatening incident.
- h. Unusual Occurrence- Any natural or man made event, civil disturbance, or any occurrence of unusual or severe nature which threatens to cause or causes the loss of life or injury to persons and/ or severe damage to property, and requires extraordinary measures to protect lives, meet human needs, and achieve recovery.
- i. Incident Commander- An officer who is responsible for the planning, exercising, execution and facilitation of the emergency management plans. During the activation of the Incident Command System (ICS), the incident commander serves as liaison to other governmental organizations or agencies.
- j. High Risk Incident Commander (HRIC) - A St. Joseph Police Department officer with the rank of Sergeant or above, who, by either action or word, assumes command of a high risk incident.

2. Procedures

a. Incident Command System-The Incident Command System (ICS), as detailed in this order, shall be the standard operating procedure for all unusual occurrences. The ICS is comprised of five (5) primary elements: Command, Operations, Logistics, Planning and Finance/Administration.

Each of the primary elements is assigned personnel as needed to conduct the operation. The Incident Commander exercises all control for the incident and directs the efforts of the personnel in charge of each of the functional elements.

b. Levels Of Mobilization (Alert Stages)-The Patrol Commander or designee will be responsible for determining the need for, and appropriate level of mobilization for responses to any unusual occurrence or high risk incident.

1) Stage One: All sworn officers are notified of conditions and requested to stay in contact with the department either by phone or radio until the alert is lifted.

2) Stage Two: The next shift scheduled to come on duty will report as soon as possible to assist the shift presently on duty.

3) Stage Three: All sworn officers will report for emergency duty immediately.

c. Personnel Allocation-Personnel assignments- Incident Command Staff in preparation for and during an unusual occurrence may utilize personnel for carrying out their area of responsibility. A list of those personnel utilized during the incident, and a list of non-utilized personnel shall be forwarded to the Incident Commander. The Incident Commander shall maintain a list of sworn and non-sworn personnel available for deployment.

d. Mutual Aid-Mutual aid may be requested as follows:

1) By contacting the Buchanan County Sheriff's Office and/or Kansas City Missouri Police Department.

2) Mutual aid requests for the Missouri State Highway Patrol will be directed to Troop H.

3) The Chief of Police or his designee is the only person authorized to make a request for mutual aid during a stage three mobilization.

4) The Incident Commander is responsible for requesting mutual aid assistance during a stage two mobilization.

Prior to making a request for mutual aid, the following shall be done:

a) Conduct a needs assessment.

b) Establish a staging area for responders.

c) Name a liaison officer

d) Establish a communications link.

A request for the activation of the National Guard shall be made through the City Manager of the City of St. Joseph. The only person

authorized to request activation of the National Guard from the City Manager is the Chief of Police or his designee.

In the event of the suspension of civil liberties (commonly known as martial law), mobile field forces will be assembled and assigned to work with the National Guard.

- e. **Initiation Of The Emergency Management Plan**-Once a level of mobilization has been determined, the Patrol Commander or designee will be responsible for initiating the emergency management plan in accordance with this order.
 - 1) The **Incident Command** will be responsible for the following:
 - a) Activating the incident command system
 - b) Establishing a command post
 - c) Initiating the notification and mobilization of additional agency personnel
 - d) Obtaining support from other agencies
 - e) Establishing a staging area, if deemed necessary
 - f) Providing public information and maintaining media relations
 - g) Maintaining the safety of all affected personnel
 - h) Preparing a documented after action report
 - 2) The **Operations** Function will be responsible for the following:
 - a) Establish inner and outer perimeters
 - b) Delegating personnel to conduct evacuations if necessary
 - c) Maintaining command post and scene security
 - d) Providing for detainee transportation, processing and confinement
 - e) Delegating personnel to direct and control traffic
 - f) Conduct a post incident investigation
 - 3) The **Planning** function will be responsible for the following:
 - a) Preparing and documenting incident action plan
 - b) Gathering and disseminating information and intelligence
 - c) Planning post-incident demobilization
 - 4) The **Logistics** function will be responsible for the following areas:
 - a) Communications
 - b) Transportation
 - c) Medical support
 - d) Supplies
 - e) Specialized team and equipment needs
 - 5) The **Finance/Administration** function will be responsible for the following:
 - a) Recording personnel time
 - b) Procuring additional resources
 - c) Recording expenses

- d) Documenting injuries and liability issues
- f. **ICS Field Manual**-In addition to this special order, there shall be an ICS Field Manual with checklists for use as a guideline for various incidents. The checklist shall include natural, man-made, and law enforcement incidents, and will provide guidance for handling the special needs of each.
 - 1) The manual shall be maintained by the Patrol Commander
 - 2) The ICS Field Manual will be made available to all personnel, who will familiarize themselves with the contents.
- g. **Communications Center Responsibilities**-It shall be the responsibility of the Communications Operator to ensure that proper notifications are made regarding any unusual occurrence as directed by the Incident Commander.
 - 1) **Situation Alert**-Notification by pager, radio or phone advising of any critical incident or special operation may be authorized by the Chief of Police or his designee. The purpose of a situation alert is to notify personnel to review any necessary plans, and to be aware of the potential for activating the Emergency Management/ICS Plan.
 - a) Upon notification of the Emergency Management Plan, personnel shall be notified by pagers, radio or phone, identifying the level of mobilization.
 - b) A situation alert may be issued for any high risk incident, special event or unusual occurrence. Such events may include demonstrations, large crowd events, or dignitary protection details, etc.
 - c) Additional situation alerts may be issued as an incident escalates or de-escalates.
- h. **Security Of Essential Public Facilities**-Security for City-owned public facilities shall be the responsibility of the St. Joseph Police Department. The security function will be conducted when personnel are not needed for law enforcement missions of greater priority. Facilities may include, but are not limited to:
 - 1) St. Joseph City Hall
 - 2) St. Joseph Police Department
 - 3) St. Joseph Fire Headquarters
 - 4) St. Joseph Water Treatment Plant
 - 5) St. Joseph Public Schools

Due to the potential for looting, the Incident Commander may assign personnel to other locations. These locations may include but are not limited to:

 - a) Food, water and medical distribution sites
 - b) Fuel, firearms, ammunition and alcohol sales locations
 - c) Medical distribution points
- i. **Looting Policy**-It is the policy of the St. Joseph Police Department not to tolerate looting. All sworn personnel will take the appropriate

action(s) within the scope of their authority to prevent or stop looting from occurring.

j. Mass Fatality Incidents-The St. Joseph Fire Department and the Buchanan County Medical Examiners Office have the primary responsibility for body recovery and processing regardless of the magnitude of the incident.

1) The St. Joseph Police Department is responsible for the investigation of all deaths arising from an unusual occurrence.

2) The Incident Commander will render all reasonable assistance to the Buchanan County Medical Examiners Office in the event of a disaster. Generally, this will involve assisting with scene preservation and processing, collecting of evidence and personal effects, contacting the next of kin and other security related duties.

k. Re-Entry Procedures-Re-entry to devastated areas will be controlled by sworn personnel at designated checkpoints. Entry will not be made without authorization from the Incident Commander.

1) Re-entry may be allowed on a gradual basis, and only after the completion of an identification process. A pass may be issued for a limited time period, and permitted with or without an escort.

2) Initial re-entry to large scale devastated areas will be allowed in groups escorted by sworn personnel.

l. De-Escalation Procedures-As the incident de-escalates, the Incident Commander will release personnel and stand down from the event in a manner that will accommodate the needs of Incident Command Personnel while not producing a law enforcement void.

1) The de-escalation procedures will include the collection of rosters, event logs, incident reports, and other necessary documentation from each officer or supervisor involved in the incident.

2) After Action Report

a) The Incident Commander or their designee will collect all essential data, and produce an after action report; including a chronological summary of all recorded events, the number of arrests, injuries to both citizens and St. Joseph Police Officers, number of personnel involved, hours dedicated to the incident, cost of the incident and other such information as deemed necessary. The after action report shall be forwarded to the Chief of Police and to the Certification Manager.

b) In the event the incident is large-scale enough to warrant the activation of the Emergency Operations Plan, or the EOC is activated, a copy of the After Action Report, to include personnel costs and other

data, shall be forwarded to the City's Emergency Manager.

- 3) Personnel will be assigned to devastated areas for the period of time necessary to maintain order and prevent looting.
- 4) De-escalation should be a gradual process, allowing proper relief of personnel assigned to the incident for a protracted period of time. A full return to duty schedule should occur as appropriate personnel are available. The lengths of shifts may vary due to the allowances for rest and recovery of all personnel.

m. Training

Training shall be conducted on the Incident Command System. Key personnel identified in the ICS guideline will be trained in the requirements of the positions to be staffed. Documentation of the ICS training shall be forwarded to the City's Emergency Manager.

B. Administration

1. The Chief of Police or designee is responsible for the overall planning of police participation in the City of St. Joseph Emergency Operations Plan and will be responsible for ensuring the planning of critical incidents. The St. Joseph Police Department's Intelligence Officer will be the liaison for Homeland Security related issues and is responsible for the exchange of information related to terrorism and disseminating information to the appropriate levels within the department.
2. Any officer receiving intelligence/information concerning possible terrorism activities will immediately notify an on duty supervisor and complete an incident report. The supervisor will determine the validity of the information and the appropriate response from the department. This may include notification of the Patrol Commander, notification of other local law enforcement agencies, or the appropriate state and federal agencies. The contact information for each agency is maintained within the St. Joseph Police Department's Communication Center and the City of St. Joseph Emergency Operations Plan manual.
3. Responsibility for the preparation of specific types of written plans has been assigned to key departmental staff officers. The Chief of Police will review all such plans and make appropriate recommendations prior to approval.
4. All Supervisors will familiarize themselves with all such plans in order that, when implemented, they may readily perform assigned responsibilities.
5. Supervisors are required to inform all employees of the plan and assure they have a complete understanding.
6. The Chief of Police will ensure that printed copies of this General Order, are maintained in Division Operational Manuals, and kept immediately available to all supervisors. An electronic copy will be maintained and available on the W drive in the folder designated "Police Operation Manual". In addition the Chief of Police will ensure that additional copies of this General Order are available for use by the following persons when the Emergency Operations Center is activated.

- a. City Manager
 - b. Fire Chief
 - c. Other City Staff
7. The Chief of Police, or his designee, will ensure that this General Order is reviewed and updated as required, but not less than annually.
 8. An electronic copy of the City Emergency Operations Plan (EOP) will be maintained by the Emergency Manager and available to all department supervisors on the City Sharepoint website.
 9. The Chief of Police is responsible for coordination of all police plans with the City Manager, Safety-Risk Manager, and other designated city officials in the City of St. Joseph Emergency Operations Plan.
 10. St. Joseph City Code and the St. Joseph Emergency Operations Plan provide for responsive and preventive action by law enforcement during emergency situations.
 11. The Patrol Commander or designee is responsible for maintaining stored departmental property/equipment designated for use in support of critical incident plans in a state of operational readiness.

a. Operations

- 1) A variety of maps and photomaps are available to serve in plotting operational commitments including:
 - a) City of St. Joseph
 - b) Buchanan County
 - c) City of St. Joseph Schools
 - d) Rosecrans Airport
- 2) All unusual occurrence plans identify the Shift Supervisor as the individual who will exercise command and control over all civil law enforcement resources committed, unless or until relieved by the Chief of Police or his/her designee.
- 3) The department can utilize the Mobile Command Post (MCP) which is a marked police vehicle with audio/visual warning devices. The Special Response Vehicle (SRV) may also be utilized. The SRV is capable of towing equipment trailers owned by the City of St. Joseph. These vehicles and trailers can be outfitted as deemed necessary by the needs of the department. These vehicles are inspected for readiness routinely.

b. Special Operations

Since a Patrol Officer will usually be the first to encounter a situation involving hostages, barricaded persons, or snipers, the Patrol Officer will initiate procedures leading to a safe resolution of a situation immediately. Upon receipt of information indicating the need for the Special Response Team (SRT) who are trained in special weapons and tactics, and/or the Crisis Negotiator Team (CNT) the supervisor will:

- 1) Dispatch enough personnel to a scene to effectively contain and isolate the situation.
- 2) Attempt to prevent escalation of a situation.

- 3) Take any action deemed necessary to protect life.
- 4) Request through dispatch a response from the S.R.T. and give a location for a staging area that is close proximity to the crisis site.
- 5) Establish a perimeter with patrol personnel until arrival of S.R.T., at which time S.R.T. members will assume responsibility for the inner perimeter, and Patrol personnel for the outer perimeter. The S.R.T. team leader will receive a briefing by the incident commander to include coordinating communications and roles regarding the incident.
- 6) Have all persons evacuated from the immediate area to a safe location. If a situation persists, arrange for shelter and provide necessary support services.
- 7) Arrange for the care and evacuation of any injured persons by ambulance to an established triage area and on to the appropriate medical facility.
- 8) Alert necessary emergency agencies such as the Fire Department and emergency medical personnel, and have them stand by in the staging area. Responding personnel will be informed of the type of situation and the safest entry. Additional surveillance services will report to the staging area for coordination with Command Staff.
- 9) Place vehicles in appropriate locations for surveillance and any pursuit that may develop.
- 10) Have officers control travel routes near the scene.
- 11) Have the Communications Center notify the Patrol Shift Commander, Patrol Division Commander, and Chief of Police.
- 12) If there is a hostage situation, or the potential for a hostage situation to develop, have the Crisis Negotiation Team (CNT) dispatched to the scene.
- 13) Have a K-9 Unit dispatched to the scene, if appropriate.
- 14) Establish a surveillance post that is to be manned by patrol officers until relieved by the S.R.T.
- 15) Establish a command post in a safe location in as close proximity to the situation as possible, limiting access to essential personnel only.
- 16) The Incident Commander should remain in the command post and keep it stationary, arranging for staffing of a staging area outside the danger zone, and seeing that additional personnel remain in this area until assigned to further duty.
- 17) Have the Communications Center establish communications and/or provide information to other agencies as necessary.

c. Special Operation Call Out

- 1) Shift Supervisors have general information on the knowledge, skills and abilities of their assigned personnel and should use this information in assigning or calling out officers for use in

special operations. Supervisors should specifically attempt to utilize officers by their qualifications, training, physical fitness and agility, and interpersonal communication skills. Officers should be selected that are best suited for the specific situation.

- 2) Officers selected for such special operations will be under the command and control of the police supervisor directing special operation(s) until properly relieved.
- 3) The equipment needed for special operations is available in the DWI Enforcement Trailer and in the Special Response Van.
- 4) The Special Response Team (SRT) will conduct all operations requiring the use of special weapons and tactics. The SRT will maintain mutual aid agreements with other agencies that are equally trained in the event that additional elements are needed for a complex operation. The St. Joseph Communication Center maintains phone numbers and a procedure for calling out the SRT.
- 5) Hostage negotiations will be conducted by the Crisis Negotiator Team (CNT). Members of this team are trained and experienced in dealing with tactical negotiations during hostage incidents. Members of the CNT will routinely train with the SRT in the area of barricaded subject and hostage incidents. The St. Joseph Communications Center maintains a contact list for members of the CNT.
- 6) Bomb disposal operations must be conducted by personnel properly trained in Explosives Ordinance Disposal (EOD) The department maintains mutual aid agreements for this service and the telephone numbers are available to dispatchers.

C. Planning Responsibility

1. The Patrol Commander will be responsible for supervising special operations. Special operations will include:
 - a. Special Events (Parades, Festivals, Mardi Gras, etc.)
 - b. Covert Patrol Operations
 - c. Natural and Man-Made Disasters
 - d. Civil Disturbances
 - e. Emergency Mobilizations
 - f. Mass Arrest and Detention
 - g. Barricaded Persons
 - h. Hostage Situations
 - i. Hostage Negotiators
 - j. Bomb Threats and Bomb Emergencies
 - k. Canine Units
 - l. Motor Unit
2. **Special Events**
 - a. Annual special events include parades and other similar events, each of which are routinely covered in special plans.

- b. The Traffic Supervisor will perform the duty of Special Event Coordinator. He/She shall coordinate special event plans which will include at a minimum:
 - 1) Special personnel qualification requirements, if any
 - 2) Command and control
 - 3) Written estimates of traffic, crowd, and/or crime problems anticipated
 - 4) Logistics requirements
 - 5) Coordination inside and outside the department
 - 6) Contingency plan for traffic direction and control
 - 7) After-action report

3. Mobilization/Call-out

- a. In any emergency or special operations situation where additional department resources are required, the Shift Supervisor may hold the present shift over, call-out the next shift due in, or call-back the last shift off duty so that personnel from two shifts are available.
- b. In case of a call-out, the police supervisor will call personnel in the following order:
 - 1) Next shift due to work
 - 2) Shift just relieved
 - 3) Staff and administrative officers, investigators
- c. As part of the call-out procedure, the on-duty supervisor will contact the supervisor of the shift to be called in and advise him or her of the situation and give instruction about the primary and alternate assembly areas, special uniforms, equipment, or personnel needs. The on-duty supervisor will have the Communications Center or their designee contact all personnel required and instruct them as to primary and alternate assembly areas to report, and any special uniforms or equipment needed, special provisions for communications or personnel needs. The supporting shift supervisor will ensure that all called-out personnel are in proper mental and physical condition to perform duty, and properly equipped and uniformed upon their arrival for duty.
- d. In emergency situations such as natural disasters or civil disturbances, the shift supervisor may initiate the emergency mobilization procedures. There are three stages of emergency readiness that the supervisor may initiate:
 - 1) Stage One: All sworn officers are notified of conditions and requested to stay in contact with the department either by phone or radio until the alert is lifted.
 - 2) Stage Two: The next shift scheduled to come on duty will report as soon as possible to assist the shift presently on duty.
 - 3) Stage Three: All sworn officers will report for emergency duty immediately.

During a Stage Two or Stage Three alert, regardless of scheduling, no Officer will be released from duty until authorized by a supervisor.

- e. The distribution of equipment to responding officers will be the responsibility of the on duty supervisor in emergency situations. In situations where adequate notice and planning are available, the distribution of equipment will be accomplished by an officer assigned by the commanding officer.
- f. Some special operations are planned in advance and where possible additional personnel required will be given advance notification of time, place, uniform, duties, etc. Emergency operations may only allow an advance notification of minutes. When advanced notification is made, each responding officer will be advised of a primary staging area and an alternate staging area.
- g. Time permitting, call-out for intricate special operations such as a complex raid plan, will include sufficient time for briefing of all personnel and rehearsal.
- h. During the mobilization call out, the supervisor will coordinate with other emergency management personnel providing them with staging area and other resources as needed.

4. Search and Rescue

The St. Joseph Police Department does not conduct search and rescue. This is the responsibility of the St. Joseph Fire Department, but the Police Department will assist when requested to do so.

5. Emergency Operation Drills

Annually, the St. Joseph Emergency Manager or designee and various department heads may develop an emergency drill designed to examine and test operational readiness. The time and date of the exercise will be announced to members of the department. Following completion of the drill, a critique will be conducted and a report will be forwarded to the appropriate personnel.

D. Natural / Man-Made Disaster Plan

1. Definitions

- a. Natural Disaster: Tornado, storm, flood, high water, wind-driven, earthquake, drought, snow or ice storm, fire, or other natural catastrophe resulting in damage, hardship suffering, or possible loss of life.
- b. Man-Made Disaster: Industrial or transportation accident, explosion, conflagration, major power sabotage, hazardous materials incident, and other events that threatens or causes property damage, human suffering, hardship, or loss of life.

2. Authority for Placing Plan into Operation

- a. Shift Supervisors are authorized to place this plan into operation. Appropriate notification of the situation requiring plan implementation must be made to supervisory personnel. The Chief of Police will immediately notify the City Manager of the situation and will keep him/her advised of any changes so that the City of St. Joseph Emergency Operations Plan may be implemented if necessary without delay.

- b. The Supervisors will then be responsible for implementing the plan until relieved by the Chief of Police or a Supervisor of higher rank.

3. Departmental Resources

- a. Supervisors implementing this plan may determine what additional department resources are required in terms of personnel and/or equipment and shall determine if ICS should be activated.
- b. The shift supervisor may initiate the emergency mobilization procedures as outlined in this General Order.

4. Disaster Operations

- a. The exact nature of the disaster, buildings or areas affected, locations, potential dangers, etc., all will determine the exact nature of police response. The police supervisor will give consideration to the following areas.
- b. Information: All police units at the scene of a disaster must provide a continuous flow of information concerning the conditions found, so that the police supervisor can evaluate the magnitude of required responses. The dispatcher should also obtain information for the police supervisor from other emergency services, utilities, etc. as available.
- c. Field Command Posts: Depending on the nature of the disaster, a field command post may be established in the vicinity of disaster. The command post will be the police vehicle of the ranking officer present at the scene or the Mobile Command Unit. In any major disaster, the command post will be located at a designated area by Shift Supervisor or Chief of Police.
- d. Communication: The Shift supervisor must communicate necessary information to emergency services, utilities, city departments, and until the Department PIO arrives, the media.
- e. Casualty Information: In any situation involving casualties, provision of casualty information will be the responsibility of the hospital and public inquiries will be so directed.
- f. Public information/Media Relations: Police Supervisor will establish a media information briefing point whether in the vicinity of a small-scale disaster or at City Hall in case of an area-wide disaster or pandemic. On a regular basis, information will be provided directly to media representatives by the designated Public Information Officer. All media agencies will be advised that no telephone inquiries will be responded to in order to reduce the burden on dispatchers and telephone lines.
- g. Other Law Enforcement Agency Support: The Shift Supervisor should advise the Buchanan County Sheriffs Office and the Missouri State Highway Patrol Troop H Office of any disaster and may, subsequently, request additional law enforcement support as required.
- h. Military Support/ Martial Law: Any disaster of the magnitude to require military support or the imposition of curfew or martial law will

be handled in accordance with the City of St. Joseph Emergency Operations Plan.

- i. **Building Security:** The involvement of one or more buildings, public or private, can generate a requirement for provision of security to prevent looting, theft, or trespass.
- j. **Traffic Control:** It may be necessary to block roads and reroute traffic away from the affected area. Emergency service units should be so advised, announcements made over local radio stations, etc. Procedures to be followed:
 - 1) First responding units to notify the supervisor of the situation.
 - 2) The supervisor will assess the situation and determine the initial area to be controlled and will strategically set up the rerouting of traffic and call in additional resources as needed including mutual aid to request assistance from other agencies.
 - 3) At scenes involving biological, pandemic, nuclear or other hazardous material incidents, the supervisor would consult with the fire department incident commander for determining if the perimeter needs to be expanded or evacuation routes set up as soon as possible.
- k. **Damage Control:** Necessary Public Works and utilities companies should be notified of road clearance needs, broken mains, downed lines, etc.
- l. **Equipment Requirements:** Any special equipment needs should be coordinated with the Chief of Police.
- m. **Control:** Factual information must be provided to media representatives particularly regarding any rumors. All police personnel will ensure that the police supervisor is advised of any rumors heard, so that the supervisor can provide factual information, as available, to media representatives.
- n. **De-Escalation Procedures:** The Incident Commander will ensure an orderly de-escalation of controls and personnel as the disaster is controlled / overcome.
- o. **Transportation:** Any special transportation needs may be requested from appropriate city departments or other emergency services.
- p. **After-Action Reports:** Shift Supervisors involved will debrief officers and prepare action reports concerning all police activity during a disaster incident as well as any recommendations concerning procedures for future problems. A completed after-action report will be submitted to the Chief of Police by the Patrol Commander. After – action reports will include any budgetary impact, commitments, obligations, etc.

E. Civil Disturbances / Mass Arrest Plan

1. Authority for Plan Implementation

- a. Shift Supervisors are authorized to implement this plan. Appropriate notification of implementation must be made to supervisory personnel in accordance with this General Order.

- b. The Chief of Police will immediately notify the City Manager of the situation and will keep him/her advised of any changes so that the city of St. Joseph Emergency Operations Plan may be implemented if necessary without delay.
- c. The Shift Supervisor will be responsible for implementing the plan until relieved by the Chief of Police or a Supervisor of higher rank.

2. Departmental Resources

The shift supervisor implementing this plan shall determine what, if any, additional departmental resources are required in terms of personnel and/or equipment.

- a. Additional personnel may be called back in accordance with this General Order.
- b. For additional equipment needs beyond that readily available to shift supervisor, the Patrol Commander will be contacted.
- c. Each officer shall wear their department issued protective vest and have readily available their department issued equipment.

3. Duties of First Officer on Scene

The duties of the first officer(s) arriving at the scene of disturbance include:

- a. Observe the situation from a safe distance and determine if the crowd is peaceful or potentially violent.
- b. Notify the dispatcher as to the seriousness of the situation and request the Shift Supervisor and additional backup to respond.
- c. Attempt to identify, by observation, the leader of the group.
- d. Consider activation of ICS.

4. Duties of Shift Supervisor

Upon arrival at the scene, the Shift Supervisor can assume command until relieved by higher authority. Shift Supervisor duties and responsibilities shall include:

- a. Assessing situation for seriousness and potential danger. If the situation is minor in nature, it may be handled with existing resources.
- b. Maintaining communications with the dispatcher providing such information as:
 - 1) Estimated size of the crowd and area involved
 - 2) Gauging the mood of the crowd
 - 3) Weapons, if any, involved
 - 4) Any destroyed property involved
- c. Establish a command post from his/her vehicle or the Mobile Command Post, utilizing the police radio for communication.
- d. Deciding on number of personnel/equipment needed. If a call back is initiated, the Shift Supervisor will determine the staging point and equipment to be worn.
- e. Instruct dispatch to make proper notifications, to include:
 - 1) Command Staff via chain of command
 - 2) Fire Department- to stand by in area
 - 3) EMS
 - 4) Mosaic Life Care

- 5) Buchanan County Sheriffs Office
- 6) Highway Patrol
- 7) Ethnic / Civic Group Leaders
- 8) Media- to provide public information
- 9) Missouri Army National Guard- assistance may be requested only by the City Manager. Such requests may be issued by telephone and must be directed to either the Adjutant General or the National Guard Command Staff in Jefferson City.

f. Instruct officers as to traffic control in disturbance area.

5. Duties and Responsibilities of Dispatchers

When a civil disturbance arises, dispatchers will:

- a. Make appropriate notifications requested by police supervisor. Officers, notified of call back will be told when and where to report and what personal equipment will be needed.
- b. Make media referrals to the Chief of Police or his designee.
- c. Inquiries concerning any casualties will be referred to the hospital where injured persons were transported to for treatment.

6. Operations

Once appropriate and adequate personnel are in place (i.e. Field Force), the police supervisor will:

- a. Approach crowd and inform the leader or leaders that the assembly is unlawful and they have to disperse. If the crowd is violent, this may be accomplished by using the P.A. system in police vehicle.
- b. A time limit for dispersal should be established and no extensions allowed.
- c. If the crowd fails to disperse and continues its activity the Incident Commander will, after consultation with the Patrol Commander:
 - 1) Authorize use of CS gas, less lethal munitions
 - 2) Order formation of police lines and move into crowd for control

7. Transportation

All departmental vehicles will be available for transportation of officers/equipment to the scene, and for prisoner transportation from the scene. If additional transportation is required, the supervisor shall request assistance from the Buchanan County Sheriffs Office and/ or the Highway Patrol.

8. Public Facility Security

Attempts will be made to provide security to all public facilities threatened by any crowd to include:

- a. City water supply
- b. Fire/Rescue/Clinic Buildings and access to these
- c. City Hall
- d. Schools
- e. Utility Supply Locations

9. Public Information / Rumor Control

Either the Chief of Police, PIO, or designee will respond to appropriate media requests in order to keep the public informed and to dispel rumors.

10. De-escalation Procedures

Once the disturbance has been brought under control and the situation has returned to normal, the police supervisor will begin de-escalation procedures to include:

- a. Disengage Officers as appropriate
 - 1) On duty officers return to normal patrol operation
 - 2) Released officers will return issued equipment to the command post
- b. Assign officers to remain in the area of the disturbance to protect from any recurrence of trouble. These officers will protect the scene if it is going to be processed for evidence.
- c. Discontinue the Command Post

11. Post-Occurrence Duties/After-Action Reports

The Police Supervisor, upon returning to the police station, will perform the following duties:

- a. Debrief officers and get reports/statements for inclusion in the final report
- b. Prepare a detailed after action report, providing all factual information about incident to be forwarded through the chain of command to the Chief of Police, along with any appropriate recommendations
- c. Provide information to the Chief of Police for media release
- d. Arrange for Crime Scene Investigation at the scene
- e. Arrange for medical care, food, water and sanitation at the scene

12. Mass Arrest Procedures

During the course of a civil disturbance mass arrests may occur and must be handled quickly and efficiently providing for security, transportation to the jail, release on summons, arrestee rights, etc. Arrested persons will be removed from the point of the disturbance and brought to a point where initial booking will take place. The police supervisor will establish an arrest team to handle prisoners. Arrest team duties will include:

- a. Prisoner will be transported to the Law Enforcement Center Booking Desk where formal charging/booking will take place
- b. Arrested persons will be allowed the opportunity to make bond or contact legal counsel at the conclusion of booking
- c. Arrested persons who are injured will be given medical treatment before the formal booking begins. The St. Joseph Fire Department and Emergency Medical Personnel may establish a triage to treat minor injuries that do not require hospitalization.
- d. Juveniles involved in arrests will be treated according to standard operating procedures

13. Use of Force

The minimum amount of force to affect an arrest or control the disturbance will be used.

14. Retreat of Officers

At any time the On-Scene Supervisor feels the crowd is beyond the control of the department, the supervisor is authorized to order a retreat to officers. The supervisor shall form a perimeter, isolating the crowd and advise the Patrol Commander. Additional resources will be requested at that time.

F. Hostage/Barricade Situations

1. General

The first 10-20 minutes of a hostage/barricade situation are the most emotionally charged and therefore offer the highest potential for danger. Stress levels are high both among police and persons involved. Many of these situations may continue for multiple hours. Time may reduce stress levels and allow the communication process to begin. Additionally, time is needed to assess the situation and to secure the area surrounding the incident. Request for the Special Response Team will be made through the team Commander or his/her designee. In the case that it is determined that a hostage situation is occurring SRT will be immediately requested. An officer of any rank may request SRT at the scene of a confirmed hostage incident.

2. Initial Responding Officer Responsibilities

Hostage situations may arise from a variety of incidents. Some of these include: domestic violence, escape from custody, for political or ideological reasons, or by emotionally disturbed persons. The life and well being of the hostages have top priority. All members shall implement the following procedures:

- a. When confronted with a hostage situation take up a safe position offering cover and concealment. Members may use deadly force in accordance with department policy. Unless there is imminent danger of death or bodily harm, officers should take no overt action to apprehend the hostage taker.
- b. The primary goal of the initial officers on the scene is to stabilize the situation. Do not grant any demands by a hostage taker. Stall for time until hostage negotiators are in place. Time is essential and the more time the officer can buy the better.
- c. Officers shall assist in gathering as much information as possible about the situation as directed by the scene commander.

3. Incident Commander Responsibilities

Upon arrival at the scene, if he/she deems it necessary the Shift Supervisor can assume Incident Command of all police personnel and make all appropriate decisions, until such time as he/she is relieved as described in this General Order. Since accomplishing all of these tasks may take time, it is important to thoroughly brief the personnel assuming command of the incident to ensure that nothing is overlooked. The duties and responsibilities of the incident commander include:

- a. Request response from SRT and Crisis Negotiators. Upon their arrival they shall be briefed by the incident commander.
- b. Ensure Communications between tactical and hostage negotiation personnel. SRT will be responsible for any tactical operations plan. Time permitting; these plans will be briefed to the Incident

Commander prior to action. The Incident Commander will be responsible for notifying the Chief of Police and command officers.

- c. Begin assembling resources from within the department and from any outside agencies such as the St. Joseph Fire Department, St. Joseph Light and Power, Public Works, or the St. Joseph School District (for school incidents). Personnel from civilian agencies summoned to help will not be placed in potentially dangerous areas. If there is the possibility of multiple casualties Mosaic Life Care and other area hospital emergency rooms will be put on standby.
- d. The incident commander and all personnel involved should maintain communications security. Sensitive information about plans, personnel dispositions, or tactics should not be relayed “in the clear” on the department’s radio frequency. Precautions should be taken so that personnel from other agencies do not divulge sensitive information via their communications.
- e. Establish an inside and outside perimeter to ensure a safe area in which to operate and establishment of a central command post.
- f. Coordinate the evacuation of innocent persons from the danger area or potential danger area. **Everyone should be treated as a suspect until it is positively determined that they are not.** These people are to be detained in a designated area of safety for identification and intelligence interviews. All intelligence obtained through these interviews shall be relayed to the scene commander.

4. Media Access

The department’s Public Information Officer or designee will establish a media briefing area and will provide timely updates to media personnel.

5. Negotiating With Barricaded Persons/Hostage Taker

The negotiation process is one of establishing a trust between the hostage taker and negotiator which involves some “give and take” on both parts.

- a. In negotiating, practically all demands are negotiable except supplying gunmen with weapons, ballistic vests, or providing additional hostages or exchanging hostages.
- b. Negotiators shall be positioned at a location separate from the Command Post. The location should provide privacy and security for the negotiators and contain the equipment to maintain communications with both the scene commander and hostage taker. “Throw phones”, radios, cellular phones, and bullhorns may be used to communicate with the suspect. Negotiators should also be conscious of communications security.
- c. The Negotiator can recommend to the on scene supervisor to terminate negotiations at any time he/she determines they are not fruitful.

6. Chase/Surveillance Vehicle/Control of Travel Route

The On-Scene Supervisor will ensure that, should a hostage situation become mobile, i.e., the hostage taker gets a vehicle, all possible routes of travel are covered by police units. Additionally, surveillance vehicles may be assigned in order to observe activities of hostage takers.

7. De-Escalation

Once the hostage/barricaded situation has been resolved the following procedures should be followed:

- a. Once the arrest team has secured and searched the suspect he/she will be given any medical treatment needed and should be removed from the scene immediately. If the suspect's injuries are serious enough to warrant hospitalization, the receiving hospital will be notified. An appropriate number of police personnel will be assigned to provide security at the hospital. If not injured, suspects will be transported directly to the police station in a unit equipped with a cage. Suspects should always be accompanied by 2 or more officers for security.
- b. Hostage should be removed immediately, upon capture of suspect.
 - 1) Radio communication should be made that the hostages are coming out.
 - 2) Medical treatment should be provided, if needed.
 - 3) Hostages should not be allowed to discuss the incident with anyone until they have been debriefed by department personnel.
 - 4) The incident commander should assign an officer/investigator to each hostage for debriefing. Hostages will also be notified of services that are available to them as the victims of crime.
- c. The crime scene shall be preserved until processed for evidence by officers assigned.
 - 1) Crime Scene Investigators should be notified to respond.
 - 2) The area will remain cordoned off until the incident commander declares it open.
 - 3) Units that are no longer needed should be cleared for normal assignments by the incident commander.
 - 4) All officers will return all special equipment to the police station.
 - 5) Investigations will be made for collateral damage to surrounding properties such as bullet holes in neighboring buildings or destroyed lawns and gardens. Investigations include pictures.

9. After Action Reports

All officers will be debriefed after an incident. Information will be collected both for use in the prosecution of suspects and to critique department actions. The incident commander will submit a detailed after action report to the Chief of Police through the chain of command on all hostage/barricaded person incidents containing all facts pertaining to the incident. A copy of this report will be forwarded to the Policy Compliance Manager.

G. Bomb Emergencies

1. Administration

- a. Supervisors have the authority to implement this plan and can assume command of operation until relieved by a Commander of higher rank.

- b. The initial response to bomb threats will be conducted by patrol officers, while actual bombings will require the assignment of detectives, crime scene investigators, and federal law enforcement agencies. There is an overlap where a bomb threat is a form of extortion or terrorism.
- c. If there is an actual bomb explosion, the FBI and ATF must be notified, will respond, and will conduct an investigation. Responding members of the department will perform any life saving functions possible while being aware of the possibility for secondary devices. Officers will then establish a perimeter and provide any assistance required to the FBI and ATF.

2. Duties and Responsibilities of the Shift Supervisor

Upon notification by the dispatcher the Shift Supervisor will immediately respond to the scene, considering the possible need to shut off radios and cell phones while in close proximity to the scene. The Supervisor will:

- a. Assess the situation and make a determination on notification of command personnel, detectives, FBI, or ATF.
 - 1) If a call back of additional police personnel is necessary, the dispatcher will do so in accordance with the mobilization plan outlined in this special order.
 - 2) Determine what outside agencies should be notified and/or assistance requested such as fire rescue, EMS, hospitals, Kansas City Police Department EOD, Overland Park EOD, or the Army EOD teams out of Fort Leonardwood.
- b. Interview the person who received the original call. All details, such as caller's voice, mannerisms, background noises, and time elements should be gathered. The time the call was received is most important since many bombs are activated by some type of watch or clock which restricts "bomber" to a 12 hour period or less.
 - 1) Instruct officers about traffic control in the general area.
 - 2) Establish security perimeter around the scene.
 - 3) Coordinate with outside agencies that have been called, as they arrive.
 - 4) Activate ICS if appropriate.

3. Duties and Responsibilities of Investigating Officer

Upon arrival at the scene, investigating officer will assume responsibility for completion of the preliminary investigation and begin a follow-up in accordance with established investigative procedures. If an actual explosion has occurred, detailed investigation and crime scene processing should await arrival of FBI or ATF.

4. Evacuation

- a. The final decision to evacuate a building based on only a threat must be left up to the management of that building or institution against which the threat was directed. The role of the police is to provide information and recommendations which management officials may choose to use in making evacuation decisions.

- b. If the decision is made to evacuate the building, police may assist in the process.
- c. If an actual or suspected explosive device is discovered, the investigating officer will demand an immediate evacuation of premises. Building management personnel will have no right to deny police authority to evacuate a building in these situations.

5. Searching the Premises

- a. The decision to search a building based on a threat is also a building management decision, with police providing recommendations. Since building employees are most familiar with the building and space therein, part of the building management responsibility includes providing assistance to police/fire building search teams.
- b. Once it is decided to search premises, the Shift Supervisor will designate search teams as needed, depending on the size of the area to be searched.
- c. Police personnel should coordinate the search so as not to be repetitious or overlook any areas. However, it should be impressed on searchers the importance of not disturbing any suspected device that may be located because it may be booby trapped. A floor plan of the building should be obtained for immediate reference, if available.
- d. All areas open to the public should be given special attention—restrooms, trash receptacles, stair wells, elevator shafts, etc. Custodians should be advised to check their closets and storage areas for any unusual objects, and supervisors should relate to their subordinates to check their work areas for unusual objects.
- e. Nothing should be done to change the environment of the area being searched, such as cutting off light switches, thermostats, etc., until the area has been searched thoroughly using flashlights. Do not use radios or cell phones when approaching or searching area. Do not smoke.
- f. Never tell management that everything is all clear, tell them the search revealed nothing, but let them make any decisions concerning re-occupation of building or area.
- g. If any unusual device or bomb is believed to have been found, **DO NOT ATTEMPT TO DISARM OR MOVE IN ANY MANNER.** The explosive may be booby trapped, and should be approached only by explosive experts. The main concern is to safeguard lives by isolating the area. If a device suspected of being a bomb is found, the dispatcher should be advised to contact one of the EOD teams listed in this Special Order. The disposal team will respond to handle the device, and have all necessary equipment to handle the bomb disposal operations.

6. Scene Protection/Evidence Collection

If an explosive device has been detonated, the scene will remain protected until the FBI or ATF arrives to begin scene processing. Officers/investigators will give any assistance requested by the FBI or ATF.

7. After Action Report

Incident reports will be completed on each bomb threat/bomb emergency. Additionally, officers will be debriefed and an after-action report will be completed by the Incident Commander relating all facts of the incident and recommendations, if appropriate.

H. VIP Security Plan

1. General

- a.** All requests for police security services for VIP visitors will be directed to the Chief of Police, who will make an administrative decision as to the level and nature of services to be provided.
- b.** The SRT Commander will designate a single team member as supervisor and coordinator of any given security detail.
- c.** The SRT Commander or security team coordinator will meet, as required with the advance party/VIP security representative, and will prepare necessary plans for provision of security services.
- d.** VIP visitors will generally fall into one of three types, which affect the level of necessary protection as follows:
 - 1)** Quiet, private, visits with no or limited public activity. Requires little or no police security.
 - 2)** VIP known by name or position, but not by actual physical appearance. May require limited security prior to public appearance, more security after.
 - 3)** Readily recognizable VIP making public appearances. Police security assistance required.

2. Security Considerations

Advanced planning normally involving a VIP representative and security team coordinator must consider the following:

- a.** VIP itinerary and schedule: Review for conflicts with other activities scheduled during the same period.
- b.** Travel routes: Plan and survey the quickest and safest routes, as well as alternative routes. Identify possible hazard locations. Verify no planned construction or maintenance.
- c.** Emergency “safe house” locations: Identify public buildings or other places where VIP could be taken in case of emergency.
- d.** Medical Care: Identify any medical needs which might necessitate treatment/hospitalization/availability of emergency service personnel and equipment.
- e.** Hotels/Restaurants: Determine plans, needs, make recommendations based on security considerations.
- f.** Communications: If VIP has security personnel, communications arrangements may include the loan of police radio or interoperability device.
- g.** Physical inspection of building area to be visited should be made to ensure familiarity with layouts, exits, stairways, etc.
- h.** Media Representation: Determine media requirements/ needs/ arrangements.

- i. Intelligence on trouble/problems: Any information concerning possible sources of trouble or problems should be obtained. Information as to threats received or persons who may cause problems should be obtained.
- j. VIP party composition: Information as to who will be included in the VIP party, vehicles to be used, security arrangements normally used, security equipment and identification devices normally available/used must be obtained and/or planned. Names of contact personnel, security personnel and license numbers are essential.
- k. Coordination within the agency and with outside agencies as required.
- l. Equipment: Equipment needed shall be determined such as vehicles, body armor, weapons, etc., for both security personnel as well as the VIP party.

3. Basic Protection Principles

- a. All personnel on duty during a VIP visit should be made aware of the visit and general visit itinerary and police security plans. Exact timing and precise security details may be restricted on a need-to-know basis.
- b. Security will generally be tightest when the VIP is moving either on foot or in vehicle or when stationary during a public appearance. In general, it may be necessary to also protect the VIP's residence location and any parked vehicles. When traveling by vehicle, there should be an advance vehicle, VIP vehicle and a follow-up car, and the three vehicles should not normally be separated.
- c. Personnel security/bodyguard procedures should try to minimize the impact on the lifestyle of the VIP. Protection may be planned on a double ring concept, with the outer ring of security designed to limit access to the VIP while the inner ring prevents personal contact.
- d. In the event of an emergency the duty of security/body guards is to protect and remove VIP from scene, and not to assist other police officers in quelling disturbances or apprehending perpetrators.
- e. Police personnel assigned to assist with security duties must be carefully selected for mental calmness and stability, physical fitness, good hearing and vision and all should have the same type of weapon, ammunition, handcuffs, communications equipment, and security identifier worn. All personnel will wear body armor.
- f. Close security personnel should remain near enough to the VIP, so that in one large step they can reach out and touch the VIP. The VIP should never be actually touched except as an emergency signal of impending danger, and the VIP should not be "crowded." Radio traffic should be limited with no direct references to times or places unless part of essential emergency traffic.
- g. Dress of security personnel will be consistent with the event, whether appropriate civilian attire or uniform. In civilian attire, all police equipment should be kept out of sight.
- h. Officers assigned to stationary posts will not leave those posts; Supervisors must plan adequate relief. While on a post, unauthorized

intrusions and deliveries will not be allowed. Officers should be polite with the public but not allow any distracting conversations or release confidential information. No special recognition should be given when VIP passes the post.

- i. During any VIP foot movement, the security/bodyguards will form a protective formation around the VIP, the exact shape determined by the number of personnel assigned and the route followed. For tight security, four persons are used, right front and rear, left front and rear, with VIP in the middle. In case of emergency the four will collapse around VIP, and will bend the VIP over to reduce target size and then immediately remove him or her from area. If the assailant is close by, any weapon will be attacked and the suspect smothered to the ground by other security personnel.

4. After action report

After security mission has been terminated, the security team coordinator will debrief officers and submit an after action report to the Chief of Police describing the activities, resources utilized, problems noted, and giving recommendations for future assignments.

I. Hazardous Materials Incidents

1. General

Because of the potential hazard which might exist or may develop through an accident, especially an overturned vehicle transporting hazardous materials, a cautious approach should be made in responding to and investigation of such incidents. Officers approaching any truck accident which may involve a hazardous materials spill should take the following actions:

- a. Any evidence of leaking liquid or vapor should be sufficient to alarm police of potential danger and to seal off area until positive identification can be made by the St. Joseph Fire Department, who should be immediately notified.
- b. Identification of hazardous material may be accomplished via:
 - 1) Placards: Placards are supposed to be displayed at the front, rear, and on both sides of all vehicles hauling hazardous materials, however, experience has indicated that placards are sometimes either not displayed or the wrong placard may be displayed. Placards are sometimes made of combustible material. If a vehicle is on fire, placards may have burned before the officer's arrival. This description does not list all hazards or recommendations for handling. Refer to the Emergency Response Guide Manual (HazMat book) located in all police vehicles.
 - 2) Driver: When an accident involves a truck, the driver of the truck may be able to supply information about the load transported. However, the driver is not required to know a great deal about cargo or emergency measures for handling it except for explosives. In case of explosives, the driver is required to have in possession and be familiar with documents

containing instructions on procedures to be followed in the event of accident or delay.

3) Shipping papers:

- a)** When the hazardous material is being transported by truck, the driver is required to have in their possession a copy of the shipping papers which show the name of the materials, its classification, and quantity. By using these papers and the Emergency Response Guidebook, the officer can identify the hazards associated with material and ways of handling the situation.
- b)** Chem-cards: To supplement the placard system, many shippers of chemicals provide drivers with Chem-cards which provide emergency information. Although Chem-cards are subject only to voluntary use, the officer should ask the driver for the Chem-card.
- c.** Officers responding to a scene where there is an organophosphate release have the authority to call Comm. Center and request the movement of the Chempack(s). This is the strategic national stockpile of antidotes stored at Mosaic and transported by MSHP (although any LE agency can transport).
- d.** Approach the accident scene up wind if possible. If you suspect radiological materials are involved, do not approach. Await Fire Department personnel or HAZMAT team personnel who have special monitoring equipment.
- e.** Request dispatch to contact the St. Joseph Fire Department. Upon their arrival, and confirmation of a hazardous material incident, they will assume authority and responsibility for initiation of emergency procedures and the Police Department will provide assistance as directed by the Fire Chief.
- f.** A Shift Supervisor will respond to the scene and ensure that the appropriate notifications are made, to include all command personnel.
- g.** The Chief of Police will immediately notify the City Manager of the situation and will keep him/her advised of any changes so that the City of St. Joseph Emergency Operations Plan may be implemented if necessary without delay.
- h.** Normal accident investigation procedures will be suspended until such time as appropriate clearance has been received, at which time the accident will be investigated.

2. Evacuation

When the possibility of an evacuation of all residents/inhabitants of part or the entire city exists, the following should be considered:

- a.** Manpower requirements: Refer to procedures in the Special Order for mobilization to provide additional police manpower.

- b. Method of notifying the persons to be evacuated (i.e. door to door, PA system, use of local radio and television stations, etc.)
- c. The size of area and number of people living in the area to be evacuated.
- d. The use of mass transportation to move evacuees.
- e. Housing of evacuated persons, where possible, in local schools, city recreational facilities, city civic center, Red Cross.
- f. The security of evacuated areas to prevent looting, premature return.

3. Key Contact Agency Information Requirements

Key contact agencies and persons are available for evaluation and assistance in the handling of hazardous material incidents, evacuation, etc. They must have information about the incident in order to assist. Every effort must be made to obtain the following information before contacting these agencies:

- a. Location of the accident
- b. Hazardous materials involved and shipper, if known
- c. The color and number of any labels on carries or cargo
- d. Type of environment (residential, rural, business, etc.)
- e. The size of container and amount of product leaking
- f. If an aircraft, tail ID number

4. Key Agencies

Depending on hazardous materials involved, one or more of the following agencies will be contacted:

- a. Buchanan County Emergency Management Office: 816-271-1574
- b. State Emergency Management Agency: 573-751-2748
- c. CHEMTREC: 800-424-9300
- d. Region H HAZMAT Response Team: 816-324-5919

5. After Action Reports

The Incident Commander will debrief officers and prepare after-action reports concerning all police activity during a disaster incident as well as any recommendations concerning procedures for future problems. A completed after action report that includes any budgetary impact, commitments, obligations etc. will be submitted to the Chief of Police.

J. Rapid Deployment

The philosophy of this policy recognizes that the active shooter must be stopped before they can inflict injury upon innocent lives. This shall be the objective and responsibility of the initial responding officers and any officers responding thereafter, and they shall use all legal means to accomplish this objective. The prioritization of activities, in their order of importance is to capture or neutralize the active shooter, rescue the victims, provide medical assistance, and preserve the crime scene.

All trained officers regardless of rank or assignment, whether in uniform or plain clothes, are expected to immediately take the following response measures should an in-progress shooting incident or armed intruder be reported at a school or any other locations with large gatherings of people. All officers, unless they are already involved in a life threatening or other emergency situation or otherwise directed by a supervisor, will immediately respond to the area of the active shooter.

1. Definitions

- a. Active Shooter - One or more suspects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others and when their overriding objective appears to be that of inflicting mass casualties rather than other criminal conduct.
- b. Contact Team - First Officer(s), preferably 3 or 4, that arrive on the scene.
- c. Rescue Team - Second group (preferably 3 or 4) of officers that arrive for the purpose of rescuing victims.
- d. Team - A group of three or four officers immediately available to be a part of either the contact team or the rescue team. Not a pre-assigned group of officers.

2. Communication

- a. The Communications Center upon receipt of an active shooter call shall clear the radio frequency of all unnecessary traffic.
 - 1) The St. Joseph Police Department F1 frequency shall be the primary frequency for the coordination of all emergency procedures. Contact and Rescue Teams shall use the St. Joseph Police Department F1 frequency. When incident command arrives on location, he/she will make the decision to change radio frequencies to keep unnecessary traffic off the same channel as the contact/ rescue team(s).
 - 2) The Communications Center shall put out an administrative page as soon as the incident is received.
 - 3) The Communications Center will advise all responding Police Departments to report to the scene at a location determined by the Incident Commander.
 - 4) If determined by the Incident Commander it is required, the Communications Center will notify the F.A.A. to restrict all but emergency air traffic near the location of the incident.

3. Contact Team

- a. The first responding officer(s) shall form a contact team and enter the premise in immediate pursuit of the active shooter. The focus of the contact team is to:
 - 1) Engage the active shooter as soon as possible;
 - 2) Stop him/them by arrest, containment, or use of deadly physical force;
 - 3) Maintain radio contact with the Incident Commander;
 - 4) Provide intelligence about the scene;
 - 5) Provide intelligence about the movement of suspects and weapons; and
 - 6) Advise the Incident Commander on the need for additional entry personnel.
- b. The additional officers arriving on the scene will either join the initial contact team, form another contact team or form a rescue team. The contact team(s) will be subject to 360 degree vulnerability and will not do a thorough clearing of the premise. They will continue past victims

or harmless distractions. The location of the victims may be relayed to the rescue team and/or the Incident Commander.

- c. Officers shall make entry at a location other than the main entrance, as this is the place where a suspect might logically set up barricades, explosives and/or an ambush.

4. Rescue Team

- a. Rescue teams will locate and remove injured victims, and direct uninjured victims that are not “locked down”, out of the building.
- b. Rescue team members should remember that uninjured victims may be in shock or paralyzed with fear, and may not respond to regular verbal commands.
- c. Rescue team members are to remain vigilant as the rapidly changing dynamics of an active shooter incident may put them in contact with the suspect and they will now act as a contact team, advising the Incident Commander and the other contact team(s) of the situation as soon as practical.

5. General Procedures

- a. Should a team encounter a suspected explosive device, they must use their own judgment with reference to reporting it and bypassing it.
- b. Prior to entering the building, the contact team will establish a Team Leader and all other members of the contact team will assume team positions/assignments with their designated responsibilities. (Any confusion will be resolved by the Team Leader).
- c. Should it appear that the situation has become a hostage or barricaded subject incident, the contact or rescue team will isolate and contain the area, relay as much information as possible to the incident commander, and await further instructions.

6. Duties and Responsibilities of other Responding Personnel

- a. An initial responding officer on the scene that is not part of the contact or rescue team shall establish incident command. This officer can be relieved by competent authority if necessary. If the incident involves a St. Joseph City School, reference should also be made to that particular schools crisis plan.
- b. The Incident Commander will obtain as much information as possible and deploy additional personnel to either enter the building or assume perimeter security around the threatened area.

7. Evacuation Procedures

It can be expected that a shooting incident will produce mass panic and that individuals will take all necessary steps to flee from the perpetrators. Others not in immediate danger may elect to remain locked in safe areas within the building until it is safe to leave.

- a. In school settings, students, staff, faculty, and visitors will be directed to take cover within classrooms, offices, and other safe areas that can be locked and secured thus preventing outside entry.
- b. No attempt should be made to evacuate individuals that are “locked down” until the situation is stabilized and it is declared safe to do so

unless such individuals become directly threatened by the perpetrator and their immediate evacuation becomes required.

- c. As soon as it is safe to do so, the Incident Commander should form teams of available officers to search for and recover individuals in the building.
- d. In a school setting, as soon as it is safe to do so, the Incident Commander will begin clearing all classrooms and safe areas within the school and make contact with those who are “locked down”.
 - 1) The first priority must be to locate and evacuate any individuals who are unable to leave under their own power.
 - 2) As individuals are located, team members will provide assistance and an escort from the building for those individuals unable to leave under their own power. Team members may be required to reenter the building numerous times until all individuals have been evacuated.
 - 3) Evacuated individuals must be directed to proceed as quickly and orderly as possible to designated safe locations where their identification can be established and where accountability of all persons can be maintained.
 - 4) Those being removed should be told to depart from the building with their hands on top of their heads until it can be reasonably determined that they are not involved in perpetrating the incident.

8. Site Management

It is imperative that control of the area surrounding the incident location be achieved as quickly as possible. There will only be a short period of time to limit vehicular and pedestrian traffic before news of the incident becomes public and concerned parents, friends, and members of the media and others attempt to gain access to the threatened school or facility.

- a. The Incident Commander will establish an inner perimeter and when manpower becomes available, an outer perimeter, to prevent entry by non-law enforcement personnel.
- b. The Incident Commander based on the situation and location of the incident will determine the locations for the Command Post, police, fire and EMS staging areas, media assembly areas, and other points of contact.
- c. All responding fire and EMS personnel will be directed to remain at the staging areas until the incident scene is declared safe for their entry.

9. Emergency Mobilization of Personnel

The Incident Commander shall notify the Communications Center of the need for additional personnel, to initiate a recall of off duty officers in accordance with this General Order.

10. De-Escalation Procedures

Once the incident has been brought under control and the situation has returned to normal, the police supervisor will begin de-escalation procedures to include:

- a. Disengage officers as appropriate.
 - 1) On duty officers who were not part of a contact or rescue team will return to normal patrol operations.
 - 2) Released officers will return issued equipment to the command post.
 - 3) A debriefing team can be called in for the contact and rescue teams if the Chief of Police or his designee deems it necessary.
- b. Contact Crime Scene Investigations Unit for evidence collection at the scene.
- c. Discontinue the Command Post.

11. Post-Occurrence Duties/After-Action Reports

The Incident Commander, Operations Commander or designee, upon returning to the police station, will perform the following duties:

- a. Debrief officers and get reports/statements for inclusion in the final report.
- b. Prepare a detailed after action report, providing all factual information about the incident, along with any appropriate recommendations.
- c. Provide information to the Public Information Officer for media release after approval from the Chief of Police.

K. Pandemic Disease/Influenza Plan

1. Purpose

The purpose of this plan is to prepare the police department for the possibility of a Pandemic Disease/Influenza outbreak directly affecting the City of St. Joseph Missouri, and/or its employees.

- a. Definitions:
 - 1) **Disease** - in human beings can be classified into three general groups. These are conditions that are infectious, meaning that they are caused by an infection through which a **virus**, **bacterium**, or other **parasite** enters the body, and thus causes similar problems for those who may come into contact with the infected person.
 - 2) **Influenza** - is defined as a highly infectious respiratory disease. The disease is caused by certain strains of the influenza virus. When the virus is inhaled, it attacks cells in the upper respiratory tract, causing such typical flu symptoms as fatigue, fever, and chills, a hacking cough, and body aches. Influenza victims are also susceptible to potentially life-threatening secondary infections as well.

2. Objectives

- a. Maintain a safe and healthy work environment for department personnel.
- b. Maintain adequate staffing levels to enable the department to answer and respond to emergency calls for service.

- c. Maintain adequate staffing to respond to pandemic disease/flu related activities such as assisting with evacuation, enforcing isolation and/or quarantine orders, etc.

3. Pre-Emergency Actions

- a. Provide department personnel with educational information and materials on the Pandemic Disease/Influenza.
 - 1) Pandemic fundamentals (i.e. mode of transportation, signs and symptoms of the disease/influenza, etc.)
 - 2) Personal and family protection (i.e. hand hygiene, coughing/sneezing etiquette, caring for sick family members, etc.)
 - a) “Pandemic Influenza Planning: A guide for Individual and Families” – U.S. Department of Health and Family Services, January 2006.
 - 3) Dealing with fear and anxiety, rumors, and misinformation.
- b. “Essential Personnel” identified:
 - 1) Police dispatchers/Supervisor
 - 2) Police officers/Sergeants
 - 3) Police Command staff
- c. Establish influenza-related guidelines for the workplace to assist in:
 - 1) Minimizing influenza spread at the worksite (i.e. promoting respiratory hygiene and coughing etiquette, cleaning workstations, and prompt exclusion of people with influenza symptoms).
 - 2) Handling employees who have been exposed to pandemic influenza, are suspect of being ill, or become ill at the workplace (i.e. infection control response, immediate mandatory sick leave, returning to work, etc.).
 - 3) Handling departmental waste disposal and housekeeping protocols.
- d. Obtain and allocate resources
 - 1) Provide sufficient and accessible infection control supplies (i.e. hand-hygiene products, tissues and receptacles for their disposal) in all work locations.
 - 2) Develop guidelines to modify the frequency and type of face-to-face contact (i.e. between employees and the public.
 - 3) Encourage and track employee annual influenza vaccinations.
- e. Training Emergency Responders
 - 1) Minimizing exposure risk
 - 2) Dealing with infected residents, co-workers, and city staff

4. Incident Management

- a. Emergency Mobilization

In the event that on-duty personnel availability is reduced 30% members of the command staff (the Chief, Commanders and Captains) will decide which staffing mode will be employed for the projected shortage of staff.

b. Duty Assignments

All available officers shall be assigned to uniformed patrol duties and shall remain available for response to high priority calls for service and/or influenza related activities.

c. Alternate Call Response

The Communications Center will continue to follow established procedures regarding the evaluation and dispatch of all incoming high priority (emergency) calls for service from the City of St. Joseph, Missouri. Calls for service that are of a non-emergency nature and do not require the immediate presence of a police officer shall be designated for call back response (alternative reporting system).

Typical calls that would fall in this category include:

- 1) Private property vehicle collisions with no injuries
- 2) Animal control calls, unless there is an indication of sickness (i.e., rabies), abuse, or animal bite
- 3) All not in progress calls
- 4) Public assists unless public safety is jeopardized

d. Isolation and/or Quarantine Orders

1) Definitions:

- a) **Isolation** - the separation of an individual or individuals infected with influenza from non-affected individuals.
- b) **Quarantine** - the separation of an individual or individuals exposed to influenza from non-infected and non-exposed individuals.

2) Enforcing Isolation and/or Quarantine Orders

- a) Officers may use reasonable and appropriate force to ensure compliance with valid isolation and/or quarantine orders to protect the public interest.
- b) In all circumstances, the department's response to resistance/use of force policies shall be adhered to. Officers must use their discretion wisely. For example, simply refusing to remain under quarantine would not justify the use of deadly force.
- c) The Incident Commander has the authority to establish rules of engagement based upon the situation at hand.

e. Evacuation

Follow established procedures in this all-hazards plan in case evacuation orders are deemed necessary. Coordinate with area emergency responders.

f. Building Security

1) Security of building declared off-limits

a) Short term

- Post signs indicating building is off-limits
- Lock and secure if possible
- Close patrol

b) Long term

- Post signs indicating building is off-limits
- Change locks on exterior doors (building management responsibility)
- Close patrol

2) General security of City owned buildings.

a) Short term

- Clear building
- Post signs indicating building is closed
- Lock and secure
- Random patrol

b) Long term

- Clear building
- Post signs indicating building is closed
- Change locks on exterior doors
- Random patrol

5. Post-Occurrence Duties/After-Action Reports

The Incident Commander, Operations Commander or designee will perform the following duties:

- a. Debrief employees and get reports/information for inclusion in the final report.
- b. Prepare a detailed after action report, providing all factual information about the pandemic, along with any appropriate recommendations.
- c. Provide information to the Public Information Officer for media release after approval from the Chief of Police.