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| HVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL | |  |
| Issue Date January 2023 | Review Date January 2024 | Directive Number 2.2.1 |
| Accreditation Index: 2.2.1, 2.2.2, 2.2.3, 2.2.4 | | Rescinds: Directive 2.2.1 of February 2021 |
| Chapter: Two – Law Enforcement Functions | | Section: Two – Unusual Occurrences |
| Chief of Police: <i>John F. Viola</i> | | |

SUBJECT: UNUSUAL OCCURRENCES AND SPECIAL OPERATIONS

I. PURPOSE

The purpose of this policy is to establish contingency plans for responding to natural and manmade disasters, civil disturbances, planned events, and other unusual, unplanned occurrences, and to adopt the protocols and procedures of the National Incident Management System (NIMS) and Incident Command System (ICS).

II. POLICY

It is the policy of the Police Department to develop plans to be implemented to manage unusual occurrences and special operations in accordance with this directive. All officers will comply with the Critical Incident Team and MIRT call out procedures as well as NIMS/ICS protocols and procedures.
(PLEAC 2.2.1)

III. PROCEDURES

A. Incident Command System

1. The Haverford Township Police Department adopts the terms, concepts, principles, and procedures of the Federal Emergency Management Agency’s Incident Command System (ICS).

2. An Incident Command System (ICS) should be utilized when responding to unusual occurrences and special operations. The basic ICS structure includes five major management components:
 - a) Command
 - b) Operations
 - c) Planning
 - d) Logistics
 - e) Finance / Administration

B. Command Posts

1. A Command Post may be established when an emergency arises that warrants it. Examples of emergency situations potentially needing a Command Post are, but not limited to, the following: major fires, founded reports of explosives, barricaded person/hostage situations, civil disturbances or any natural or manmade disasters.
 - a) Duties and Responsibilities
 - (1) **First responding officer** arriving at the scene, after assessing the situation may establish a command post from his/her police vehicle.
 - (a) The officer shall immediately notify the Communications Center of his/her scene assessment, request a supervisor to respond, and identify the location of the temporary command post.
 - (2) **The supervisor** with geographical responsibilities shall:
 - (a) Determine if the temporary command post should be moved to a different location.
 - (b) Notify the Communications Center of the need for special units, additional personnel, special equipment, fire companies, etc.
 - (c) Request the Patrol Division Lieutenant or the Duty Lieutenant to respond to the Command Post.

- (d) Advise all personnel that all radio traffic from the incident scene will be over an assigned Delaware County emergency tactical channel.
- (3) **The Patrol Lieutenant** or the **Duty Lieutenant** shall:
- (a) Implement the Incident Command System
 - (b) Shall assume the Incident Command responsibilities until relieved.
 - (c) Ensure the Chief of Police and all Incident Command personnel are notified of the incident and to respond to the scene.
 - (i) Incident Command personnel are the Chief of Police, the Deputy Chief and the three Lieutenants
 - (d) Ensure coordination and cooperation with all responding agencies.
 - (e) Ensure that a log is maintained at the command post recording the following information:
 - (i) The names of all police personnel, their locations at scene, the time they arrived and departed the scene.
 - (ii) Record all fire department equipment, their location, and name of ranking fire officer.
 - (iii) Record the names and locations of other agency personnel at the scene, as well as their arrival and departure times.
 - (iv) Ensure that all command decisions are recorded, to include the nature of the decision, the time of the decision, and personnel involved in the decision process.

C. Possible Unusual Occurrences

1. **Barricaded Persons/ Hostage Situations**

- a) First responding officers arriving on the scene shall:
 - (1) Assess the situation.
 - (2) Upon assessing the situation as a barricaded person or hostage situation the officer shall take no aggressive action, unless necessary to prevent serious injury or death to the officer or another person.
 - (3) The officer shall request a supervisor to respond; establish a command post; notify the Communications Center of the situation; and the location of the command post.
- b) Personnel assigned to this incident shall follow the procedures provided in Directive 2.2.3 Barricaded Persons/Hostage Situations.

2. **Bomb Threats and Explosive Devices**

- a) All responding personnel assigned to a bomb threat or report of explosives shall follow the procedures provided in Directive 2.2.4 Bomb Threats and Explosive Devices.
- b) If need the Delaware County Bomb Squad is activated through a request to DelCom.

3. **Hazmat Situations**

- a) First responding officers shall attempt only to identify and report the hazard.
 - (1) Officers shall:
 - (a) Remain at a safe distance upwind of the hazard.
 - (b) Notify the Communications Center of the scope of the incident reporting injury information; hazardous material information, if possible; safe approach routes for responding fire equipment.
 - (c) Request a supervisor to respond to the scene.

- (d) Secure a perimeter and establish traffic control around the incident for vehicles and pedestrians.
- b) The supervisor shall:
 - (1) Determine if a command post should be established.
 - (2) Ensure the Patrol Lieutenant, or the Duty Lieutenant; and the Chief of Police are notified of the incident.
 - (3) Ensure sufficient personnel at the scene to handle crowd control.
 - (4) Coordinate police activities with other responding agencies arriving at the scene.
 - (5) Ensure that the appropriate special unit personnel necessary to investigate the incident are notified to respond.

4. **Civil Disturbances**

- a) Responding officers shall:
 - (1) Observe the situation from a safe distance to determine if the crowd is peaceful or potentially violent.
 - (2) Attempt to identify the leader of the group.
 - (3) Maintain communications with the Communications Center providing information on the size of the crowd; the area involved; the mood of the crowd; damaged property; and any weapons involved.
 - (4) If necessary, direct responding officers to detour traffic away from the area of the disturbance.
 - (5) Request the supervisor to respond to the scene.
- b) Supervisors shall:
 - (1) Assess the situation and determine if existing resources can handle the incident.
 - (2) Contact the Patrol Lieutenant or the Duty Lieutenant and confer with him/her on manpower needs.

- (3) If necessary establish a command post.
 - (4) Notify the Communications Center of the location of the command post.
 - (5) Advise all personnel that all radio traffic from the incident scene will be over an assigned Delaware County emergency tactical channel.
- c) The Patrol Lieutenant or the Duty Lieutenant shall:
- (1) Determine the manpower needs to handle the incident.
 - (a) If additional manpower is needed advise the Communications Center to request the activation of the Delaware County Response Team.
 - (b) Activate the Haverford Township Special Response Team and the Incident Command officers.
 - (c) Establish a command post.
 - (2) Act as the Incident Commander until relieved.
 - (3) Request the Information Assistant to recall off-duty officers back to the police station, if necessary.
 - (4) Ensure the Chief of Police is notified.

5. Mass arrests

- a) In the event that the numbers of persons arrested exceed the holding capacity of the Departments holding cells a Supervisor shall contact surrounding police departments to arrange for detainees to be held until space is available.
- b) Supervisors shall attempt to ensure that all detainees to be transported to another jurisdiction for detention are processed via Live Scan and CPIN before being transported.
- c) Supervisors shall ensure that procedures outlined in Directive 2.5.1 Prisoner Transport, 3.1.1 Cells and Temporary Holding; 3.1.9 Detainee Intake, Release and Medical Care and 3.5.2 Evidence Control are followed when processing mass detainees.

(PLEAC 2.2.3)

6. **Weather Emergencies**

a) Responding officers shall:

- (1) Assess areas where conditions are deteriorating and keep the Communications Center informed of these conditions.
- (2) Notify the supervisor of situations that are hazardous to citizens.
- (3) Notify the supervisor of situations where there is a potential for serious property damage, or areas that have experienced this damage.
- (4) Notify the supervisor and the Communications Center of any life threatening conditions requiring immediate intervention.

b) Supervisors shall:

- (1) Determine the nature and extend of the emergency and contact the Patrol Lieutenant, or the Duty Lieutenant.
- (2) Implement actions to reduce the potential for additional injuries or property damage by closing roads or hazardous areas of the Township to traffic and pedestrians.
- (3) Have the Information Assistant contact the Public Works Director for assistance from township public works employees.
- (4) In the event of a severe weather emergency, establish a command post and contact Incident Command personnel to respond.
- (5) Act as the Incident Commander until relieved.

c) The Patrol Lieutenant or the Duty Lieutenant shall:

- (1) Respond to the command post and assume incident command until relieved.
- (2) Coordinate plans with other agencies for the evacuation and housing of evacuees.

- (3) Provide police assistance to emergency medical services for the treatment and transportation of the injured.
- (4) Notify the Township Emergency Management Director to respond to the command post.
- (5) Establish a media information liaison.
- (6) Assign officers to assist in documenting the damage and destruction.

(PLEAC 2.2.1)

D. Critical Incident Team Activation Procedures

1. **Special Response Team**

- a) The Special Response Team is a specialized unit with specialized equipment that is comprised of officers assigned to handle incidents that have a high potential for the use of deadly force such as, but not limited to, barricaded persons, hostage situations, or high risk warrant services.
- b) Since this team is a part time function comprised of officers assigned to various department units the following call-back procedures shall be used when necessary.
 - (1) The Patrol Supervisor shall assess the situation and be responsible for the notification of the appropriate personnel to respond to the scene.
 - (2) The Patrol Supervisor shall notify the Duty Commander of the need to activate the personnel of the Special Response Team.
 - (3) The Patrol Supervisor shall notify the Special Response Team Commander and apprise him/her of the situation.
 - (4) The Special Response Team Commander shall be responsible for determining the necessary personnel to respond to duty to handle the incident. The SRT Commander may notify the appropriate Team Leaders to assist him making notifications if required.
 - (5) Patrol Supervisors shall ensure that the scene is secure and establish a secure perimeter around the

location of the incident. Evacuations of homes or businesses may also be necessary.

- (6) The Duty Commander shall be responsible for the notification of other necessary personnel, such as detectives or crisis negotiators, to respond back to duty to assist in the handling of the incident.
- (7) The Duty Commander shall notify the Chief of Police of the activation of this team and the circumstances of the activation.
- (8) High risk warrant services usually can be preplanned. Whenever possible the preplanning shall include Detective Division personnel, Special Operations Unit personnel and Patrol Division personnel to ensure adequate police personnel to handle the warrant service.

2. **Crisis Negotiations Team**

- a) The Crisis Negotiations Team is a specialized unit of trained officers used to communicate with people who are threatening violence; domestic or workplace, suicide or terrorism. These people may be a lone or multiple barricaded subject(s) or hostage-taker(s).
- b) This team is also a part time function and comprised of officers assigned to the various units of the department.
- c) The activation of personnel assigned to this team shall be at the direction of the Duty Commander, the Detective Division Commander or the Chief of Police.

(PLEAC 2.2.2)

E. Delaware County Major Incident Response Team (MIRT) Activation Procedure

1. **Delaware County Major Incident Response Team (MIRT)**

- a) This team is a county trained crowd control and Homeland Security response team comprised of officers from all Delaware County police departments.
- b) This is a part time function of officers assigned to the various units of the department. The following procedure shall be followed when it becomes necessary to activate this team.

- (1) Request for Assistance Outside Haverford Township.
 - (a) The Patrol Supervisor will receive notification of the activation of this team from the Delaware County Communications Center (DelCom).
 - (b) The Patrol Supervisor shall notify the Duty Commander and SRT Commander of this request for officers.
 - (c) The SRT Commander shall assess with the Duty Commander the manpower status of the township to determine if on duty MIRT officers can be permitted to respond to the request.
 - (i) In the event that there are no trained officers on duty or manpower needs will not permit on duty officers to respond, the SRT Commander or his representative shall recall off duty MIRT officers to respond to the request.
 - (d) The SRT Commander or his representative shall notify the Delaware County Communications Center of the number of officers being sent to the incident and the estimated time of arrival.
 - (e) The Duty Commander shall notify the Chief of Police of the activation of this team and the circumstances of the activation.
- (2) Request for Assistance Within Haverford Township.
 - (a) The Patrol Supervisor will identify a civil disturbance or Homeland Security incident within Haverford Township that he/she recognizes requires more manpower than available through normal call-out procedures.
 - (b) The Patrol Supervisor shall notify the Duty Commander of this incident and need for additional officers.

- (c) The Duty Commander shall review the request and if appropriate notify DelCom of the incident and request to activate the MIRT for additional manpower support.
- (d) This request shall include:
 - (i) Type of incident; *and*
 - (ii) Location of incident; *and*
 - (iii) Location of command post; *and*
 - (iv) Location of rally point for arriving officers; *and*
 - (v) If known, approximate number of officers needed.
- (e) The Duty commander shall also notify the SRT Commander of the activation of MIRT for assistance with command and control of the specialized unit.
- (f) The Duty Commander shall notify the Deputy Chief and Chief of Police of the incident and MIRT activation.

F. Pre-Planned Events / Incidents

1. In the event of a pre-planned event or incident involving a credible threat, a risk assessment form shall be completed by the officer and reviewed by a supervisor. See appendix 1.
(PLEAC 2.2.4a)
2. A written pre-plan shall be completed. See appendix 2.
(PLEAC 2.2.4b)
3. A briefing for all involved shall be conducted including a review of any risk assessment or written pre-plan.
(PLEAC 2.2.4c)
4. All officers on duty at the event shall wear or have accessible ballistic vests in compliance with Directive 2.1.3 Body Armor.
(PLEAC 2.2.4d)

5. A de-briefing shall be conducted after the event.
(PLEAC 2.2.4e)

G. Assistance

1. Supervisors are reminded that when there is a question as to the need for specialized personnel at an incident or whom to notify, they should contact the Duty Commander for assistance.

BY ORDER OF THE CHIEF OF POLICE

See Appendix 1 on Next Page

Appendix 1

| | | | |
|--|-----------------------------------|----------|--|
| HAVERFORD TOWNSHIP POLICE | | | |
| THREAT ASSESSMENT FOR WARRANT SERVICE | | | |
| Date: | Service #: | Officer: | |
| Search Warrant <input type="checkbox"/> | Buy Bust <input type="checkbox"/> | | |

Search Warrant Location:

Target Name:

DOB

| I. Suspect Assessment | Yes | No | Unknown | Points |
|--|-----|----|---------|--------|
| A. Known to use or propensity for violence: | | | | |
| 1. Homicide | | | | |
| 2. Armed Robbery | | | | |
| 3. Assault | | | | |
| 4. Resisting Arrest** | | | | |
| 5. Assault on Peace Officer** | | | | |
| ROBERRY | | | | |
| B. Is suspect on parole? | | | | |
| C. Is suspect on probation? | | | | |
| D. Is suspect a drug abuser? | | | | |
| If yes, what type(s)? | | | | |
| E. Is suspect an alcohol abuser? | | | | |
| If yes, does suspect have a history of violence while intoxicated? | | | | |
| F. Is suspect mentally unstable? | | | | |
| If yes, describe condition: | | | | |
| From where was this info obtained? | | | | |
| G. Does suspect have military/police background?*** | | | | |
| If yes, describe branch of service/department, length of service, specialties, etc. | | | | |
| H. Is the suspect currently/historically associated with an organization which is known or suspected of violent criminal | | | | |
| If yes, what group or organization? | | | | |
| Can the organization be classified as: | | | | |
| 1. Paramilitary | | | | |
| 2. Terrorist | | | | |
| 3. Religious Extremist | | | | |
| 4. Gang | | | | |
| 5. Other: | | | | |
| Total from "Suspect Assessment" | | | | |
| "Yes" = 2 points "No" = 0 points "Unknown" = 1 Point | | | | |
| * If "Yes" MANDATORY activation of SRT, If "Unknown" 10 points ** If "Yes" or "Unknown", double the point value | | | | |
| II. Offense Assessment | Yes | No | Unknown | Points |

| | | | | |
|--|------------|-----------|----------------|---------------|
| A. Is the offense a felony? <i>If yes, list the offense:</i> | | | | |
| B. Is the offense a violent felony? | | | | |
| C. Was a weapon used in the commission of the offense? | | | | |
| D. Were victims injured during the commission of the offense? | | | | |
| E. Was/were an officer(s) injured during the commission of the offense? | | | | |
| Total from "Offense Assessment" | | | | |
| III. Weapon Assessment | | | | |
| | Yes | No | Unknown | Points |
| A. Is suspect known or believed to possess: | | | | |
| 1. Rifle - Semi-auto or bolt/lever action | | | | |
| 2. Rifle - full-auto* | | | | |
| 3. Shotgun | | | | |
| 4. Handgun | | | | |
| 5. Explosives* | | | | |
| 6. Knives | | | | |
| 7. Other: | | | | |
| type: | | | | |
| Total from "Weapon Assessment" | | | | |
| IV. Site Assessment | | | | |
| | Yes | No | Unknown | Points |
| A. Are there geographic barriers or considerations? <i>If "yes", describe:</i> | | | | |
| <i>(may include upstairs apartments or rooms, terrain features, etc.)</i> | | | | |
| B. Is the site fortified?*** <i>If "yes", describe:</i> | | | | |
| <i>(may include barricaded doors/windows, burglar bars, etc.)</i> | | | | |
| C. Does the site have counter surveillance personnel or monitoring devices? <i>If "yes", describe:</i> | | | | |
| F. Are <u>ARMED</u> counter surveillance personnel present?* | | | | |
| D. Are there more than 4 adults present at the site? | | | | |
| E. Are there children, elderly persons, or handicapped persons present at the site? <i>If "yes", describe:</i> | | | | |
| Total from "Site Assessment" | | | | |
| "Yes" = 2 points "No" = 0 points "Unknown" = 1 Point | | | | |
| * If "Yes" MANDATORY activation of SRT, If "Unknown" 10 points ** If "Yes" or "Unknown", double the point value | | | | |

| | | | | |
|---------------------------|-------------------|------------------|--------------------|---------------|
| V. Time Assessment | <12 hrs | 12-24 hrs | >24 hrs. | Points |
|---------------------------|-------------------|------------------|--------------------|---------------|

| | | | | |
|--|-------------------------------------|--|--|--|
| Time allowed for operational planning: | | | | |
| | Total from "Time Assessment" | | | |
| "Less than 12 hours" = 4 points "12-24 hours" = 2 points "Greater than 24 hours" = 0 Point | | | | |
| <i>* If "Yes" MANDATORY activation of SRT. If "Unknown" 10 points ** If "Yes" or "Unknown", double the point value</i> | | | | |

| Threat Assessment Score | | |
|--|--|--|
| 1-16 Points = SRT Optional | | Total from "Suspect Assessment" |
| 17-24 Points = Consult SRT Commander | | Total from "Offense Assessment" |
| 25+ Points = Mandatory SRT Activation | | Total from "Weapon Assessment" |
| SRT Not Activated <input type="checkbox"/> | | Total from "Site Assessment" |
| SRT Commander Consulted <input type="checkbox"/> | | Total from "Time Assessment" |
| SRT Activated <input type="checkbox"/> | | Overall Total |

Investigating Officer Signature: _____ ID # _____ Date: _____

Officer's Supervisor Signature: _____ ID # _____ Date: _____

SRT Commander's Signature: _____ ID # _____ Date: _____

*All Search Warrants **MUST** have a "Threat Assessment" completed prior to service of the warrant unless exigent circumstances exist for immediate service. Any pre-planned operation involving a Felony Arrest Warrant **SHOULD** have a "Threat Assessment" completed prior to warrant service IF POSSIBLE. Copies of ALL completed "Threat Assessments" SHALL be given to and reviewed by the SRT Commander or his designee within 24 hours of warrant service. Copies should include the actual warrant (or hit confirmation), CCH on the suspect and any other pertinent information used in completing the "Threat Assessment" for that case.*

Appendix 2



Haverford Township Police Department

Operational Plan

CASE#: _____ OFFICER: _____
TYPE OF OPERATION: _____ DATE: _____
DRUG TYPE: _____
CHANNEL: _____
LOCATION: _____

SUSPECTS/TARGETS

| NAME | VEHICLE |
|------|---------|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |
| 5 | 5 |
| 6 | 6 |

LOCATIONS
DESCRIPTION/ADDRESS

1. _____
2. _____
3. _____

SPECIAL PROBLEMS
WEAPONS

VIOLENCE

COUNTER-SURVEILLANCE

CRIMINAL BACKGROUND

MISSION

DIAGRAM

Notes:

PREPARED BY:

REVIEWED BY:

OPERATIONAL PLAN CHECK LIST

- TACTICS/THREA ASSESMENT/SRT
- SURVEILLANCE
- WARRANT/CASE FILE
- EVIDENCE BIN/BAGS/GLOVES
- FLASHLIGHT/RADIOS/CAMERA
- BREACHING TOOLS (RAM/HALLIGAN/BOLT CUTTERS)
- NOTIFY DELCOM/PATROL/COMMAND
- BRIEFING/REVIEW ASSIGNMENTS
- SEARCH WARRANT/ARREST WARRANT SIGNED
- TACTICAL VESTS/LONG GUNS/LESS LETHAL
- QUESTIONS