

WEST PALM BEACH POLICE DEPARTMENT

IV-18 UNUSUAL OCCURRENCE/EMERGENCY IMMOBILIZATION PLAN

EFFECTIVE: 01/01/2005

CALEA Standards: 46.1.1, 46.1.2, 46.1.6, 46.1.8

CFA Standards: 20.01, 20.02, 20.04

I. POLICY: The potential for an emergency to occur in West Palm Beach is ever present. Depending upon the nature of the emergency, rapid deployment of Police Officers may be essential to save lives, protect property and maintain order. This directive is designed to cover the following types of emergencies:

- A. Natural disasters (with the exception of hurricanes),
- B. Man-made disasters,
- C. Civil disturbances, and
- D. Accidents involving hazardous materials.

II. RESPONSIBILITY FOR SERVICES AND RESOURCES:

A. The Chief of Police or designee retains responsibility for planning, organizing, creating alert stages, activation of special task force and directing all law enforcement resources committed to an unusual occurrence operation within the jurisdiction. In an emergency, the hierarchy of command/key personnel designations will be as follows;

- 1. The Field Supervisor on duty when the emergency begins,
- 2. The Shift Commander on duty when notified of the emergency,
- 3. The Patrol District Commander,
- 4. The Uniform Services Bureau Commander, or
- 5. In the absence of the Patrol District Commander or Field Operations Bureau Commander, a commander designated by the Chief of Police.

B. The Field Operations Bureau Commander will be the principal advisor of unusual occurrences to the Chief of Police. The Field Operations Bureau Commander will act as an expeditor of resources during an emergency situation. The Bureau Commander will coordinate the emergency plans contents with all affected agencies, and will provide situation maps of areas affected by the unusual occurrence.

C. The Florida Department of Law Enforcement (FDLE) will have responsibility for the coordination of Federal, State and local law enforcement resources during a civil disorder, pursuant to Florida State Statute.

III. PROCEDURE:

A. A Shift Commander or above may take emergency action to provide manpower to resolve the situation. Such emergency action may include ordering on-duty personnel to remain on duty beyond their normal ending time and/or ordering the mobilization of off-duty personnel.

- 1. Mobilization of any division should be authorized at the highest point possible in the chain of command.
- 2. Officers who are called-in will be the responsibility of the Patrol District Commander in coordination with the Field Operations Bureau Commander or a designee.

B. The Patrol District Commander or a designee will provide officers with the following information:

- 1. Nature of the emergency event.

2. Assembly instructions. If not otherwise instructed, officers will report to the briefing room.
3. The name of the officer in command at the emergency event.
4. Any special equipment needed or uniform.
5. Any areas of the City which should be avoided in transit.

C. The Support Operations Bureau Commander will oversee all matters relating to the Police Administration Complex, building security, and the continued functioning of the various police support functions.

1. The Building Facility Supervisor and crew will be called in to ensure the continued operation of the complex.
2. Police Officers may be assigned to the complex for security.

D. The Dispatch Operations Supervisor will designate one radio frequency for communications by all units participating in the situation and if necessary:

1. Notify command personnel as directed by the shift commander.
2. Inform complainants the Police Department is presently only available to respond to critical service requests.
3. Dispatch other calls for service when units become available.
4. Notify the following emergency management agencies and personnel that their assistance may be required:
 - a. Public Works,
 - b. Florida Power and Light,
 - c. Blood Bank,
 - d. Hospital,
 - e. Red Cross, and
 - f. Any other agencies as needed.

E. A command post will be established in a secure area out of the hazard area and out of direct sight of the suspect to provide flexibility of movement for arriving units.

1. The command post will be the center of communication for the operation.
2. Establish an inner perimeter and outer perimeter and traffic control points as necessary;
 - a. The inner perimeter should be sufficiently large to prevent an immediate danger to anyone, but small as possible to ensure control of the area.
 - b. The outer perimeter will prohibit unauthorized vehicular and pedestrian traffic from reaching the inner perimeter. The outer perimeter should be positioned in a manner to afford protection and safety to anyone outside the perimeter.

F. The Support Operations Bureau Commander or a designee will be responsible for:

1. The emergency requisition of required supplies and equipment,

2. Providing necessary vehicle and equipment repairs,
3. Arranging for fueling of vehicles, and
4. Arranging for distribution of stocked inventory or equipment, which is inspected monthly for operational readiness, as required:
 - a. Pepper spray,
 - b. Boots,
 - c. Helmets, and
 - d. Any other available equipment which would be useful.

G. Depending on the circumstances, Department vehicles in the area of the incident will be manned by a minimum of two officers, if possible.

H. A staging area for the news media will be established in a safe location. The Public Information Officer (PIO) or a designee will release only information which is approved by the Command Staff present to control misinformation and rumors and to educate the public, such as:

1. Areas to avoid;
2. Evacuation instructions;
3. Location of shelters; and
4. Any news which would assist the public in making decisions regarding the incident.

I. Casualty figures should only be released if there is a tactical necessity at the time of release or the situation is fully controlled and exact numbers are known.

1. Names and specific information will be released in accordance with the Public Information policy.

IV. MASS ARREST AND PRISONER TRANSPORTATION:

A. During an emergency situation which may surround an activity or event when large numbers of arrests are anticipated, the Supervisor in charge of personnel affecting the arrest, unless otherwise directed, will notify the Palm Beach County Sheriff's Department for assistance and the use of their mobile booking facility.

1. The arresting officer(s) will transport the arrestee to the designated location where they will be processed and released or transported to the county jail.
2. Whenever possible, prisoners will be secured with plastic cuffs tagged with the arresting officer's I.D. number and the case number.
3. The arresting officer is responsible for the prisoner's property and all paperwork associated with the arrest.

B. The Criminal Investigations Division Commander or a designee will coordinate the interviews of those arrested, if needed.

C. Any medical attention required by prisoners will be arranged by the transporting officer and will follow the Prisoner Processing Policy.

D. Juvenile offenders will be segregated from the adult population and processed through normal juvenile channels.

V. AFTER THE INCIDENT/ACTION:

A. De-escalation procedures:

1. Maintain police presence for control crowd control, if necessary, and monitor the situation.
2. Coordinate activities with all involved agencies (other law enforcement agencies, Fire Department, etc.);
3. Direct traffic;
4. Assist stranded persons;
5. Assist in evacuation, if necessary;
6. Reopen the area which had be closed of evacuated; and
7. Survey and inspect the area for damage and casualties.

B. An After Action Report will be prepared by the Field Operations Bureau Commander after any large scale man-made or natural disaster.

1. The After Action Report will be reviewed by the Chief of Police and a copy will be forwarded to the Staff Services Training Sergeant for review.

C. The Training Sergeant will determine if there are training issues that need to be addressed, and

1. If a training issue does arise, the Training Sergeant will conduct training in-services, rehearsals or arrange for outside training for members.

VI. REFERENCE:

- SOP # III-2 Arrestee Transportation.
- SOP # III-3 Prisoner Processing/Temporary Holding Facility.
- SOP # IV-16 Hurricane Preparedness Procedure.
- SOP # IV-26 Hostage Negotiation Procedure.

Delsa R. Bush, Chief of Police

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Job Title Task Files: A/C Field Operations, A/C Support Operations, Patrol Sgt., Shift Commander, SWAT Team, Explosive Ordnance Technician