

	BRIDGEPORT POLICE DEPARTMENT	Distribution	General Order Number
	POLICY AND PROCEDURE GENERAL ORDER	ALL PERSONNEL	<b>7.03</b>
		Original Issue Date	Reissue/Effective Date
		2/18/20	9/15/23
Order Title:  <b>RESPONSE TO UNUSUAL OCCURRENCES</b>		Accreditation Standard: POSTC: 1.5.14, 2.4.10, 3.3.18, 3.5.13, 3.3.27, 3.3.28, 3.4.14, 3.3.33	Section  7
		Section Title SPECIAL OPERATIONS	
Rescinds: 3.6.3		<b>Roderick Porter, Chief of Police</b>	

*This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting*

## I. PURPOSE:

The purpose of this policy is to provide guidelines for the Bridgeport Police Department personnel regarding the response to unusual occurrences including, but not limited to, natural and man-made disasters and civil disturbances, and the mobilization of personnel required to handle the situation and assignment of special duties related to the incident.

## II. POLICY:

It is the policy of the Bridgeport Police Department to respond to critical incidents using this All Hazard Plan, which follows the Incident Command System protocols. The Professional Standards Commander is responsible for assisting the Chief of Police in planning a response to critical incidents, maintaining and reviewing the All Hazards Plan and the Community Emergency Management Plan (CEMP), and assuring that the plans are accessible to Command Staff. The Department will formulate plans in coordination with any state or regional all-hazard plans.

## III. PROCEDURES:

### A. General

1. Unusual occurrences generally refers to:
  - a. Natural disasters;
  - b. Mass transportation accidents;
  - c. Accidents or incidents involving hazardous materials
  - d. Mass power outages;
  - e. Missing persons;

- f. Civil disturbances;
  - g. Civil defense emergencies
  - h. Search and Rescue Missions
  - i. Suicide in police custody
    - Notify Internal Affairs without delay
  - j. Attempted suicide in police custody
    - Notify Internal Affairs without delay
  - k. Death or serious physical injury of a person in police custody
    - Notify Internal Affairs without delay
  - l. Arrest/police action against of off duty officer
    - Notify Internal Affairs without delay
  - m. Any incident/occurrence deemed unusual under normal operations
    - Notify Internal Affairs without delay
- m. A copy of this policy shall be available in Emergency Communications Center and the Patrol Commander's office at all times.
- n. Dispatchers and supervisors shall periodically review the Unusual Occurrence Plans.
- o. Dispatchers will familiarize themselves with the following especially pertinent sections:
- a. Initial response
  - b. Call-in procedures
  - c. Phone numbers section

## **B. Initial Response**

1. Upon receiving a report of an unusual occurrence, officers will be assigned to investigate.
2. Upon arrival, officers shall:
  - a. Report to Supervisor; and
  - b. Advise as to the nature and extent of the problem.
3. Supervisors shall respond to the scene, evaluate the scene, and request additional resources as required.

## **C. Site Security**

1. Supervisors shall position officers, as needed, at the scene to establish crowd

and traffic control.

#### **D. Notification of Command Personnel**

1. The following commanders and officers shall be notified of any unusual occurrence:
  - a. Shift Commander
  - b. Area Commander
  - c. Deputy Chief(s)
  - d. Assistant Chief
  - e. Chief of Police

#### **E. Incident Command**

1. The Area Commander or designee will assume command during all unusual occurrences.
2. The Professional Standards Commander will have the responsibility of formulating the Department's response to unusual occurrences.
3. The Chief of Police or designee may, in certain situations, elect to have someone other than the highest ranking officer of Patrol command an unusual occurrence incident. This will usually occur because special circumstances make this alternate commander more suitable because of their knowledge, skill, and abilities. The Incident Commander, will identify additional personnel to coordinate Command functions which include the following:
  - a. Activating the Incident Command System (ICS)
  - b. Establishing a Command Post if not already established;
  - c. Notifying and mobilizing additional personnel;
  - d. Obtaining support from other agencies;
  - e. Establishing legal authority for mutual aid or orders to disperse
  - f. Maintaining a staging area;
  - g. Providing public information and maintaining media relations;
  - h. Maintaining the safety of all responder personnel; and
  - i. Preparing a documented after-action report
4. The Incident Commander may establish the following Command Functions as needed based on the size of the incident:
  - a. Operations Section
  - b. Planning/Intelligence Section
  - c. Logistics Section

- d. Finance and Administration Section
- 5. The Incident Commander will assign a Public Information Officer (PIO) to fulfill the following duties and reduce unsubstantiated rumors:
  - a. Establish a joint information center with other agencies, if needed;
  - b. Provide information that has been approved by the Incident Commander to the public using social media resources;
  - c. Establish media briefings as necessary and provide authorized information to the media; and
  - d. Monitor social media outlets to minimize rumors and false information.
- 6. The Incident Commander will assign personnel to reach out to community groups to provide information and provide positive community relations.
- 7. Establish resources to provide the following information:
  - a. Up to date situation map;
  - b. Updates on damage and casualties
- 8. Establish liaisons with local, regional, state, and federal agencies assisting in the event including but not limited to:
  - a. The Court and State's Attorney's office;
  - b. Emergency Operations Center;
  - c. Mayor's office;
  - d. CSP and regional municipal police; and
  - e. State Marshal's office
  - f. Corrections

**F. Call-in Procedure (Emergency Mobilization)**

- 1. The following procedure will be used to assemble the personnel necessary to handle an unusual occurrence:
  - a. On-duty personnel will be assigned, as needed;
  - b. Headquarters personnel will be assigned;
  - c. Oncoming patrol shift will be called in, as needed;
  - d. When appropriate, the unit integrity of individual agency personnel will be maintained through operation assignments.
  - e. In major cases, all department personnel will be called in. The Detective Bureau Commander will be notified and order in their

personnel. In their absence, the Shift Commander or his designee will ensure that department personnel are notified.

2. All officers called in shall:
  - a. Report for duty in uniform, unless otherwise directed;
  - b. Officers in plain clothes will wear their badges on their outer garment so they are reasonably identifiable as police officers or change into the uniform of the day;
  - c. Report to Police Headquarters (Primary Assembly Area); or
  - d. Report to a designated location (Secondary Assembly Area) if directed to do so.
3. The Professional Standards Commander shall ensure that emergency mobilization procedures are reviewed and updated on an annual basis or more often if necessary.

#### **G. Command Posts**

1. Primary Command Center: Emergency Operations Center will be the primary police command post, using available facilities. Other facilities may be designated based on conditions at the time.
2. Field Command Post: A vehicle designated as the Mobile Command Post, a police cruiser or a nearby building may be used as field command posts dependent upon the circumstances, and the recommendation of the Commanding Officer of the operation. Access to any such command post should be restricted to essential personnel only and the command post should be secured by roping it off with "Police Line - Do Not Cross" tape.
3. Communications: Standard operating procedures and equipment (including mobile and portable radio units) will be utilized and will be augmented, as necessary, by emergency equipment requested through the State Police and/or National Guard and/or private contractors.

#### **H. Public Facility Security**

1. A fixed security post may be established at any public building or essential service facility. Emergency facilities set up for displaced persons or aid stations will also require security.

#### **I. De-Escalation Procedures**

In general, de-escalation procedures refer to the manner in which the Department deals with adverse conditions that are created by the unusual occurrence. It is important for the Incident Commander and his staff to require the Planning Section to include planning for de-escalation procedures as the incident is brought under control and resources can be dismissed.

1. Civil Disturbances

- a. Seal off the area,
- b. Provide manpower to disperse crowds,
- c. Control and disperse crowds,
- d. Implement mass arrest plan.

2. Flooded Area

- a. Assist in removing people who are stranded,
- b. Detour traffic around flooded area,
- c. Assist in evacuation of areas threatened.

3. Major Property Damage/Power Outages

- a. Identify affected areas and level of severity,
- b. Transfer information to appropriate person or agency to assist in restoration process,
- c. Provide crowd and/or traffic control, as needed.

4. Mass Transportation Accident

- a. Isolate and secure the scene,
- b. Request fire and medical assistance,
- c. Assist in treating injured persons, if needed,
- d. Investigate and coordinate with other investigating agencies, if applicable.

**J. Special Equipment**

1. In special operations, a variety of equipment may be needed. Any equipment, building or facility owned or operated by the City of Bridgeport may be available during an emergency. Special equipment may also be available from:

- a. Connecticut State Police,
- b. State National Guard,
- c. Office of Emergency Management,
- d. State Department of Transportation.

2. Special equipment may include, but is not limited to:
  - a. Special purpose uniforms,
  - b. Emergency lighting (i.e., Bridgeport Fire Department),
  - c. Communications equipment
  - d. Photographic equipment or video equipment
  - e. Grid maps and street maps
  - f. Portable sanitation facilities,
  - g. Transportation (e.g., bus company or senior center transportation)
  - h. Variable Message Signs (VMS)

3. Inspection and Distribution

Equipment designated for use in special operations will be inspected each month by the division having possession or use of it on a daily basis. Distribution during special operations will be handled by personnel assigned to accomplish the task.

## **K. Special Assistance**

1. Transportation

- a. In cases where large numbers of people are involved, school buses or commercial buses may be requested from area businesses or the Greater Bridgeport Transit.

2. Mutual Aid

- a. Police assistance may be requested from any of the following agencies:
  - Stratford Police Department
  - Trumbull Police Department
  - Fairfield Police Department
  - Connecticut State Police,
  - Metro Transit Authority Police
- b. Bridgeport personnel will utilize the procedures outlined in the “Blue Plan” when seeking mutual aid resources.
- c. Personnel from outside police agencies will be under the command and control of the Commander in charge of the overall operation.

3. Medical Aid

a. Medical Assistance may be requested from the following agencies:

- Bridgeport Hospital
- St Vincent's Hospital
- American Medical Response
- Medic assigned to this geographical region

4. Military Aid

a. The Chief of Police or designee may request military assistance from the Office of the Governor to:

- Augment local police forces;
- Provide emergency communications;
- Provide transportation or other special equipment.
- Provide physical security duties at government facilities

5. Relief Agencies

a. The following agencies may be called to provide food, clothing and shelter for persons involved in or displaced by an unusual occurrence:

- American Red Cross
- Salvation Army

6. Liaison with Emergency Management Authorities

The Professional Standards Commander will have the responsibility of acting as the liaison for police matters, with the Emergency Management Director for the City of Bridgeport and ensuring that the plans for responding to unusual occurrences are reviewed and updated as needed.

**L. Special Operations Plans – Special Events**

1. The Professional Standards Commander is responsible for preparing Special Operations Plans for Special Events such as parades, community events, etc.
2. The Special Operations Plan will include the following elements. Additional elements may be necessary based on the specific event:



- a. Designation of a single person to coordinate or supervise the event;
- b. A written estimate of traffic, crowd control and crime problems for the individual event;
- c. Contingency plans for traffic direction and/or crowd control to include identification of emergency routes or detours if required;
- d. Parking accommodations or restrictions if required;
- e. Logistical requirements such as need for barricades or detour signs, radio channel or talk group to be used;
- f. Use of special operations personnel, if needed;
- g. Coordination requirements with other internal agencies or outside agencies
- h. A general description of the event; and
- i. Identification of personnel assigned to the event with their assignments and a general description of the duties associated with the assignment.
- j. Following completion of special events, the Event Commander will seek input from personnel working the event to determine if any changes in the Ops plan should be made for future events and prepare an After-Action Report.

### **M. Reporting Procedures**

1. In order to properly evaluate situations and plan for future events, accurate and complete investigation and reporting procedures are essential.
2. The Supervisor in charge may assign officers to assist with post occurrence duties (evidence collection, traffic control) dependent upon the nature of the occurrence. The supervisor or commander will also assure that all equipment used during the event is accounted for and brought back to a state of readiness before being returned to storage or reissued.
3. Reports must be filed by all persons involved in the incident, regarding duties performed and orders received and given.
4. The Commander, most directly affected by the incident, will review all reports and prepare a final report of the incidents. The report will be forwarded to the Chief of Police. The report should:
  - Summarize the incident,
  - Provide details of all persons or organizations involved,
  - Analyze procedures and equipment performance,
  - Recommend changes, if any, in procedure or equipment.

### **N. General Command Protocols**

1. Introduction

All Department officers are under the direct command of only one supervisor under the provisions of General Order 2.01. Whenever two or more officers of the same rank are on duty and supervising the same area of responsibility within the Department, the chain of command will be determined according to the time and rank in grade, except when otherwise designated by language of the Collective Bargaining Agreement. Time in grade for the rank of lieutenant and above is determined by the length of time within a rank as determined by the appointment date to that specific rank. All other ranks are determined by the date of hire. When more than one person is promoted on the same date, rank in grade is determined by the final score of that respective promotional exam. Such order of time and rank in grade shall be recorded in the Department's Personnel Roster and updated by the Office of the Chief of Police, as required.

2. Command Delegation Protocol

- a. Executive Command Staff: In the absence or incapacitation of the Chief of Police, command delegation shall thereafter follow the provisions outlined in General Order 2.01.
- b. Shift Supervisor: Refers to the Shift supervisor whose squad is assigned for that work shift as the primary scheduled shift.
- c. Special Detail or Assignment Command: In cases where special details or assignments are implemented, command authority shall be delegated in accordance with the provisions of the Plan or Special Order established for that event.
- d. Overlap Assignment Supervision: Shift Command shall include all personnel scheduled for a given shift, or a portion thereof, who will be assigned to general patrol operational activities in fulfillment of the patrol shift's responsibilities.

3. Lines of Authority Between Components

- a. Supervisors must occasionally give commands, orders, or direction to personnel who are outside of their normal chain of command. In such cases, the affected personnel shall obey and comply with any such commands, orders, or direction so long as they are legal.
- b. Supervisors, who for legitimate reasons issue such commands, orders, or direction to personnel outside their normal chain of command, shall make every reasonable attempt to inform the appropriate supervisor of the affected personnel as soon as practical.

4. Command Protocol - Routine Situations

- a. Control of Incident: At the scene of any police incident, the ranking officer, or senior officer of the same rank, shall assume command of the scene and operations, until relieved by a supervisor, or until the conclusion of the incident.
- b. Control of the Crime Scene: Typically, the senior officer present conducts crime scene supervision until the arrival of a supervisor. The senior officer shall have the authority to direct and oversee the protection and processing of a minor crime scene, unless relieved by a Supervisor or a Command Staff member.

5. Command Protocol – Major Incidents

- a. Single Command at Major Incidents: At “major incidents,” to which patrol officers initially respond, such as hostage/barricaded subject situations, crowd-control situations, or other large-scale emergencies, a patrol supervisor will be designated to assume and maintain immediate control. At such incidents, the following protocols shall apply:
  - (1) The first arriving officer, or designee, shall take control of the incident until the arrival of a supervisor.
  - (2) At such time, the designated patrol supervisor will maintain control of the incident, and take appropriate action for all non-tactical aspects, such as outer perimeter maintenance and/or traffic control.
  - (3) Overall control will be assumed by the Shift Commander, who upon arrival shall assume the duties and responsibilities as the Incident Commander of the entire event, until relieved by the Chief of Police or designee.
  - (4) Upon arrival, command of tactical aspects of the operation will be assumed by the Chief of Police or designee.
- b. An exception to the above includes incidents involving a police shooting/injury, which will be handled according to Department policy on Officer Involved Shooting Incidents.
- c. Unified Command – Incident Command System:
  - (1) The Bridgeport Police Department supports and uses the Incident Command System (ICS). The fundamental principle of ICS is that of “unified command” at certain large-scale incidents requiring multi-agency coordination. Most incidents, to which the Department responds, will not fall within the “unified command” ICS protocol.

- (2) The ICS system will be activated whenever it is anticipated that large numbers of personnel and equipment resources will be necessary to resolve an incident. On those occasions when a unified ICS is implemented, the Department's representative shall be the Chief of Police, or designee. The duties of this Incident Commander are to:
  - (a) Work with other agency commanders at the command post
  - (b) Identify "principal hazards" which concern law enforcement
  - (c) Determine priority of law enforcement hazards
  - (d) Ensure that legal responsibilities are not abdicated or ignored
  - (e) Develop overall law enforcement objectives
- (3) The duties of supervisors shall depend on the nature, extent, and severity of the incident. In most cases, their duties will be to develop and implement specific tactical plans in response to the ICS's stated objectives.
- (4) It is further stipulated that ultimate operational or tactical control will remain with the Incident Commander, unless relieved or delegated to another Supervisor. For operations initiated by units other than Patrol, the ranking on-duty supervisor of the specialized unit will assume control, until determined otherwise by the Chief of Police, or designee.
- (5) The Department's Professional Standards Commander will assure that agency personnel meet all training requirements and conduct a documented analysis of incidents and training effectiveness once every three years.

## **O. Mobile Command Post**

1. The Deputy Chief of Operations will designate an officer as the Vehicle Coordinator for the Mobile Command Post to maintain the Command Post and maintain a list of employees authorized to operate the vehicle. No vehicle will be added as a Command Post, nor will the Department take possession of any vehicles for this purpose without the written approval of the Chief of Police.

2. Authorization for use: Deputy Chief of Operations or his designee, in consultation with the Incident Commander, will authorize the use of the Command Post for operations based on best practices for the vehicle based on manufacturer's recommendations and the training program.
3. Circumstances for use: The Mobile Command Post may be utilized by authorized personnel for any pre-planned or emergency event where requested by the Incident Commander and can be used to centralize various response disciplines to ensure an efficient and effective public safety response. The vehicle may also be requested for training events in order to assure that patrol and special unit personnel oriented to the proper use and limitations of the vehicle.
4. Qualifications and training: The Vehicle Coordinator will maintain an orientation lesson plan for the Mobile Command Post. The lesson plan will include but is not limited to the following:
  - a. Special vehicle limitations;
  - b. The objectives for use of the vehicle;
  - c. Special concerns regarding operation of the vehicle, weight, turn radius, stopping distances, etc.;
  - d. Specific equipment and the use of such equipment maintained on the vehicle;
  - e. Any special licenses required to operate the vehicle.
5. Only those employees who have received the appropriate training and have been certified by the Vehicle Coordinator to operate the vehicle will operate the vehicle.
6. Special Equipment: The Vehicle Coordinator will maintain a list of all equipment contained on each vehicle and assure the list is maintained with the vehicle. The Vehicle Coordinator will complete a written quarterly inspection of the vehicle to assure the vehicle is maintained and all equipment is present and operational.
7. Maintenance and Care: The Vehicle Coordinator will conduct a monthly inspection of the vehicle to assure operational readiness. A preventive maintenance program will be followed for the vehicle to assure operational readiness and repairs and maintenance will be conducted by persons who are certified to work on the vehicle. The Vehicle Coordinator shall perform and document biannual inventory/inspection of the equipment.

**P. Search and Rescue Missions**

1. Any search operation undertaken by the Bridgeport Police Department will be conducted in conformance with the policies and procedures stated above.
2. Normally, rescue operations will be conducted by the Bridgeport Fire Department and the Police Department will play a support role.