



MAINE STATE POLICE GENERAL ORDER

E-97

SUBJECT: MAINE STATE POLICE INCIDENT MANAGEMENT ASSISTANCE TEAM

EFFECTIVE DATE: 08.01.2020

EXPIRATION DATE: 08.01.2027

RECENT HISTORY: AMENDED (08.01.2020); AMENDED (12.11.2015); AMENDMENT (02.10.2015); AMENDED (09.18.2014); NEW

DISTRIBUTION CODE: 2 (MAY BE PUBLICLY DISCLOSED)

APPLICABILITY CODE: C, S, Z

SIGNATURE OF COLONEL:

I. PURPOSE

1. The purpose of this General Order is to establish the Incident Management Assistance Team ("Team").

II. POLICY

1. The Maine State Police believes that the successful outcome and effective management of any incident is largely dependent upon interagency cooperation and appropriately trained and equipped personnel. The policy of this Bureau is to provide a team of trained personnel and associated technical resources to support an Incident Commander at the scene of incidents. The formation and training of the Incident Management Assistance Team is directed toward that end.

- *NOTE: Participation on a Maine State Police specialty team is contingent upon a team members' satisfactory performance in their primary duty assignment. Participation on a specialty team is a privilege, not a right, and by accepting an assignment to a specialty team, a member of the Maine State Police waives any and all future claim of right to any benefit conferred upon the member by virtue of his or her participation on the team.*

III. DEFINITIONS

1. For the purposes of this General Order, the terms included in this section are defined as follows, unless otherwise indicated in the order.
 - A. Command post. "Command post" means the location from which planning and operational decisions are made regarding the management of, e.g., an incident or a high-risk incident.
 - B. Incident. "Incident" means a major event that is significant due to its size, nature, complexity, anticipated duration, or large number of persons or emergency responders that are present at the event. An incident may involve one or more additional specialty teams or agencies, be planned or unplanned, and may involve the dedication of significant assets, resources, or the staging and/or deployment of more than six officers or one or more specialty teams.
 - C. Incident Commander. "Incident Commander" means the person responsible for the management of, e.g., an incident or a high-risk incident.

IV. PROCEDURE

1. TEAM DUTIES
 - A. The Team shall respond to incidents when directed to do so by the Team Commander, after he or she has determined the request is appropriate.
 - B. The Team shall assist an Incident Commander by helping to manage incident command structure, a command and control platform, communications capabilities, and other technical resources, as necessary, as well as by providing technical resources, including, but not limited to, resource procurement and tracking, tactical mapping, serving as a liaison with federal and state agencies as needed, operational planning, and logistical support.
 - C. The Team Commander shall assign and direct Team personnel and resources at incidents, as needed.
 - D. Team activities at an incident shall be conducted in accordance with guidelines and training authorized by the Team Commander.

- E. The Team may not take over operational or Incident Commander duties unless such duties are ceded to the Team or exigent circumstances exist requiring that the Team take over such duties.

NOTE: For the purposes of this General Order, if the Team Commander is unable to exercise any authority vested by this order in the Team Commander due, e.g., to absence or the inability to respond to the scene of an incident, then such authority vests in the Assistant Commander. If the Assistant Commander is unable to exercise such authority, then such authority vests with the Team Commander's designee.

2. TEAM STRUCTURE

- A. The Colonel of the Maine State Police shall designate a Team Commander.
- B. The Team Commander may designate an Assistant Commander.
- C. The Team shall be comprised of a sufficient number of members and communications personnel, as approved by the Colonel to be appropriate.

3. TEAM COMMANDER RESPONSIBILITIES

- A. The Team Commander must create a summary of each deployment within ten days after each Team response, and provide a copy to the Special Services Lieutenant upon request.

1. The summary must include the following:

- a. The bureau incident number assigned to the incident, as well as the date, time, location, and duration of the incident;
- b. The bureau unit or agency that requested the Team activation;
- c. A synopsis of the incident;
- d. The names of the Team members who responded to the incident; and
- e. Recommendations derived from post-incident critique and debriefing regarding the incident

2. The Team Commander shall maintain a file of incident summary reports as a resource for:

- a. Assessment of Team staffing and geographic deployment;
- b. Assessment of Team training needs; and
- c. Development of training scenarios for Team and other bureau in-service training.

4. TEAM MEMBERSHIP

A. SELECTION

1. When a vacancy on the Team exists, the Special Services Lieutenant, or his or her designee, shall notify all sworn Maine State Police officers of the opening.
 - a. An officer interested in joining the Team shall forward a written request through the officer's commanding officer to the Special Services Lieutenant, or his or her designee. The officer's commanding officer shall forward with the written request a recommendation and copies of the officer's performance evaluations for the most recent rating period.
2. Consideration in the final selection to the Team shall be based on:
 - a. A candidate's time in service and/or related experience;
 - (1) A candidate must have completed one year of service from graduation of the Recruit Training Troop. Exceptions will be handled on a case-by-case basis for new members that were certified as a law enforcement officer and were, or are currently certified in, or assigned to a related law enforcement specialty;
 - b. Having met or exceeded expectations on the most recent performance evaluation;
 - c. A willingness to make a minimum commitment of three (3) years to the Team;
 - d. The recommendation of the commanding officer of a candidate;
 - e. The geographic location of the candidate's residence;
 - f. The operational needs of the Maine State Police; and
 - g. The approval of the Special Services Major.
3. Each interested officer must successfully complete the following:
 - a. Any additional skills testing, interviews, or evaluations specified by the Special Services Lieutenant, or his or her designee.

4. Any officer selected to join the Team shall be a probationary member of the Team for one (1) year. At the end of the period, the Team Commander shall make a recommendation to the Special Services Lieutenant as to whether the officer should become a permanent member of the Team. The Special Services Lieutenant, under the direction of the Special Services Major, shall determine whether the officer will become a permanent member of the Team based on the Team Commander's recommendation and any other information the Special Services Lieutenant thinks relevant to the determination.

5. RETENTION OF TEAM MEMBERSHIP

A. A Team member must:

1. Have had an overall 'meets' or 'exceeds' rating in the member's two most recent performance evaluations;
2. Be able to communicate effectively;
3. Be willing to work as a member of a Team;
4. Be willing and satisfactorily able to work under stressful conditions;
5. Be willing to participate in training programs, as directed by the Team Commander; and
6. Be proficient with Team equipment and software.

- B. The Team Commander may remove a member of the Team when the member fails to meet the requirements under paragraph (A), or for any reason that renders the member incapable of performing Team functions.

6. TEAM TRAINING

- A. Team members shall receive initial training as directed by the Team Commander.
- B. The Team Commander shall determine the scope and course content of in-service training.
- C. Team members shall attend all required training sessions, unless excused by the Team Commander.
- D. Required annual training shall consist of a minimum of eight training days per year, including two three (3) day training sessions, and at least two (2) other single training days, as determined by the Team Commander. The Team shall train with the Maine State Police specialty teams and other federal, state, county, and municipal agencies to promote coordination, cooperation, capabilities, and techniques.

- E. The Team Commander shall maintain a training file for each Team member.

7. TEAM EQUIPMENT

- A. The Team Commander shall endeavor to ensure that the Team has the necessary equipment to effectively and efficiently respond to incidents.

8. TEAM ACTIVATION

- A. Requests from within the bureau for Team activation

- 1. A commissioned officer of the Maine State Police may request activation of the Team for an incident. Either the Troop Commander whose Troop has jurisdiction over the incident or Maine State Police Officer of the Day shall be immediately advised that the request has been made.
- 2. All requests for Team activation or Team resources shall be directed to the Team Commander.
- 3. The Team may respond to such requests, as approved by the Team Commander.

- B. Requests from other agencies for Team activation

- 1. The Team may respond to assist other agencies at incidents, as approved by the Team Commander.
- 2. Requests for Team assistance must be made by the person in charge of the federal, state, county, or municipal agency that has management authority over the incident to which the Team is being requested to respond.
 - a. When the Team is committed to assist another agency, the Team Commander shall direct and coordinate the efforts of the Team. Team members shall only take orders and direction from the Team Commander or from a member of the Maine State Police Command Staff.

- C. Requests for Team activation may be made through the RCC.

- 1. If, after receiving notice from the RCC that the activation of the Team has been requested, the Team Commander decides to commit the Team, the Team Commander shall request that the RCC notify the Team members and advise the Majors, the Special Services Lieutenant, the Officer of the

Day, the Troop Commander of the Troop in which the incident is located, and the bureau Chaplain.

2. The Team Commander shall ensure that each RCC has a Team roster that is current.
3. Upon arrival at the scene, the Team member(s) shall report to the Team Commander.

9. TEAM DEACTIVATION

A. At the conclusion of a deployment, Team members:

1. Shall meet promptly to critique the Team's participation in the incident;
2. Shall *not* be assigned post-incident duties such as scene protection, scene processing, or interviewing, unless first released from Team responsibilities; and
3. Shall assist in expediting the process of securing and departing from the scene of an incident.

NOTICE

THIS GENERAL ORDER IS FOR USE OF THE MAINE STATE POLICE AND NOT FOR ANY OTHER AGENCY. THE GENERAL ORDER IS NOT INTENDED TO BE RELIED UPON BY ANY OTHER INDIVIDUAL OR PRIVATE OR PUBLIC AGENCY. THE GENERAL ORDER EXPRESSLY DOES NOT CREATE, AND IS NOT INTENDED TO CREATE, A HIGHER LEGAL STANDARD OF SAFETY OR CARE IN AN EVIDENTIARY SENSE WITH RESPECT TO THIRD-PARTY CLAIMS. VIOLATIONS OF THIS ORDER ONLY MAY FORM THE BASIS FOR ADMINISTRATIVE SANCTIONS BY THE MAINE STATE POLICE.