

Pasco Police Department Policy Manual

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| CRITICAL INCIDENTS & SPECIAL OPERATIONS | Chapter No. 46 |
| Effective Date: 04/01/2018 | Reference: SWAT Procedures Manual |
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46.1.1 PLANNING RESPONSIBILITY

The City of Pasco has adopted the [Franklin County Comprehensive Emergency Management Plan](#) (FCCEMP). Franklin County Emergency Management (FCEM) is responsible for the City's disaster planning and preparedness. The FCCEMP serves as a guide for action in such cases.

The Deputy Chief and Field Operations Captain shall be responsible for the planning, review, and organizational readiness concerning law enforcement functions related to critical incidents.

The Field Operations Captain, or highest-ranking officer in their absence, will be designated as the Incident Commander.

46.1.2 ALL HAZARD PLAN

In the event of an unusual occurrence or critical incident, the planned response by Pasco Police Department personnel is imperative. To facilitate the organization of the department's response, a standard Incident Command System (ICS) will be followed. ICS establishes a command structure that is expanded or contracted as an incident dictates. The command structure identifies the Incident Commander and command, and general staff that work within five functional areas:

- Command
- Operations
- Logistics
- Planning
- Finance/Administration

The ICS standardized structure will be used to provide a coordinated, efficient response to incidents such as natural and man-made disasters, pandemics, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, and other unusual incidents.

46.1.3 COMMAND FUNCTION

In the event of an unusual occurrence or disaster, the highest-ranking on-duty patrol division supervisor is responsible for the control of initial patrol response, coordination with the Pasco Fire's Incident Commander, and notification of the Field Operations Lieutenant. They will serve as the IC and will only be relieved upon arrival and briefing (verbal, radio, or phone) of the Field Operations Lieutenant or Captain. A lieutenant or captain will normally serve as the Incident Commander (IC), although the Watch Commander shall establish a command post with clear lines of authority and communication for incidents requiring immediate establishment.

Pasco Police Department Deputy Chief or Chief may assume command of an incident at any time.

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ICS minimizes communication and coordination problems and facilitates the protection of life and property by preestablishing a command structure for any incident. Thereby, Pasco Police Department works with various agencies like Franklin County Emergency Management, public utilities, public works, fire, EMS, public transportation, etc., each entity having specific responsibilities.

Pasco Police Department's Incident Commander will be responsible for establishing the following:

- Command Post
- Notification and mobilization of additional agency personnel
- Support from special task forces or other agencies
- Unified command
- Staging area if necessary
- Safety of affected personnel
- Completion of After-Action report

The Incident Commander will also be responsible for the initial assessment of potential staffing needs and notifications ("call out") of police personnel across all divisions in circumstances where alert stages are enacted. Once lieutenants or captains of other divisions are present to assume command of their respective divisions, staffing needs will be re-assessed and become the responsibility of that division lieutenant or captain.

Activation

The Incident Command System may be activated at any emergency event in which it is determined system activation would benefit the resolution of the incident or event. Small-scale ICS activation may be done by patrol, and incidents requiring the entire ICS by captains and above.

The Incident Commander may request activation of special task forces either within or outside the agency through Communications.

Alert Stages

Stage 1 (Standby): The IC will direct an estimated number of personnel from appropriate divisions to be available for immediate call to duty from standby status. While in standby status, personnel so notified will assure they are in a position to be contacted by telephone, radio, or other means.

Stage 2 (Report to Duty): The IC will direct standby personnel to report to duty immediately.

Stage 3 (All Personnel Check-In): A stage three alert occurs automatically in cases of massive man-made unusual occurrences or disasters (air, rail, bombings) where multiple casualties are likely.

Stage 4 (All Personnel to Duty): In the event of an unusual occurrence or massive natural disaster (quake, volcano), particularly when normal communications technologies may be disrupted, on-duty employees must eventually be relieved of duty. Considerable staff resources will be needed for prolonged work and relief periods. In such cases, once off-duty employees have assured the safety of their immediate family, they are expected to report for their assignments from the IC.

Public Information

The Public Information Officer (PIO) is responsible for disseminating incident-related information (including casualty information) and will maintain media relations. The PIO shall establish an area where representatives of the media can gather for information. This area shall be a sufficient distance from any command post and the actual scene to prevent interference with operations. The PIO shall immediately request the assistance of all media representatives in not divulging tactical movements or information. The PIO will be responsible for public notifications for awareness and safety-related events.

All personnel involved in event are reminded to refer all inquiries to the PIO staff.

46.1.4 OPERATIONS FUNCTION

The Incident Commander will determine the need for an operations section at an incident or event. When the IC activates this section, he/she will designate an Operations Section Chief. The Operations Chief is responsible for managing operations directed toward reducing the immediate hazard at the incident site, saving lives and property, establishing situation control, and restoring normal conditions. The responsibilities shall include but are not limited to:

- Establishing perimeters
- Conducting evacuations;
- Maintaining command post and scene security;
- Providing for detainee transportation, processing, and confinement;
- The directing and controlling of traffic; and
- Conducting post-incident investigation.

46.1.5 PLANNING FUNCTION

The Planning process is accomplished through strategic interactions with personnel and external entities responsible for each function.

The Planning Section oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, conducts planning meetings, and prepares the Incident Action Plan for each operational period. The Incident Action Plan provides clear direction and describes how resources will be used during critical incidents.

The Field Operations Captain or designee is responsible for the planning section of critical incidents. All matters pertaining to law enforcement shall be reviewed by the Chief of Police or Deputy Chief before modification. The responsibilities shall include but are not limited to:

- Preparing a documented Incident Action Plan;
- Gathering and disseminating information and intelligence;
- Participating in the Continuity of Operations Plan (COOP) / Continuity of Government Plan (COG); and
- Provide input to the IC and Operations Section Chief for use in preparing the Incident Action Plan;
- Establish information requirements and reporting schedules for Planning Section Units;
- Determine the need for specialized resources to support the incident;

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- Establish specialized data collection systems as necessary (e.g., weather);
- Assemble information on alternative strategies and contingency plans;
- Provide periodic predictions on incident potential;
- Report any significant changes in incident status;
- Compile and display incident status information;
- Oversee preparation of the Demobilization Plan;
- Planning post-incident demobilization.

46.1.6 LOGISTICS FUNCTION

Incidents that warrant activation of an incident command system require management of the logistics function. The responsibilities shall include but are not limited to communication, transportation, medical support, supplies, and specialized team and equipment needs.

Communication

The logistics section will ensure that audio, data, image, and text communications procedures, measures, and activities are implemented throughout the command structure to facilitate the communication of classified information, sensitive compartmented information, and sensitive information.

The logistics section is responsible to tell the Communications Center which radio talk group(s) should be employed in response to critical incidents and prepare and implement an incident specific communications plan to convey critical information such as primary and secondary radio channels.

Call signs are assigned in the communications plan and are discussed during operation orders briefing.

Transportation

The Incident Commander shall ensure that adequate transportation is available to remove arrested persons from the scene. To include proper number of backup officers are readily available, should the arrest teams require additional assistance.

During extended operations, the IC may be faced with the necessity of planning for long-term deployment, which includes the provision of food, water, and sanitation facilities for personnel assigned to the operation, as well as for those arrested and awaiting transportation to permanent secured facilities.

Arrested juveniles shall be separated from adult offenders as soon as possible. Juvenile offenders will be transported to a separate detention facility. Arrested juveniles will be provided access to an attorney for consultation in accordance with relevant law and the department policy on juveniles.

Arrested persons have the right to legal counsel, however, that counsel will not be provided on-site at the scene of a civil disturbance requiring mass arrests. Arrestees will be allowed consultation with counsel at the permanent incarceration facility in accordance with that facility's policies and procedures.

Medical Support

A fire department will be assigned to a staging area on stand-by to respond to the medical requirements of officers, citizens, and arrestees. Officers will render the appropriate medical aid as quickly as reasonably possible following any law enforcement action in which injuries have been sustained.

Supplies

Mobilization alerts at stages two and three will require a "property control employee" to be designated. The property control function is not necessary for stage one alert, and the Incident Commander will decide in stage two mobilizations.

In the event of an unusual occurrence or disaster requiring strict control of routinely utilized equipment by police personnel (radios, vehicles, etc.), the Support Operations Captain will assign personnel to the "property control" function to inventory, issue, and re-supply equipment. The need to employ additional specialized equipment maintained outside of the Field Operations Division or to procure new equipment will be directed by the Support Operations Captain to the employee(s) performing the property control function.

Specialized team and equipment needs

The Incident Commander may request specialized teams if deemed necessary. Specialized resources may require added security and confidentiality. IC will contact Communications and coordinate with the SWAT Commander to adequately manage resources.

46.1.7 FINANCE/ADMINISTRATION FUNCTION

The Finance Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a finance/administration function, typically used during an incident that requires the purchase of goods and services related to an incident. The Incident Commander will appoint the Finance Section Chief. The finance function will consist of:

- Recording personnel time
- Procuring additional resources
- Recording expenses
- Documenting injuries and liability issues
- Preparing appropriate reimbursement documents as needed

46.1.8 EQUIPMENT INSPECTION

Department-issued equipment that may be used in an unusual occurrence will be maintained in a state of operational readiness. Patrol Sergeants and members of specialized units will inspect assigned equipment quarterly. When responding to an unusual occurrence, it will be the officer's responsibility to bring their assigned equipment. The completion of operational readiness inspections is the responsibility of the Field Operations Captain.

46.1.9 ALL HAZARDS PLAN TRAINING

Training Requirements:

- Every sworn member of Pasco Police Department will complete the National Incident Management and Incident Command System introductory course(s).
- A documented annual training on Pasco Police Department's All Hazards Plan, including

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the Incident Command System for affected agency personnel, will be conducted, and coordinated by the FOD Captain.

- A documented biennial training consisting of a tabletop or full-scale exercise to assess Pasco Police Department's capabilities with the All-Hazards Plan and the Incident Command System will be coordinated by the FOD Captain or the Training Sergeant along with Franklin County Emergency Management.

46.1.10 ACTIVE THREATS

Situations involving active threats are serious in nature and can occur in any environment. This may include such settings as educational campuses, malls, businesses, special events, the general workplace, and can include physical or cyber threats. The Pasco Police Department is prepared to respond to various large-scale incidents that are specifically police-related matters. Pasco Police Department will ensure the below are addressed:

- Public notifications for awareness and safety;
- Notification of additional public safety departments and other resources;
- Response to threats when lives are in imminent danger;
- Public sheltering and containment of the incident; and
- Documented annual review of policy and training needs.

As with any police related situation, there may be alternatives other than what is described in this policy that may appropriately resolve an incident. Every situation is unique and police response will depend on the known information about the situation and threat(s), the structure or effected area, the availability of additional resources, and other potential factors.

These incidents are sufficiently unique in that their handling cannot be completely reduced to standardized and generic procedures. Guidance on responding to some active threat situations is provided below.

- **Civil Disturbance:** is an unlawful assembly that constitutes a breach of the peace or any assembly of persons where there is imminent danger of collective violence, destruction of property or other unlawful acts.

Prevention: Extensive planning and preparation on behalf of the Police Department may prevent legal public gatherings and demonstrations from escalating into a civil disturbance. The Pasco Police Department is committed to providing assistance to organizations and citizens wishing to peacefully demonstrate and exercise the rights guaranteed by the United States Constitution. A representative of the Police Department shall attempt to contact leaders of groups planning to demonstrate and offer to work with the group in the planning of the demonstration in order to ensure the safety and protection for the demonstrators as well as the general public.

A civil disturbance may erupt from various forms of legal public gatherings or may be sparked and quickly escalate from a single, high profile incident. The manner in which the Pasco Police Department responds to a civil disturbance has direct bearing on the ability to control and defuse the incident and contain property damage, injury or loss of life. Police officers confronting civil disturbance and those called upon to assist in these incidents shall follow the practices of containment, evacuation, communication, use of force and command and control as identified in this standard.

- **Mass Arrests:** It is impossible to anticipate all situations where mass arrests (more than ten arrests) may become necessary. Therefore, the practices surrounding mass arrests must remain flexible and be adapted to the variables that may exist. However, it is vital that some practices remain consistent and all the listed mass arrest considerations are addressed in the planning phase of implementing mass arrests.

When mass arrests become necessary, the following practices shall be followed:

1. Arrests will occur with the use of arrest teams that will consist of a minimum of two (2) officers.
2. All force used on peaceful demonstrators shall be approved by the IC prior to its use.
3. Arrests should be videotaped.
4. Arrested juveniles will be provided access to an attorney for consultation in accordance with relevant law and the department policy on juveniles.

- **Hostage / Barricaded Person Situations:**

A hostage situation is any situation where an individual is being held by another against his/her will by force or threat of force, expressed or implied.

A barricaded subject situation is where a criminal suspect or emotionally disturbed person is within a definable space, is armed with a weapon or has direct access to a deadly weapon and they are not complying with police communication.

In hostage/barricaded subject situations, the Pasco Police Department will consider the lives of the hostages, civilians and officers involved to be of the utmost importance. Whenever reasonably possible, a peaceful resolution will be sought. The practices provided will apply in all hostage and/or barricaded subject situations.

Patrol officers confronting hostage/barricaded subject incidents should immediately notify the Field Operations Lieutenant of the situation. Officers shall not enter the space controlled by the suspect/subject except when necessary to protect the lives and safety of people other than the suspect/subject, consistent with our Use of Force policy. Initial responding units should attempt to avoid confrontation in favor of controlling and containing the situation until the arrival of trained tactical teams and hostage negotiators.

Inner Perimeters: The first officers on the scene shall establish an inner perimeter as soon as possible to contain the suspect/subject. As staffing allows officers on inner perimeter posts should be in teams of two for contact and cover.

Outer Perimeters: As staffing allows, an outer perimeter should be established to provide controlled ingress and egress to the area. All by-standers shall be kept outside of the outer perimeter.

- **Bomb Threats:** Bomb threats occur over the phone and can be nothing more than a prank, but every bomb threat received by the Pasco Police Department will be considered a genuine threat. Whenever the department is notified of a bomb threat the following shall apply:
 1. Supervisor notification
 2. Evaluation of call and determination of further action
 3. Report to Incident Command Post for instruction if activated

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4. Evacuation of scene/building if requested by IC
5. Notification of bomb squad and notification to surrounding homes/businesses

Whenever an explosive device or suspected explosive device is located, the on-duty supervisor shall be notified immediately. The supervisor shall determine if any emergency mobilization is required and notify the Richland Police Department or WSP.

The Richland Police Department or Washington State Patrol will be responsible for coordinating the removal and disposal of explosives. These incidents can be extremely dangerous for all personnel and citizens if not handled in an expedient, safe, and coordinated effort.

If criminal activity is involved the detective sergeant shall be notified. He shall respond and conduct the criminal investigation. The detective sergeant shall notify ATF and the FBI of any actual bombing or attempted bombing and determine if assistance is necessary. In some circumstance ATF or FBI may assume jurisdiction for the investigation.

- **Hazardous Materials:** A hazardous materials incident occurs whenever any substance or material in any form or quantity is mishandled, spilled, leaking, or improperly disposed of and becomes an unreasonable risk to the safety and health of persons or creates immediate danger to property.

Hazardous material incidents create several additional response requirements. Although the Fire Department and their Hazardous Materials Response Team will have scene management and command authority, it is the Pasco Police Department's intent to provide all necessary assistance in order to protect the community.

The nature and scope of the hazardous materials incident will impact the ability to provide any and/or all of the below listed functions. The Pasco Police Department will attempt to provide the following functions.

- **Evacuation:** This is the act of warning and assisting in the movement of persons out of areas in immediate danger of destruction or contamination. The police department is responsible for conducting evacuations. Once contamination has occurred in an area, an attempt to locate and recover any person is a rescue function.
 - **Traffic Control:** The responsibility to ensure the smooth flow of both vehicular and pedestrian traffic to limit exposure to danger and ensure ability to move necessary resources.
 - **Crowd Control:** The responsibility to limit the impact of crowds on our ability to stabilize and maintain order in the impacted and surrounding areas.
 - **Scene Security:** The responsibility to maintain the integrity of the scene and the security of Police and rescue personnel.
- **Active Shooter (Imminent Danger):** This type of scene is initially chaotic, turbulent, rapidly unfolding, and subject to sudden change. Often multiple witnesses and/or victims call 911 to report their observations. Initial, raw information coming from multiple sources will be partial and may be conflicting. On-scene variables (i.e., suspect information, victim needs and public safety resources) will change as the scene develops. The nature and scope of the incident will determine the priority and tactics used. This is subject to adjustment as circumstances change and intelligence is gathered.

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The core function of law enforcement is to stop the threat and save lives. National experience reveals that every setting where multiple people live, work, or assemble is a possible target for a rapid, mass murder incident. An active shooter or mass casualty incident could occur nearly anywhere and at any time. Officers must be prepared to respond effectively and with tactical efficiency to any populated location and structure in the city. It is critical that we plan and train for active shooter situations.

It is the policy of the Pasco Police Department to empower initial responding officers with the authority and responsibility to take immediate action, consistent with their training and experience, to contain and, when necessary, neutralize an active shooter or other imminent deadly threat. It is the goal of the Pasco Police Department to intervene in active shooter situations or other deadly threats and neutralize that threat, prevent access to additional victims, rescue injured persons and potential victims, and render the appropriate medical aid. Personnel responding to an active shooter incident will accomplish this goal by immediately using any legal means at their disposal to make contact with the suspect and stop further criminal action from occurring. This may include arrest, containment, or use of deadly force when justifiable.

46.1.11 PERSONNEL IDENTIFICATION

When protective gear is deployed during riotous/civil disturbance situations, each department member will use their individual call sign (radio number) that will be clearly marked on each piece of equipment used by that individual officer.

46.1.12 CROWD CONTROL RESPONSE TRAINING

Crowd control training will be documented and conducted at least every two years.

46.2.1 SPECIAL OPERATIONS ACTIVITIES

Pasco Police Department does not operate its own special operations but assists by assigning personnel part-time to the Tri-City Regional SWAT Team. Tri-City Regional SWAT Team operates under an inter-local agreement governing the unit's organization and operation.

The Tri-City Regional Swat Team was established to effectively counter increasing occurrences of violent confrontations between police and criminal elements. The combined unit provides a highly trained, better-equipped, larger number of officers to safely and effectively address the most serious of police confrontations. SWAT is responsible for responding to high-risk warrant service, barricaded suspects, hostage situations, sniper situations and other unusual occurrences beyond the tactical capability of normal police resources.

In situations where SWAT assistance is required, initial responding officers should attempt to avoid confrontation in favor of controlling and containing the situation until the arrival of trained tactical teams and hostage negotiators.

A SWAT deployment requires authorization and request from a captain or designee. The team should only be activated when the threat level or circumstances are such that patrol officers or detectives cannot effectively handle the situation. For operations that are planned in advance, such as warrant service, the standardized "Threat Assessment Form" utilized by the participating agencies should be completed and submitted to the affected jurisdiction's Incident Commander or their designee for review, and the decision to use the Tri-City Regional SWAT Team will be determined.

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The use of [threat/risk assessment](#) should be applied to minimize the potential for injury to public safety personnel and citizens.

SWAT Team Commander, along with team leaders, shall formulate tactical plans with the objective of resolving incidents. Typically, the SWAT Team Commander will staff the Tactical Operations Command Post and direct the field activities of the TCRST, however, field activities may be directed from the field.

The Incident Commander shall be a command level officer from each of the participating agencies or their designee. The Incident Commander shall assume overall command and responsibility for the incident. The Incident Commander may vary from incident to incident, and jurisdiction to jurisdiction, and as such, Incident Commanders are not an organizational component of the Tri-City Regional SWAT Team.

All Tri-City Regional SWAT operational matters, and those pertaining to interaction of the participating agencies and team members, shall be directed to the TCRST Team Commander. Operational matters include, but are not limited to unit assignments, training issues, personnel issues, unit policy/procedure, unresolved individual department matters, etc. Additionally, the SWAT Team Commander is responsible for scheduling routine meetings with the Incident Commanders to coordinate resource allocation, budgeting and obtains approval for policy level changes in SWAT team operations (e.g., integration of new weapons platforms, changes in weapons qualifications, etc.).

The SWAT Commander will respond to the Incident Command Post and report to the Incident Commander. While the SWAT Commander has full control over the deployment and use of SWAT members at the scene, the Incident Commander is responsible for the entire operation. The SWAT Commander shall keep the Incident Commander informed of SWAT positions, movements, and observations.

46.2.2 TACTICAL (SWAT) TEAM SELECTION

Vacancy announcements for appointment to the SWAT Team are conducted by submitting an interest memo via the chain of command.

Selection criteria for SWAT team members include but are not limited to the following:

- Demonstrated interest in SWAT.
- Minimum of 2 years law enforcement experience with current department is recommended (should be off probation at the time of appointment).
- Law enforcement experience with other departments, military, specialized training (EMS, firearms, tactical, etc.) will be considered.
- Psychological make-up - Good mental health, emotionally stable, self-controlled.
- Ability to function as team member.
- Minimal citizen complaints/disciplinary actions/internal investigations.
- Demonstrated high levels of performance - review of past performance evaluations.
- Demonstrated high level of physical fitness.
- Successful completion of firearms proficiency evaluation.
- Passing an extensive oral interview process.
- Captains will review the officer's personnel file during review of the application

46.2.3 TACTICAL TEAM EQUIPMENT

The Pasco Police Department is responsible for the purchase, maintenance and repair of individual equipment and supplies used by its assigned SWAT team members. The equipment is maintained by the assigned SWAT team member or assigned personnel. An inspection of the equipment shall occur quarterly to ensure operational readiness.

Team equipment is the responsibility of Tri City Regional SWAT.

46.2.4 CRISIS NEGOTIATOR SELECTION

The Tri-City Regional SWAT Team selects their Negotiating Team. The Negotiator positions are voluntary.

46.2.5 SEARCH AND RESCUE

Search and rescue operations within the City of Pasco consist of a series of police responses to incidents of recently lost or missing persons. Members of the Pasco Fire Department or Columbia Basin Dive and Rescue conduct the actual rescue of these persons.

The Pasco Police Department engages in a layered response to search and rescue incidents. The response consists of the following:

- Phase 1:** Initial incident response consists of an area check by patrol operations units, attempting to locate the missing person(s). Information pertaining to the identity of those persons is obtained by the initial police patrol officer and relayed to other units who are conducting the area check.
- Phase 2:** Secondary response to missing person(s) calls involves the primary patrol officer and/or the shift supervisor organizing a neighborhood search. Pasco Fire Department and neighborhood residents may be called upon to help search for the missing person.
- Phase 3:** Full search and rescue response is conducted in conjunction with members of the Franklin County Sheriff's Office and Benton County Sheriff's Office.

46.2.6 VIP SECURITY PLAN

In the event a Very Important Person (VIP) or dignitary visits or stays within the City of Pasco, the Pasco Police Department may participate in security upon request.

The Field Operations Captain or designee plans, coordinates, and commands all VIP security details. Coverage of the event is coordinated with the representatives of the VIP and all other involved law enforcement agencies for the purposes of planning and coordination. The Pasco Police Department chain of command establishes authority unless the Field Operations Captain otherwise instructs personnel.

During planning, the Field Operations Captain or designee:

- May require officers with special training be involved in the VIP security detail.
- Includes provisions for checking travel routes and alternate routes, inspection of venue and facility site locations in advance of the VIP party.

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- Establishes special equipment needs prior to the arrival of the VIP detail. This includes vehicles, weapons, body armor for the VIP personnel and assigned personnel, radios, emergency medical packs, medical aid units and ambulances and identification of emergency medical facilities in close proximity to the designated and alternate travel routes.
 - Identifies designated communications radio systems for use during the coverage of the VIP security detail.
 - Coordinates with the Communication Center to ensure adequate staffing levels are maintained during the VIP coverage detail.
- Establishes and maintains plans with other agencies involved in the VIP security operation.

Intelligence information is gathered and coordinated by designated members of the security detail and with outside agencies. All personnel involved in the security detail (i.e., emergency first aid, ambulance, medical facilities personnel, and communications personnel) will be readily identifiable by utilization of unique means, such as use of a lapel pin. This item of identification will be worn in a conspicuous location as designated by the Field Operations Captain.

An after-action report shall be completed by the designated individual evaluating the provision of police services during the event.

46.2.7 SPECIAL EVENTS PLAN

The department policy regarding non-emergency special events is to ensure public safety by providing adequate and appropriate police services. Special events include activities such as parades, boat races, street fairs, public demonstrations, strike activity, athletic events, dignitary movements and other activity that impacts traffic or crowd control.

The various events will require special planning specific for that event. Therefore, each special event shall have an Operations Order (Ops Plan) prepared for the event by the Field Operations Captain or designee. The Ops Plan shall include the following information at a minimum.

- Type of event, date, time, and location
- Chain of command
- The person designated to act as the supervisor and/or coordinator for the provision of police services during the event.
- The required traffic control and crowd control for the event and the resources required to provide adequate police services in this area.

Generally, the size, nature and circumstances of a special event determine the level of service and planning. During the planning stages, it will be necessary to communicate and coordinate with other agencies involved in the operation. Other emergency service agencies such as other police agencies, fire, medical, and communications should be notified in addition to city services such as street, traffic engineering, parks, and human services.

During the planning stages, the police supervisor assigned to the event provides the lieutenant or captain a written estimate of police staff and traffic control needs, crowd control requirements and potential crime problems associated with the type of event that is planned.

The supervisor assigned to the event coordinates logistical requirements associated with the special event. This includes transportation needs, communications equipment, refreshments, and

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rest breaks for assigned personnel. Additional needs such as: on-site corrections officers and transportation of arrestees are coordinated with the corrections staff prior to the event.

Upon completion of the special event, the supervisor specified in the special event plan sheet is responsible for compiling the after-action report and forwarding that report to the Field Operations Lieutenant, who will forward it to the Captain.

46.2.8 EVENT DECONFLICTION PROCESS

Deconfliction is a process of notifying a central location of a planned operation prior to its execution which will enhance officer safety by preventing officers from accidentally targeting another law enforcement officer or compromising another investigation. WSIN/HIDTA should be contacted prior to an event for deconfliction.

Western States Information Network (WSIN) is a centralized information system located in Sacramento, California, where law enforcement agencies can report information regarding the identification of criminal suspects and conduct deconfliction for planned operations. This includes the Federal High Intensity Drug Trafficking Area Information System (HIDTA), which is linked to WSIN. The WSIN Watch Center phone number is (800) 952-5258 and should be contacted at least two hours before the planned operation. The following information should be given to the Watch Center, if known:

- Date and time of planned operation or event;
- Nature of the operation or event;
- Location of the operation or event, including staging areas;
- Lead and participating agency names;
- Name and office of the assigned detective or officer, including cell phone number.

The detective or officer should request notification of any other planned law enforcement activities occurring within one mile of the planned operation. If the WSIN Watch Center detects another law enforcement activity occurring within the distance specified by the detective or officer of the planned operation or event. WSIN may notify both law enforcement agencies and encourage contact with one another to deconflict depending on how information was entered.

The assigned detective or officer should notify their direct supervisor when notification to WSIN has been made and document the notification of their operation or event.

The Deconfliction Process may be used for special occurrences, all-hazards incidents, and special events. Approval will be on a case-by-case basis and must be approved by a lieutenant or captain.

Other agencies that may be affected by the special event should be contacted and coordinated with.

The designated detective or officer will complete an after-action report of event. This report shall be submitted to their immediate supervisor.

46.3.1 PROVIDING AWARENESS INFORMATION

The Pasco Police Department recognizes the important role that municipal police agencies have in the security of our country. A critical part of our responsibilities is to help ensure the timely

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exchange of relevant information with federal agencies tasked with coordinating a national effort. The practices provided in this section are intended to facilitate important communications.

The Pasco Police Department provides information to the community that assists citizens in identifying suspicious activity that may be related to terrorism through the department website and community contacts by the Area Resource Officers.

Officers that receive or obtain information that may assist the FBI should provide the information to the local FBI Violent Crimes Task Force. However, if any officer receives or obtains information, they deem urgent, they should contact the FBI or the Washington State Fusion Center directly.

46.3.2 HAZMAT AWARENESS

A hazardous materials response may result from various forms of incidents. The manner in which the Pasco Police Department responds will have a direct bearing on the ability to control and defuse the incident as well as to control and contain property damage, injury or loss of life.

Through high visibility patrol and proactive enforcement activities, officers may be able to reduce the threat of the intentional use of hazardous materials in a criminal act within our community. They cannot, however, eliminate accidents involving the legitimate, routine transportation and use of those materials on our roadways and in the community.

Training in recognition, response procedures, and personal protective equipment will allow personnel to respond to a hazardous materials incident in a safe manner while reducing the threat to responders, the community, and the environment. Responder training will occur in accordance with State and Federal guidelines.