



Pueblo County Sheriff's Office General Order Policies and Procedures Manual	
Pueblo County Sheriff's Office Section 9	
Part 1	Subject: Critical Incidents/Unusual Occurrences/Pueblo Emergency Operation Plan
Related CALEA Standards: 17.5.2, 46.1.1, 46.1.8	Related Communications CALEA standard 2.4.10

Authority

This policy is issued pursuant to Sheriff David J. Lucero's directive in which authority to manage and direct all activities connected with the Law Enforcement Bureau is delegated to the Bureau Chief.

Purpose

To provide guidance to the Pueblo County Sheriff's Office in handling unusual occurrences.

Policy

The unusual occurrence section contains department responsibilities, organizations and functions, operating procedures, command strategy and decision-making guidelines for unusual occurrence control.

The effected bureau command officer shall be responsible for coordinating the planning functions for response to unusual occurrences/critical incidents. The bureau command officer will be the principal advisor on unusual occurrences to the sheriff. **<46.1.1>**

When a situation calls for multiple department/agencies to integrate into a single command structure, the Pueblo Emergency Plan shall be consulted. Even under the auspices of this plan, the Pueblo County Sheriff's Office will operate in accordance with the unusual occurrence section. In addition, when the need for assistance from other jurisdictions arises, the procedures outlined in the main department manual, mutual aid, shall be followed. In any event, the Sheriff shall exercise command and control of all civil law enforcement resources committed to unusual occurrence operations within the Pueblo County Sheriff's Office jurisdiction.

This policy is meant to provide for unity of command in unusual occurrence operations involving the use of personnel from other agencies. When appropriate, unit integrity of individual agency personnel will be maintained through mission assignments.

The variables affecting the response to unusual occurrences preclude developing standards in specific situations. Therefore, these guidelines address the administrative and operational measures to be used in developing plans and preparing operationally to respond effectively to an unusual occurrence.

The objectives of this section are to provide guidelines for rapid and orderly activation, assembly and deployment of all resources needed to cope with an emergency situation.

Review of Pueblo Emergency Operation Plan

The Pueblo Emergency Operation Plan is accessible to all command personnel. The plan shall be reviewed annually and updated if necessary. If the procedures outlined in this section have been implemented, the Emergency Management Coordinator will determine necessary changes to the plan based on their effectiveness in controlling and containing the unusual occurrence. Necessary changes to the plan may occur after a training exercise as well.

Before implementation of this plan and any subsequent changes to the plan affecting other jurisdictions, the Undersheriff or his designee shall coordinate the plan with all affected agencies, including the Pueblo Police Department, fire authorities, ambulance companies and other affected agencies.

Unusual Occurrence

An unusual occurrence is an incident that, by its nature, is removed from the scope of routine law enforcement. Such an event is most easily defined as an occurrence that results in an increased police response or where the possible results of the occurrence are an increased potential for personal injury or death and/or property damage. An unusual occurrence shall be classified into one of the three following alert states:

Phase I: Minor Unusual Occurrence: An event in which an adequate office response can be assembled using available, on-duty personnel.

Phase II: Major Unusual Occurrence: An event that necessitates the call-out of specialized units, the use of specialized units whose members are on-duty at the time of the occurrence and the activation of the Emergency Operations Center.

Phase III: Critical Unusual Occurrence: An event which encompasses the definition of a major unusual occurrence plus the establishment of a headquarters command post in conjunction with the field command post.

The classification of an unusual occurrence is not an attempt to categorize the seriousness of an event. It is, however, a definition based on the magnitude and duration of the incident and on the department's response capability to that particular event.

Decision Making

In responding to disorders, it is important to select reasonable objectives for action. Since there are always limited personnel available at the early stages of an unusual occurrence, the responding law enforcement force cannot be everywhere at once and cannot respond to all calls for assistance. The office needs to select a limited set of objectives attainable within its existing resources.

The question to be asked by the incident commander is:

What should we do first, and do we have sufficient personnel to achieve it. Depending on the magnitude of the incident, consideration must be given to quickly halting an agency's normal response to calls for service and using on-duty personnel to stop the escalation of an unusual occurrence. No two disasters or emergencies will be identical, but there are guidelines appropriate for the range of potential situations. The four primary tasks of the first deputies on the scene are:

1. Observing
2. Estimating the situation
3. Communicating the situation estimate and establishing on –scene commander.
4. Generally, only if these four tasks have been completely and thoroughly executed should deputies become involved in actual control measures, rescue or other related activities.

Situation Estimate

A situation estimate is that information gathered by the first deputy at the scene of an actual or potential emergency and is basic intelligence transmitted to communications and then supplementally conveyed to other concerned office elements. The initial situation estimate should include:

1. Type of Emergency
2. Location of Emergency
3. Type of Structures and Vehicles involved
4. Size of the involved area (actual and potential)
5. Number of additional deputies required
6. Access routes for emergency vehicles
7. Assistance Required (e.g., special units, medical, fire, public utilities)
8. Number and Type of casualties
9. Weather Conditions.

Establishing Command

In developing the command organization, the following factors should be considered:

Necessity: Each element of the organization must be a necessary element.

Efficiency: The organization must provide for the efficient use of deputies and material. The choice of deputies

shall be based upon their ability.

Flexibility: The organization must be designed to perform its mission in spite of rapid changes in the scope of operation.

Coordination

The organization must coordinate tasks among its various elements in order to complete the mission. The first responder to an unusual occurrence, after making a situation estimate and communicating information to appropriate personnel, will relinquish command to the field supervisor, in turn, will relinquish responsibility only when requested by that individual with command responsibility, as explained in the following section.

Command Responsibility

The Captain(s) or Bureau Chief(s) shall notify the Sheriff or Undersheriff of any situation that, by definition, would be considered an unusual occurrence. It shall be the responsibility of the Sheriff, Undersheriff or their designee to categorize the occurrence as minor (phase I), major (Phase II), or critical (Phase III). Based upon the classification determination made by the Sheriff, Undersheriff or their designee to the following command structure shall be implemented.

Minor Unusual Occurrence (Phase I): The Sheriff, Undersheriff or their designee shall retain overall command responsibility, but may delegate operational command to the watch commander, who will assume command. To maintain continuity of operations during a minor unusual occurrence, any watch commander who is delegated operational command is not relieved of those command responsibilities until the event has reached a conclusion or until relieved by the Sheriff, Undersheriff or their designee.

Major Unusual Occurrences (Phase II)

The Sheriff, Undersheriff or their designee shall retain overall command responsibilities, but may delegate operational command to the Chief of the bureau that is most affected by the office response (primary bureau). The Sheriff, Undersheriff or the primary Bureau Chief in the event operational command is relinquished, shall respond to the scene of the occurrence and shall establish the field command post.

Critical Unusual Occurrence (Phase III)

Upon determination by the Sheriff, Undersheriff or their designee that a critical unusual occurrence exists, he or she shall assume temporary command until the following criteria have been met: The Undersheriff or Chief of the primary bureau has been notified, and he or she assumes command of the field command post. If the Chief of the primary bureau is not available, the Sheriff, Undersheriff or their designee shall assume command of the field command post.

A Command member designated by the Sheriff or Undersheriff shall assume command of the headquarters command post. Overall command of the critical unusual occurrence function shall be in the following order:

- Sheriff or Undersheriff or a designee during normal business hours
- On call staff member (after business hours)
- Chief of the primary bureau or division.
- Staff members assigned by the bureau chief, undersheriff or sheriff.

Notification Responsibility

The following notification procedure shall be adhered to in the event of an unusual occurrence:

Minor Unusual Occurrence: Notification from the on-duty supervisor to the captain(s) or Bureau Chief(s). Notification from Captain(s) or Bureau Chief(s) to the Sheriff or Undersheriff.

Major Unusual Occurrence or Critical Unusual Occurrence: Notification from on duty supervisor or Captain(s) to Sheriff, Undersheriff and the Chief(s) of the primary bureau.

Equipment Maintenance

The specialized teams within the Sheriff's Office shall inspect all agency equipment designated for use in unusual occurrence situations at least once each quarter for operational readiness. <46.1.8>

To ensure the readiness of equipment to be used in support of emergency operations, the specialized teams shall keep an updated plan showing the numbers and types of equipment and supplies needed for various emergencies. At a minimum, the plan shall provide for the location, amount, maintenance and inspection of all

equipment. Principal Unusual Occurrence Advisor to the Sheriff.

The Bureau Chief shall be responsible for planning for response to unusual occurrences. The Bureau Chief shall be the Sheriff's principal advisor on unusual occurrences. During an actual unusual occurrence, an important part of the duties of the law enforcement Bureau Chief shall be to act as an expeditor of resources during the emergency.

Situation Maps

The Sheriff's Office shall maintain, and update situation maps available for use in plotting operational commitments during unusual occurrence. The situation maps shall be of a scale small enough to permit ease in plotting logistical installations, high priority protective areas, force commitments, command posts, "hot spots" and similar items of interest. Additional Equipment: Additional equipment for unusual occurrence response may be requested by the incident commander from the Emergency Services Bureau, following the chain of command for the Sheriff's Office.

Agency Property/equipment Maintenance Operational Readiness

The specialized teams within the Sheriff's Office shall inspect all agency equipment designated for use in unusual occurrence situations at least once each quarter for operational readiness. <46.1.8>

To ensure the readiness of equipment to be used in support of emergency operations, the specialized teams, and patrol deputies shall keep an updated inventory of the types of equipment and supplies needed for various emergencies. Tracking of the required agency property/equipment will be maintained by each division. Operational equipment will be inspected at least monthly. Documentation of the inspections will be maintained in the designated records management system defined by the office. <17.5.2>

Communications officers are responsible for maintaining for operational readiness their property and equipment. Although the operational readiness of a headset-hand set is evidenced by its daily use, it will be inspected at regular intervals. <COMM 2.4.10>.



By Order Of The Sheriff

