

# DALTON POLICE DEPARTMENT

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## I. Policy

It is the policy of the Dalton Police Department to be prepared use the National Incident Management System and the Incident Command System model of response for command and control of incidents such as natural and man-made disasters, pandemics, civil disturbances, mass arrest, bomb threats, hostage / barricaded persons situations, acts of terrorism, and other unusual incidents. In addition the NIMS / ICS will be used for all planned events.

## II. Purpose

The purpose of this policy is to provide planning, response, and initiatives, and to expedite the mobilization of Department personnel in an effective and efficient manner to those incidents and disasters that are considered extremely unusual in the range of ordinary human experiences. A disaster and critical incident include but are not limited to:

*Natural Disasters* – Earthquake, flooding, severe weather, and large scale fires

*Man-made Disasters* – Mass transportation accidents, hazardous materials accident, explosions, terrorism/ weapons of mass destructions, violence at educational facilities, bomb threats, civil disturbance, hostage situation, barricade person, and other unusual incidents

*Pandemics* – an epidemic of infectious disease that is spreading through human populations across a large region

## III. Definitions

- A. *Agency Representative* – An individual assigned to an incident from an assisting or cooperating agency who has the authority to make decisions about that agency's participation.
- B. *Area Command* – The purpose of Area Command is to oversee the management of multiple incidents each being handled by a separate NIMS / ICS organization or to oversee the management of a very large or complex incident that has multiple incident management teams engaged. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

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- C. *Assisting Agency* – An agency contributing tactical or other direct resources.
- D. *Base* – The location at which primary logistics functions for an incident are coordinated and administered. There is only one base for an incident. The base may be co-located with the Incident Command Post.
- E. *Casualty Collection Point (CCP)* – A location near the incident, which provides an area to triage, treat and transport victims.
- F. *Check-In* – The process through which resources first report to an incident. Check-in locations include the incident command post, staging areas, or directly on site.
- G. *Chief* – The NIMS / ICS title for individuals responsible for command of the five basic ICS functional sections (Command, Operations, Planning, Logistics and Finance/Administration).
- H. *Command Staff* – The ICS title for a group consisting of the Information Officer, Safety Officer, and Liaison Officer. They report to the Incident Commander.
- I. *Cooperating Agency* – An agency assisting with other than tactical or other direct resources, includes but is not limited to the Red Cross, the telephone company, power company, etc.
- J. *Critical Facility* – Infrastructure locations deemed so vital that destruction/disruption of all or part of them would threaten the ability of the governing authority to provide essential services and emergency assistance to the community.
- K. *Emergency Operations Center (EOC)* – The EOC is a pre-designated facility that is designed to provide broad, overall direction and support for an incident. Tactical control and on-scene management remains the responsibility of the Incident Commander.
- L. *Function* – Under NIMS / ICS, the structure includes Command, Operations, Planning, Logistics and Finance/Administration functional sections.
- M. *Incident Action Plan (IAP)* – An oral or written plan that contains objectives reflecting the overall strategy and specific tactical actions and supporting information for the next operational period. When written, there may be specific sub-plans for traffic, communications, safety operations, etc...
- N. *Incident Commander (IC)* – The individual responsible for the management of all incident operations at the incident scene.
- O. *Incident Command Post (ICP)* – The field location at which the primary tactical-level, on-scene command functions are executed. The ICP may be co-located with other incident facilities.
- P. *Incident Command System (ICS)* – An integral tool for managing a critical incident that is designed to control personnel, equipment, supplies and communications at the scene of a critical incident involving one or more agencies for any emergency, regardless of type of size.

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- Q. *Information Officer (IO)* – A member of the ICS command staff responsible for contact with the media or other agencies requiring direct information.
- R. *Liaison Officer (LO)* – A member of the ICS command staff responsible for coordinating with representatives from cooperating and assisting agencies.
- S. *National Incident Management System (NIMS)* – Provides a consistent nationwide approach for federal, state, local and tribal governments; the private sector and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity and for interoperability and compatibility among federal, state, local, and tribal capabilities.
- T. *Planned Event* – Any event that is likely to require deployment of significant resources, and about which the department has advance notice. Planned events include, but are not limited to:
1. Parades
  2. Funerals
  3. Public Events
  4. Civil Demonstrations
  5. Special Details (Fireworks, etc.)
- U. *Safety Officer (SO)* – A member of the ICS command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring the safety of assigned personnel.
- V. *Staging Area* – Location(s) during an incident where resources can be placed while awaiting tactical assignment.
- W. *Transfer of Command* – The process of moving the responsibility for incident command from one Incident Commander (IC) to another.
- X. *Unified Command* – An application of NIMS / ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through designated members of the UC, to establish a common set of objectives and strategies and a single IAP.
- Y. *Weapons of Mass Destruction* – Any weapon or device that is intended or has the capability of causing death or bodily injury to a significant number of people and / or severe disruption of transportation, communication, agricultural, medical or public facilities

#### IV. **All Hazard Procedures**

Critical incidents must be managed by a sense of order, and in most cases, the first responder / Incident Commander must achieve order from chaos before incident stabilization can occur.

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The first responding Officer must establish immediate control over all public safety responders, who in turn will assist in gaining control over the general public.

First responding Officer performs the following functions when responding to any unusual or critical incident:

- A. Assess the situation
- B. Notify communications of the incident
- C. Request any necessary assistance from officer resources or other agencies
- D. Establish a command post and staging area if necessary
- E. Initiate the NIMS / ICS
- F. Assume the role of the Incident Commander until relieved by a Patrol Division Supervisor

V. **Incident Command System (ICS) All Hazards Plan**

NIMS / ICS shall be used for planned events, or for a large range of critical incidents such as natural and man-made disasters, civil disturbances, mass arrests, bomb threats, hostage / barricaded persons situations, acts of terrorism, and other unusual incidents.

NIMS / ICS operations are predicated upon the principles of:

- 1. Protecting life and providing for the safety of emergency responders and the public.
- 2. Stabilizing the incident by developing a strategy that will minimize the effect it has on the surrounding area.
- 3. Conservation of property by minimizing the effect(s) on the environment while accomplishing the action plan developed to bring closure to the incident.

The NIMS / ICS allow for the transfer of command to a more senior Officer when a senior Officer deems necessary. In the event a transfer of command takes place, it should be done in person and only after a detailed briefing has taken place.

The NIMS / ICS structure is extremely flexible and has the ability to expand or contract to meet demands faced in resolving an incident regardless of size of complexity.

The Incident Commander is responsible for overall incident management and oversees the functional areas of NIMS / ICS, which include:

- A. Command
- B. Operations
- C. Planning

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- D. Logistics
- E. Finance and Administration

VI. **Incident Commander**

All events have an Incident Commander who is responsible until authority is transferred to another. The role of Incident Commander will be assumed by the first ~~Patrol Supervisor~~ Officer on scene. Whitfield County 911 shall be notified as to who the Incident Commander is, and of any subsequent transfer of command as soon as practical. Whitfield County 911 will also be notified of the location of the Incident Command Post. The Incident Commander is responsible for activating the NIMS / ICS, designating staff, as necessary, and the subsequent management of all incident operations at the incident scene, including, but not limited to:

- A. Ensuring incident safety
- B. Establishing an Incident Command Post
- C. Obtaining a briefing from the prior Incident Commander and/or assessing the situation
- D. Establishing immediate priorities and directing initially arriving resources
- E. Determining incident objectives and strategy(s) to be followed
- F. Establishing a staging area, when necessary, and maintain accountability for the safety of personnel and the public and for task accomplishment
- G. Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization
- H. Maintaining an effective span of control.
- I. Managing planning meetings, as required.
- J. Approving and implementing the Incident Action Plan
- K. Coordinating the activities of the NIMS / ICS Command and General Staff
- L. Approving requests for additional resources or for the release of resources
- M. Establishing a necessary liaison with other agencies
- N. Directing the expansion or contraction of the NIMS / ICS organization based on the three priorities of life safety, incident stability and property conservation and activating other sections, as needed, e.g. Operations, Planning, Logistics or Finance / Administrative Sections.
- O. Identifying contingencies which may affect ongoing operations and plan accordingly, making necessary notifications and requesting resources that could reasonably be

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expected to offset contingent actions

- P. Ordering demobilization of the incident when appropriate
- Q. Ensuring incident after-action reports are complete
- R. Transferring the command in an orderly manner and briefing the incoming commander on the incident status.

VII. **Transfer of Command**

- A. The incoming Incident Commander should, if at all possible, personally perform an assessment of the incident situation with the existing Incident Commander.
- B. The incoming Incident Commander must be adequately briefed by the current Incident Commander. The briefing will cover the following:
  - 1. Incident History
  - 2. Priorities and Objectives
  - 3. Current plan (written or oral, depending on incident size, requirements)
  - 4. Resource assignments
  - 5. Incident organization
  - 6. Resources ordered/needed
  - 7. Facilities established
  - 8. Status of communications
  - 9. Any constraints/limitations
  - 10. Incident potential
  - 11. Delegation of Authority
- C. Determine the appropriate time for transfer of command
- D. At the appropriate time, notice of change in Incident Command shall be made to:
  - 1. Chief of Police and Dalton Police Department Command Staff
  - 2. ICS Command Staff, if designated
  - 3. ICS General Staff, if designated
  - 4. All incident personnel

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5. Whitfield County 911

VIII. **Command Staff**

Command Staff is assigned to carry out staff functions needed to support the Incident Commander and those not specifically identified in the General Staff functions. These positions include the designation of a Liaison Officer (LO), Safety Officer (SO) and an Information Officer (IO). Additional assistants and command staff positions may be assigned, as determined by the Incident Commander.

The Command function addresses the following areas:

1. Activating the Incident Command System
2. Establishing a Command Post
3. Initiating the notification and mobilization of additional agency personnel
4. Obtaining support from other agencies
5. Establishing a staging area, if necessary
6. Providing public information and maintaining media relations
7. Maintaining the safety of all affected personnel
8. Preparing a documented After Action Report

IX. **General Staff**

General Staff is comprised of the respective Section Chiefs who oversee the remaining four functional areas of ICS: Operations, Planning, Logistics and Finance and Administration. The General Staff forms the incident management team and is responsible for reporting to the Incident Commander the status and needs of the functions under their respective control.

X. **Operations Function**

The Operations Section Chief is responsible for:

- A. Establishing Perimeters
- B. Ensuring the safety of assigned personnel
- C. Conducting evacuations
- D. Maintaining command post and scene security
- E. Providing for detainee transportation and processing
- F. Directing and controlling traffic

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- G. Conducting on-going and post-incident investigations
- H. Directing and coordinating all tactical operations as required by the primary mission
- I. Requesting or releasing resources with the acknowledgement of the Incident Commander
- J. Implementing the activities specified in the Incident Action Plan
- K. Keeping the Incident Commander advised of the status of the situation and resources.

XI. **Planning Function Responsibility**

The Chief of Police, or his / her designee, shall have the primary responsibility for the planning of responses to critical incidents within the Dalton Police Department's jurisdiction. The Whitfield County Emergency Management Agency is responsible for pre-incident coordinating, planning, and training; and in the event of a critical incident, the coordination of resources to recover from the incident. The Patrol Division Operations Supervisor will serve as liaison between the Department and the Whitfield County Emergency Management Agency. Actions taken by the Department during critical incidents will be consistent with the Whitfield County Emergency Operations Plan.

The Planning Section Chief is responsible for the collection, evaluation, and dissemination and use of information about the development of the incident and the status of resources. The Planning Section will address the following:

- A. Preparing a documented Incident Action Plan which defines response activities and use of resources for a specified period of time.
- B. Gathering and disseminating information and intelligence
- C. Gathering maps and situation maps of locations involved in the incident
- D. Planning post-incident demobilization

XII. **Logistics Function**

- A. The Logistics Section provides manpower, facilities, services, and materials in support of the incident. The Logistics Section Chief addresses the following.
  - 1. Communications
  - 2. Transportation
  - 3. Medical support
    - a. Triage Area
    - b. Casualty Information

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4. Food services and supplies
  5. Specialized team and equipment needs
- B. In large-scale and / or long term incidents, the Section Chief will identify the logistics base of operation. The Section may be further divided into Support and Service Branches with subordinate units to provide facilities, ground support, and medical unit for the care of assigned personnel.
- C. Logistics personnel shall develop a plan that will provide the necessary resources through the duration of the event / incident.

**XIII. Finance / Administration Function**

- A. The Finance / Administration Section oversees:
1. Recording personnel time
  2. Procuring additional resources
  3. Recording expenses
  4. Documenting injuries and liability issues.
  5. Any other cost analysis/recuperation activities and compensation / claims
- B. The Finance Section Chief is responsible for tracking incident costs and reimbursement accounting.
- C. In large-scale and/or long-term incidents, the Sections may be further divided into individual Time, Procurement, Compensation / Claims and Cost Units.

**XIV. Law Enforcement / Military Support**

- A. In accordance with the Department's plan for providing aid to other jurisdictions, the Department will request support as needs arise. Support agencies include, but are not limited to:
1. Whitfield County Sheriff's Department
  2. Georgia State Patrol
  3. Georgia Bureau of Investigation
- B. If it becomes necessary, the Chief of Police will notify the mayor to request assistance from the National Guard by notifying the Governor. The Governor may then, in his discretion, if he deems the apprehension well founded or the disaster of sufficient magnitude, order into active service of the state, for such a period to such extent, and in such manner as he any deem necessary, all or part of the organized militia (O.C.G.A. 38-2-6).

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XV. **Activation of the NIMS/ICS**

With a decision to implement the NIMS / ICS, the Incident Commander shall:

- A. Identify a Safety Officer (SO), an Information Officer (IO), and Liaison Officer (LO)
  - 1. The (SO) is responsible for:
    - a. The immediate safety of assigned personnel
    - b. Correcting unsafe acts through the chain of command; however, the (SO) may exercise emergency authority to stop unsafe acts when such action is immediately required to protect life.
  - 2. The (IO) is responsible for:

The agency's Public Relations Specialist will function as the agency's liaison whenever the Unified Area Command is activated.
  - 3. The (LO) is the primary contact for coordinating with agencies assisting in an incident. The (LO) will coordinate with the agency's Legal Advisor (if not functioning in that capacity), who shall function as the agency's Court and Prosecutorial Liaison and advise the Chief of Police on all legal matters.
- B. Ensure notifications to the chain of command are instituted in accordance with existing procedures.
- C. Retain the elements of the Incident Command process unto himself / herself, or appoint one or more Section Chiefs to carry out the General Staff Functions, if necessary, for the coordination of incoming resources.
- D. Oversee the development and implementation of an Incident Action Plan to resolve the event/incident.
  - 1. Refer to existing written objectives and Whitfield County Emergency Operations Plan.
  - 2. Consider the immediate implementation of emergency staffing configurations to better provide personnel and other resources.
  - 3. For short-term events, the Incident Action Plan need not be written. A written plan is required when:
    - a. Resources from multiple agencies from within or outside the County are used.
    - b. Several Jurisdictions are involved.
    - c. The incident is complex; i.e. changes in shifts of personnel or equipment are expected or required.

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- E. If not already operating in that mode, ensure that all radio communications take place in “plain talk”.
  - 1. Direct Communications to establish a radio channel to initially handle the event.
  - 2. Ensure that Communications advises any responding agencies of the channel being used.
  - 3. Remain mindful that electronic data communications are not available to all agencies responding to a request of mutual aid assistance.
- F. Follow direction from Area Command, if activated. The Incident Commander is responsible at the scene, while the Area Commander is responsible for countywide or multiple jurisdictional activity. There can be more than one scene, and thus, more than one Incident Command Team reporting to the Area Command.
- G. Consider activation of Tactical Teams as needed.
- H. At the appropriate time, plan for an orderly demobilization of all resources and the gathering of necessary documents and materials to provide the ability to closely review and evaluate operations.
- I. Command protocol will exist at all stages of the NIMS / ICS command structure and during the administration of the incident.
- J. Commanders shall be assigned as needed to ensure adequate supervision and authority, considering the need for rest and recuperation.
- K. Principles of span of control, unity of command, and unified command shall be followed during NIMS / ICS operations.
- L. Incident Commanders will cooperate fully when functioning in a Unified Command Mode.

XVI. **Unusual Occurrences**

Whenever any situation arises that constitutes an unusual occurrence within the City of Dalton, the following procedures will be followed:

- A. Personnel notification: Whenever an unusual occurrence arises, sufficient personnel will be notified and assembled to address the situation based on its size, nature, and complexity. The Chief of Police shall be notified and his / her designee shall coordinate activities of all law enforcement personnel involved.
- B. Equipment requirements: Police personnel who respond to an unusual occurrence shall report wearing full uniform, vest, and issued weapons. All equipment designated for use in any unusual occurrence shall be available for distribution.

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- C. Communications: The Whitfield County 911 Center is designated as the primary Communications center during any unusual occurrence.
- D. Incident command post: An incident command post will be established in a safe location near the scene of the incident. The command post will be staffed with at least one representative of each agency involved.
- E. If the Emergency Operations Center is activated, a representative from the Police Department will be sent to help staff the EOC.
- F. The incident commander will assess the situation and activate only needed sections of Incident Command, including command, operations, planning, logistics and finance.
- G. The Incident Commander will summon other resources as needed, e.g., EMS, Fire, Hazmat, Public works, etc.
- H. Perimeter traffic control: Traffic / security check points shall be established at each entrance and exit of the affected area. All persons desiring entry into the affected area will be denied access except persons on official business.
- I. Liaison: The Chief of Police shall be responsible for establishing and maintaining liaison with the District Attorney's Office during an unusual occurrence. Legal advice on police procedures will be obtained through consultation with the District Attorney and the City Attorney. The Chief of Police or their designee shall also be responsible for establishing and maintaining liaison with any other agencies who are notified during a unusual occurrence. In order to keep citizens informed, the Public Relations Specialist will conduct briefings with the news media as directed by the Chief of Police.
- J. Public facility security: Public facilities in the City of Dalton shall be afforded security as directed by the Chief of Police.
- K. Civil Disturbance: The following actions will be taken by Police Department personnel to de-escalate adverse conditions as they arise during a civil disturbance:
  - 1. Seal affected area, except for an escape route.
  - 2. Notify Georgia State Patrol Riot Squad / National Guard / Corrections Riot Squad if needed.
  - 3. Coordinate activities of all law enforcement agencies / support agencies involved.
  - 4. Control crowds / disperse assembly / arrest persons, if necessary
  - 5. Establish security patrols in affected area.
  - 6. Assist in evacuation (if necessary).

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7. Post-occurrence duties include the continuance of security in affected areas and the maintenance of traffic / security checkpoints.
- L. Arrests: Any arrests made will be made following the guidelines in the written directive GO91-4.9, Arrests / Arrest Warrants.
- M. Mass arrests: If mass arrests have been affected, the following guidelines will be used:
  1. Mass arrestees will be searched incident to arrest prior to transport, hands cuffed behind back. Arresting Officer shall make a positive identification of arrestee before transporting to detention facility, if possible.
  2. Contraband and illegal weapons / concealed firearms will be tagged and identified for additional charges against the arrestee(s).
  3. Transportation to the Whitfield County Jail shall be made either in police vehicles, the Whitfield County prisoner transport van, or other means, as deemed appropriate by the Incident Commander.
  4. Persons arrested will be removed from the scene as soon as possible to a nearby holding area for initial processing and to await transportation to the Whitfield County Jail.
- N. The Governor may, in his discretion, enact curfews, restrictions on sales of alcoholic beverages, gasoline, weapons, ammunition and restrictions on access in the affected area (O.C.G.A. Title 45-12).
- O. Post Occurrence Duties: The Incident Commander, or his / her designee, shall ensure that any applicable post-occurrence duties are completed, as outlined in section XX of this directive.

## **XVII. Bomb Threats**

The Dalton Police Department is responsible for coordinating emergency services and establishing a command post for planning and initiating any action relating to bomb threats or other threats. The watch commander is the designated Incident Commander for law enforcement and security purposes. In his / her absence, his / her designee will assume command until relieved.

### **A. Threat Evaluation**

Information that should be obtained from the caller includes:

1. Location and type of bomb
2. Time of detonation
3. Caller's sex, age, and race
4. Mood, voice characteristics, rate of speech

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5. Exact language used
6. Background noises
7. Origin of call (local, long distance, phone booth, etc.)
8. Caller's motive

B. Responsibilities

1. Bomb threats shall be assigned to the nearest patrol or investigative unit.
2. The assigned unit and a Supervisor will proceed directly to the scene. Radio transmissions, including cellular phones, shall be discontinued within 300 yards of the threatened facility and a command post will be set up.
3. Command Post Responsibilities:  
  
Access to the command post is limited to authorized emergency personnel who have a specific function, and a *need to know*. A number of duties and procedures are the responsibility of Incident Commander. These include:
  - a. Initiating a planned response to bomb threats and other potentially threatening disasters;
  - b. Notifying and coordinating the activities of other personnel;
  - c. Releasing authorized information to the news media;
  - d. Evaluating factors for evacuation, search, and continuation of business;
  - e. Vulnerability and accessibility of target area;
  - f. Probable risks involved;
  - g. Determining potential courses of action including evacuation, selective evacuation, or no evacuation; and
  - h. Searches to be implemented.
4. The Incident Commander on the scene will work with facility management to determine the possible need for evacuation. Particularly at schools and similar facilities, management will usually elect to evacuate rather than risk possible harm to individuals.
5. The Incident Commander will designate personnel to conduct a search of areas that are readily accessible. Personnel at the facility shall be solicited to assist in the search since they are familiar with the location and what might look suspicious. Special attention should first be given to utility rooms,

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waiting areas, restrooms, and areas where access is unlimited. As a practical matter, search secured areas where entry would be more difficult, last. The incident commander will develop a search plan. It is important to check all items within a facility when conducting a bomb search. These items will include, but not be limited to:

- a. Underneath chairs;
  - b. In or on desks;
  - c. In trash cans;
  - d. Behind pictures;
  - e. In or behind cabinets;
  - f. Objects hanging on walls;
  - g. In light fixtures; and
  - h. Any item suspended from the ceiling (heater ducts, ceiling fans).
6. If a bomb is located, immediately evacuate the location, establish a perimeter, and call the Georgia Bureau of Investigation (G.B.I) at 1-800-282-8746 and request assistance from the Bomb Disposal Unit.
  7. Unqualified Officers should never attempt to move or render safe a suspected explosive device.
  8. The Criminal Investigation Division will be responsible for conducting an investigation to apprehend the bomb threat maker, gathering physical evidence, and coordinating the investigation with fire and other officials.

C. Search Procedures

1. A security perimeter will be established to contain the area to be searched and to prohibit unauthorized individuals from entering.
2. To minimize the risk of injury to both searchers and occupants, begin the search on an outside perimeter and work toward the inside. Once inside, begin at the lowest floor level and work up to the top floor.
3. Utility and service areas, reception rooms, lobbies, and restrooms are frequent bomb targets and must be examined closely.
4. Marking areas after they have been searched will eliminate duplication or omissions.
5. Run elevators through at least one cycle to prevent injury should an explosive device be set to be activated by the action of the elevator.

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6. If possible, searchers shall be paired in teams to ensure a thorough search is made. A room search plan will also ensure thoroughness and minimize confusion and duplication.
7. If time is an element of the reported threat, search procedures should be discontinued 30 minutes prior to the reported time of detonation and not be resumed until one hour thereafter.
8. If the building or area searched fails to disclose any suspected items, the responsibility of returning persons to the area shall be up to facility management.
9. The area within 500 yards of the suspected device shall be evacuated and the scene completely secured.
10. Incident Commander will make adjustments of personnel after conferring with members of the bomb disposal unit.
11. If an explosion does occur, the Incident Commander shall ensure additional resources are requested as needed.
12. Immediately after an explosion, only personnel necessary to care for the injured will be allowed inside the perimeter due to the possibility of a secondary device.

D. Search Team Equipment

Field Supervisors shall make sure that necessary equipment is available to be used in search team operations.

E. Post Occurrence Duties

The Incident Commander, or his / her designee, shall ensure that any applicable post-occurrence duties are completed, as outlined in section "XX" of this directive.

**XV. Hostage / Barricaded Person**

The ultimate goal in a hostage situation is to trade the safe release of hostages in return for the safe surrender of the hostage-taker(s). In a barricaded person incident, it is the safe capture or surrender of the barricaded person.

A. Guidelines

1. All Officers need to have a basic knowledge of hostage / barricaded person incidents and negotiation techniques, as specialists will not always be available.
2. Until relieved, the senior Officer at the scene will assume command of the incident.

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3. No Officer shall commence an offensive action against the hostage-taker / barricaded person unless at least one of the following conditions exists:
  - a. Directed to do so by the Commander on the scene, or his / her designee.
  - b. There are clear and articulable circumstances that lead the Officer to believe his / her life or that of an innocent third party (hostage, for example) is in imminent danger and no other option is available.
4. Every means possible shall be used to prevent the incident from going mobile - containment is the primary initial objective.
5. The Incident Commander will create an open line of communication between tactical units, hostage negotiation personnel, and the command post to ensure all units are aware of the status of negotiations and status of tactical personnel. The Incident Commander retains the authority to determine when to commence an offensive action.

**B. Patrol Response**

1. ~~If the suspect physically controls the scene and victims:~~ In all situations:
  - a. Contain the scene
  - b. Establish communication with hostage-taker
  - c. Obtain as much information as possible
  - d. Set the stage for further negotiations
  - e. Consume as much time as possible
  - f. Advise Whitfield County 911 to dispatch fire and ambulance units at a safe distance near the scene.
2. Direct and immediate intervention is only authorized when:
  - a. Suspect does not physically control scene and victims
  - b. Hostages have already been killed, and others' lives are in imminent danger
  - c. There is clear opportunity, minimal risk, and high probability of success in resolving incident
3. First Responding Officer's Duties
  - a. Notify Whitfield County 911 that hostage / barricaded person situation exists, what the location is, request back-up and a

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Supervisor, and advise of approaches (streets / areas) which may be unsafe.

- b. Implement ICS
- c. Contain the scene
- d. Assist injured persons and evacuate them
- e. Evacuate bystanders, but detain witnesses for debriefing
- f. Take a cover position and await back-up if necessary
- g. Keep the situation from escalating or going mobile if at all possible

4. First ~~Patrol~~ Supervisor on-the-scene

- a. If not already, implement ICS
- b. Assess the situation
- c. Contain the scene if not already accomplished
- d. Determine manpower requirements and request more personnel if needed
- e. Establish and maintain inner and outer perimeters.

The inner perimeter should confine and contain the suspect(s) to the immediate area of the incident.

The outer perimeter should be set up beyond the line of sight of the incident location. Outer perimeter personnel shall prohibit unauthorized access to the area and shall contain the perimeter. Outer perimeter personnel shall maintain traffic flow around the outer perimeter and will convert to a pursuit and control function should the situation become mobile. The outer perimeter units will control the travel routes if the scene becomes mobile. Unmarked police vehicles will be responsible for surveillance if needed.

- f. Establish an Incident Command Post. It should be set outside the inner perimeter and inside the outer perimeter. It should also be out of view of the incident scene.
- g. Evacuate the area if not already accomplished
- h. Request a hostage negotiator be en route to the scene
- i. Advise Whitfield County 911 to notify the Patrol Division Commander

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- j. Keep Whitfield County 911 informed of decisions and actions
- k. Attempt to establish communication with hostage-taker if not already established
- l. When requested, provide a briefing of the situation to the Command Staff
- m. Notify the Public Relations Specialist to handle media inquiries in accordance with GO88-2.8, News Media / Public Information. A location for media representatives should be established away from the scene and the Field Command Post.

C. Hostage Negotiator Response

The Incident Commander will be responsible for requesting a specially trained hostage negotiator to respond to situations where a suspect(s) is believed to be barricaded or holding hostages. The Incident Commander or his / her designee will contact the Georgia State Patrol and request that one of their trained hostage negotiators if the need arises. If a trained hostage negotiator is not immediately available the Incident Commander will designate someone to facilitate communications with the hostage taker until a trained negotiator becomes available. Once on scene, the hostage negotiator's primary responsibility is to affect the release of hostages unharmed through a negotiation process.

- 1. The hostage negotiator shall be briefed by the first Officer that made verbal contact with the suspect(s).
- 2. The hostage negotiator shall attempt to establish a line of communication with the suspect(s), if not already established.
- 3. The hostage negotiator shall coordinate all communications between the suspect(s) and law enforcement personnel.

D. Criminal Investigation Division (CID) Response

CID personnel called to the scene shall report to and be supervised by the Incident Commander. CID responsibilities will include:

- 1. Intelligence gathering and analysis of:
  - a. Hostage / barricaded person setting and location
  - b. Hostages
  - c. Hostage-takers / barricaded persons
- 2. Interviewing witnesses, hostages, suspects and Officers
- 3. Conducting the follow up investigation

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E. Outside Agency Assistance

The Incident Commander is authorized to request assistance from other agencies, such as; the Whitfield County S.O., the Georgia Bureau of Investigation, the Georgia State Patrol, and the Whitfield County District Attorney's Office.

1. If tactical units from other agencies are utilized, they are responsible for maintaining an open line of communication with the incident commander.
2. Tactical units will be responsible for the creation and implementation of tactical plans, including the use of chemical weapons, after obtaining the Incident Commanders approval to do so.
3. The Incident Commander is authorized to request assistance of any needed person or agency in the community (DFACS, psychiatrist, minister, etc.)
4. All communications between the Dalton Police Department and other agencies will be coordinated through the Whitfield County 911 Center.

F. Jurisdiction during Certain Circumstances

If the incident involves a foreign official or an official guest of the United States, or the incident involves the commission of a federal crime (bank robbery, for example), the FBI has concurrent jurisdiction.

1. When control of the situation has been initiated by DPD, operational command is retained by the Department until the FBI clearly indicates a wish to assume incident command.
2. If the FBI assumes incident command, DPD personnel and resources will shift to an assist mode and responsibility for the termination or conclusion of the operation will shift to the FBI.
3. If the FBI desires the jurisdiction to remain concurrent, joint decision-making will be undertaken by the incident commander and the senior FBI agent at the scene. In the event that tactical intervention becomes necessary, every effort shall be made to ensure mutual agreement in the decision-making process prior to implementation.

G. Mobilization of Hostage and / or Barricaded Situation

If it becomes necessary to allow a suspect(s) to move from the original location of negotiations by vehicle or other means accompanied by a hostage(s) the following procedures shall be followed:

1. The Incident Commander will notify the Whitfield County 911 Center if there is to be a movement of the suspect(s) and hostage(s), and the proposed route and destination, if known.

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2. Other Officers in the area shall not interfere with the progress of the convoy.
3. The Whitfield County 911 Center will notify other agencies if pertinent.

H. Post Occurrence Duties

The Incident Commander, or his / her designee, shall ensure that any applicable post-occurrence duties are completed, as outlined in section "XX" of this directive.

XIX. **Pandemics**

A pandemic occurs in many localities - perhaps even worldwide - almost simultaneously. Because of this, much of the planning for a pandemic must be the responsibility of state and local governments. Community strategies that delay or reduce the impact of a pandemic (also called non-pharmaceutical interventions) may help reduce the spread of disease until a vaccine is available.

The Dalton Police Department will cooperate and support the Whitfield County LEPC in this endeavor. This support may include, after a court order has been issued, the enforcement of Public Health measures and quarantines.

A. There are six phases concerning pandemic incident development. They are as follows:

- |         |  |
|---------|--|
| Phase 1 | Low risk of human cases  |
| Phase 2 | Higher risk of human cases (new virus found in animals but not humans)               |
| Phase 3 | No or very limited human-to-human transmission of virus (Pandemic Alert)             |
| Phase 4 | Evidence of increased human-to-human transmission (new virus causes cases in humans) |
| Phase 5 | Evidence of significant human-to-human transmission                                  |
| Phase 6 | Efficient and sustained human-to-human transmission (Pandemic Incident at hand)      |

B. Protective Measures:

1. Personnel: the following measures will be taken to ensure that our personnel are protected proactively.
  - a. Educate officers about transmission, vaccinations, and treatment.
  - b. Provide personal protective equipment, N95 masks, gloves, eye protection and sanitary wipes.

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2. Agency: the following measures ensure that the Dalton Police Department will reasonably adjust to the pandemic situation as it unfolds in a manner consistent with public expectations
  - a. Prioritization of calls for service
  - b. Planning for reductions in staff
  - c. Prioritization of job importance
  - d. Consolidation of Units
  - e. Cross training of job functions
3. Planning for reductions in resources (gas, food, electricity, water)
  - a. Stockpiling, purchase agreements
  - b. Redeployment of personnel as necessary
  - c. Activation of alternate response methods / complaint taking methods
4. Protecting the Community: The following measures will assist in the protection of those we are charged with protecting
  - a. Work with existing partners in the community to discuss needs and resolve issues pertaining to the pandemic incident.
    - (1) Whitfield County Health Department
    - (2) Hospitals
    - (3) Mental health
    - (4) Local vendors, food suppliers
    - (5) EMS
    - (6) Other law enforcement jurisdictions
    - (7) Coroner's Office
    - (8) Court Administration
    - (9) City and County Governments
    - (10) Churches
  - b. Meet and explain our role concerning pandemic issues with the community at large.

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XX. **Post Occurrence Duties**

The following post occurrence duties, if applicable, shall apply:

- A. All equipment resources will be inspected for maintenance needs.
- B. All incident-related documents shall be collected and bound for future reference.
- C. Personnel shall be debriefed, individually or in groups (whichever is applicable), based on the event.
- D. After Action Reports will be completed, which shall include but not be limited to the need for additional training, required policy changes, or the revision of operational procedures.
- E. Departmental Command Staff will review the Policy and Procedure Manual and After Action Report for possible revision of guidelines and policies.

XXI. **GISAC**

The Patrol Operations Supervisor will serve as a liaison with the Georgia Information Sharing and Analysis Center. The Patrol Operations Supervisor will email alerts and information received from the GISAC to agency personnel as needed.

XXII. **Training**

The Department Training Officer shall provide documented annual training on critical incidents / all hazard plans for all affected agency personnel. In addition department personnel will participate annually in the table top ICS planning exercise and field exercise conducted by the Whitfield County LEPC. These exercises will include members from of public / private health care, fire services, and other public safety entities.

XXIII. **Operational Readiness**

A documented quarterly inspection for the operational readiness of Officers' / Investigators' chemical protective gear and portable radio will be conducted by the appropriate Division Commander, or his / her designee.

The Patrol Division Operations Supervisor shall conduct a documented quarterly inspection of all other agency equipment designed for use in the support of this plan.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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