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<b>Effective Date</b>	<b>January 1, 2010</b>		



## Wilkesboro Police Department

### Electronic Written Directives Document

#### I. PURPOSE

The purpose of this plan is to establish a written policy, which describes the Department's procedures related to an Unusual Occurrence / All Hazard Response Plan.

#### II. POLICY

The sections in this Policy relate to unusual occurrences encountered by the Wilkesboro Police Department. Unusual occurrence situations, generally of an emergency nature, that result from disasters (both natural and man-made) and civil disturbances. Disasters include floods, hurricanes, earthquakes, explosions, and tornadoes. Civil disturbances include riots, disorders, and violence arising from dissident gatherings and marches, political conventions, and labor disputes/protest.

The Wilkesboro Police Department does not have full-time components or personnel assigned to respond exclusively to Unusual Occurrences and/or Special Operations, but instead vest the responsibility of this function with the Deputy Chief of Police under the direction of the Chief of Police.

It is the policy of the Wilkesboro Police Department that the protection of life and property is of primary concern when involved in "Unusual Occurrences." All officers and/or employees are to abide by the guidelines as established in this Policy.

#### III. DEFINITIONS

- A. FIELD COMMAND POST (FCP) – An alternate field command post is centralized base of operation established near the site of an incident at which primary command functions are executed.
- B. COMMAND POST: (CP) – A pre-designated facility established to coordinate and support the overall agency response during an unusual occurrence or high risk incident. The Wilkesboro Police Department is designated as the primary facility.
- C. EMERGENCY SUPPORT FUNCTION (ESF) – A function established to facilitate the delivery of assistance required during the immediate response phase of an incident.

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- D. EMERGENCY MANAGEMENT COMMANDER – A designated position responsible for the liaison between the Wilkesboro Police Department and other agencies, and serves as an advisor to the Incident Commander.
- E. HIGH RISK INCIDENT (HRI) – A dangerous event similar to an unusual occurrence, which can be controlled within the scope of the police departments resources. A high risk incident may occur as a sub-occurrence during an unusual occurrence.
- F. INCIDENT COMMAND SYSTEM (ICS) – A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment.
- G. UNIFIED COMMAND – A multi-agency command incorporating officials and personnel from agencies with jurisdictional responsibilities at an incident scene. When an incident’s magnitude exceeds the capabilities, resources or jurisdiction of one agency, the ICS of an agency can evolve into and participate in an established Unified Command structure.
- H. MOBILE FIELD FORCE – A Wilkesboro Police Department unit assembled on an “as needed” basis, designated to handle crowd control operations. Also may contain officers from other Law Enforcement agencies.
- I. SITUATION ALERT – A situation alert consists of cell phone and or pager notification of those individuals who are assigned cell phone and or pagers within the Wilkesboro Police Department, radio traffic advising of the potential for an unusual occurrence, or high risk incident which may require the activation of the Incident Command System. A situation alert may be authorized by the Chief of Police, his designee, or the Incident Commander of an ongoing or threatening incident.
- J. UNUSUAL OCCURRENCE – Any natural or man made event, civil disturbance, or any occurrence of unusual or severe nature which threatens to cause or causes the loss of life or injury to persons and/or severe damage to property, and requires extraordinary measures to protect lives, meet human needs, and achieve recovery.
- K. INCIDENT COMMANDER – An officer who is responsible for the planning, exercising, execution and facilitation of the emergency management plans. During the activation of the Incident Command System (ICS), the incident commander serves as liaison to other governmental organizations or agencies.

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- L. HIGH RISK INCIDENT COMMANDER (HRIC) – A Wilkesboro Police Department officer with the rank of Lieutenant or above, who, by either action or word, assumes command of a high risk incident.

#### IV. PROCEDURES

- A. INCIDENT COMMAND SYSTEM – The Incident Command System (ICS), as detailed in this policy, shall be the standard operating procedure for all unusual occurrences. The ICS is comprised of five (5) primary elements: Command, Operations, Logistics, Planning and Finance/Administration.
- B. Each of the primary elements is assigned personnel as needed to conduct the operation. The Incident Commander exercises all control for the incident and directs the efforts of the personnel in charge of each of the functional elements.
- C. LEVELS OF MOBILIZATION (Alert Stages) – The Deputy Chief of Police or designee will be responsible for determining the need for, and appropriate level of mobilization for responses to any unusual occurrence or high risk incident.
1. Stage One: All sworn officers are notified of conditions and requested to stay in contact with the department either by phone or radio until the alert is lifted.
  2. Stage Two: The next shift scheduled to come on duty will report as soon as possible to assist the shift presently on duty.
  3. Stage Three: All sworn officers will report for emergency duty immediately.
    - a. Require a full activation of the agency ICS structure and the opening of the agency Command Post.
    - b. Make the agency Command Post operational by the Deputy Chief, or his designee and staff according to the Incident Command System.
    - c. Assure that any time the agency Command Post is opened, the Wilkes County Emergency Management Agency be notified.
- D. PERSONNEL ALLOCATION – Personnel assignments – Incident Command Staff in preparation for and during an unusual occurrence may utilize personnel for carrying out their area of responsibility. A list of those personnel utilized during the incident, and a list of non-utilized personnel shall

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be forwarded to the Incident Commander. The Incident Commander shall maintain a list of sworn and non-sworn personnel available for deployment.

E. MUTUAL AID – Mutual aid may be requested as follows:

1. By contacting the Wilkes County Sheriff's Office and/or North Wilkesboro Police Department.
2. Mutual aid requests for the North Carolina Highway Patrol shall be directed to the post which services the Wilkes County area.
3. The Chief of Police or his designee is the only person authorized to make a request for mutual aid during a stage three mobilization.
4. The Incident Commander is responsible for requesting mutual aid assistance during a stage two mobilization.
5. Prior to making a request for mutual aid, the following shall be done:
  - a. Conduct a needs assessment.
  - b. Establish a staging area for responders.
  - c. Name a liaison officer.
  - d. Establish a communications link.
6. A request for the activation of the National Guard shall be made through the Town Manager of the Town of Wilkesboro to the Wilkes County Office of Emergency Management. The only person authorized to request activation of the National Guard from the Town Manager is the Chief of Police or his designee.
7. In the event of the suspension of civil liberties (commonly known as martial law), mobile field forces will be assembled and assigned to work with the National Guard.

F. INITIATION OF THE EMERGENCY MANAGEMENT PLAN – Once a level of mobilization has been determined, the Deputy Chief of Police or designee will be responsible for initiating the emergency management plan in accordance with this Policy.

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1. The Incident Command will be responsible for the following:
  - a. activating the incident command system
  - b. establishing a command post
  - c. initiating the notification and mobilization of additional agency personnel.
  - d. obtaining support from other agencies.
  - e. establishing a staging area, if deemed necessary.
  - f. providing public information and maintaining media relations.
  - g. maintaining the safety of all affected personnel.
  - h. preparing a documented after action report.
  
2. The Operations Function will be responsible for the following:
  - a. establishing inner and outer perimeters
  - b. delegating personnel to conduct evacuations if necessary
  - c. maintaining command post and scene security
  - d. providing for detainee transportation, processing and confinement
  - e. delegating personnel to direct and control traffic
  - f. conduct a post incident investigation.
  
3. The Planning function will be responsible for the following:
  - a. preparing and documenting incident action plan
  - b. gathering and disseminating information and intelligence
  - c. planning post-incident demobilization
  
4. The Logistics function will be responsible for the following areas:
  - a. communications

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- b. transportation
  - c. medical support
  - d. supplies
  - e. specialized team and equipment needs
5. The Finance/Administration function will be responsible for the following:
- a. recording personnel time
  - b. procuring additional resources
  - c. recording expenses
  - d. documenting injuries and liability issues
- G. ICS FIELD MANUAL – In addition to this policy, there shall be an ICS Field Manual with checklists for use as a guideline for various incidents. The checklist shall include natural, man-made, and law enforcement incidents, and will provide guidance for handling the special needs of each.
- 1. The manual shall be maintained by the Deputy Chief of Police.
  - 2. The ICS Field Manual will be made available to all personnel, who will familiarize themselves with the contents. Additionally, copies of the ICS Field Manuals will be placed in the Wilkesboro Police Department, Division Commander’s patrol vehicle, Lieutenant’s patrol vehicle, and the vehicle utilized by the Deputy Chief of Police and Chief of Police.
- H. COMMUNICATIONS CENTER RESPONSIBILITIES – It shall be the responsibility of the Communications Personnel to ensure that proper notifications are made regarding any unusual occurrence as directed by the Incident Commander.
- 1. Situation Alert – Notification by pager, radio or phone advising of any critical incident or special event may be authorized by the Chief of Police or his designee. The purpose of a situation alert is to notify personnel to review any necessary plans, and to be aware of the potential for activating the Emergency Management Plan/ICS Plan.

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- a. Upon notification of the Emergency Management Plan, personnel shall be notified by pagers, radio or phone, identifying the level of mobilization.
  - b. A situation alert may be issued for any high risk incident, special event or unusual occurrence. Such events may include demonstrations, large crowd events, or dignitary protection details, etc.
  - c. Additional situation alerts may be issued as an incident escalates or de-escalates.
- I. SECURITY OF ESSENTIAL PUBLIC FACILITIES – Security for Town owned public facilities shall be the responsibility of the Wilkesboro Police Department. The security function will be conducted when personnel are not needed for law enforcement missions of greater priority.
- 1. Facilities may include, but are not limited to:
    - a. Wilkesboro Municipal Building.
    - b. Wilkesboro Police Department.
    - c. Wilkesboro Fire Department.
    - d. Water Treatment Plant.
    - e. Waste Water Plant
    - f. Schools
  - 2. Due to the potential for looting, the Incident Commander may assign personnel to other locations. These locations may include but are not limited to:
    - a. Food and water distribution sites.
    - b. Fuel, firearms, ammunition, and alcohol sales locations.
- J. LOOTING POLICY – It is the policy of the Wilkesboro Police Department not to tolerate looting. All sworn personnel will take the appropriate action(s) within the scope of their authority to prevent or stop looting from occurring.

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- K. MASS FATALITY INCIDENTS – The North Carolina Medical Examiners Office has the primary responsibility for body recovery and processing regardless of the magnitude of the incident.
1. The Wilkesboro Police Department is responsible for the investigation of all deaths arising from an unusual occurrence.
  2. The Incident Commander will render all reasonable assistance to the North Carolina Medical Examiners Office in the event of a disaster. Generally, this will involve assisting with scene preservation and processing, collecting of evidence and personal effects, contacting the next of kin and other security related duties.
- L. RE-ENTRY PROCEDURES – Re-entry to devastated areas will be controlled by sworn personnel at designated checkpoints. Entry will not be made without authorization from the Incident Commander.
1. Re-entry may be allowed on a gradual basis, and only after the completion of an identification process. A pass may be issued for a limited time period, and permitted with or without an escort.
  2. Initial re-entry to large scale devastated areas will be allowed in groups escorted by sworn personnel.
- M. DE-ESCALATION PROCEDURES – As the incident de-escalates, the Incident Commander will release personnel and stand down from the event in a manner that will accommodate the needs of Incident Command Personnel while not producing a law enforcement void.
1. The de-escalation procedures will include the collection of rosters, event logs, incident reports, and other necessary documentation from each officer or supervisor involved in the incident.
  2. The Incident Commander or their designee will collect all essential data, and produce an after action report; including a chronological summary of all recorded events, the number of arrests, injuries to both citizens and Wilkesboro Police Officers, number of personnel involved, hours dedicated to the incident, cost of the incident and other such information as deemed necessary. The after action report shall be forwarded to the Chief of Police via the Deputy Chief of Police and to the Professional Standards.
  3. Personnel will be assigned to devastated areas for the period of time necessary to maintain order and prevent looting.

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4. De-escalation should be a gradual process, allowing proper relief personnel assigned to the incident for a protracted period of time. A full return to duty schedule should occur as appropriate personnel are available. The lengths of shifts may vary due to allowances for rest and recovery of all personnel.

N. ANNUAL TRAINING – Annual training shall be conducted on the Incident Command System. Key personnel identified in the ICS manual will be trained in the requirements of the positions to be staffed. Documentation of the annual ICS training shall be documented and forwarded to the Professional Standards. Other training shall include field, table-top exercises, or multiple agency involvement.

V. ADMINISTRATION

A. The Chief of Police or designee is responsible for the overall planning of police participation in the Wilkesboro Emergency Operation Plan and will be responsible for planning critical incidents. The Deputy Chief of Police will be the department's liaison for Homeland Security related issues and is responsible for the exchange of information related to terrorism and disseminating information to the appropriate levels within the department.

B. Any officer receiving intelligence/information concerning possible terrorism activities will immediately notify the on duty supervisor and complete an incident report. The supervisor will determine the validity of the information and the appropriate response from the department. This may include notification of the Deputy Chief of Police, notification of other local law enforcement agencies, or the appropriate state and federal agencies. The contact information for each agency is maintained within the Emergency Operations Manual and the Wilkes County Communications Center has this resource list.

C. Responsibility for the preparation of specific types of written plans has been assigned to key departmental staff officers. The Chief of Police will review all such plans and make appropriate recommendations prior to plan approval.

D. All Supervisors will familiarize themselves with all such plans in order that, when implemented, they may readily perform assigned responsibilities.

E. Shift Supervisors will study all plans and ensure that their officers are also fully aware of their responsibilities in terms of implementing all plans. Supervisors are required to inform all employees of the plan and assure they have a complete understanding.

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- F. The Chief of Police will ensure that one copy of this policy, plus a copy of the Wilkesboro Multi-Hazards Emergency Operations Plan, is maintained in an emergency Operations Notebook, and kept immediately available to all Shift Supervisors. In addition, the Chief of Police will ensure that additional copies of the Emergency Operations Notebook are available for use by following persons when the Emergency Operations Center is activated.
1. City Manager
  2. Fire Chief
  3. Other City Staff
- G. The Chief of Police or his designee will ensure that the Emergency Operations Notebook and this Policy are reviewed and updated as required, but not less than annually.
- H. The Chief of Police is responsible for coordination of all police plans with the Town Manager, and the designated Wilkes County Emergency Management Coordinator.
- I. The Wilkesboro Multi-Hazards Emergency Operations Plan and the City Code provide authority for responsive and preventive action by law enforcement during emergency situations.
- J. The Deputy Chief of Police or designee is responsible for maintaining stored departmental property/equipment designated for use in support of critical incident plans in a state of operational readiness and will inspect such equipment quarterly.
- K. Operations
1. A variety of maps and photomaps are available to serve in plotting operational commitments including:
    - a. Town of Wilkesboro
    - b. Town of North Wilkesboro
    - c. Wilkes County
    - d. Wilkes County Schools

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e. Others

2. All unusual occurrence plans identify the Shift Supervisor as the individual who will exercise command and control over all civil law enforcement resources committed, unless or until relieved by the Chief of Police or his/her designee.
3. The department does not have any special purpose vehicles and can request the use of special purpose vehicles from FBI, SBI as well as the military and the Office of Emergency Management.

#### L. Special Operations

Since a Patrol Officer will usually be the first to encounter a situation involving hostages, barricaded persons, or snipers, the Patrol Officer will initiate procedures leading to a safe resolution of a situation immediately. Upon receipt of information indicating the need for SWAT and/or Hostage Negotiator services the Supervisor will:

1. Dispatch enough personnel to a scene to effectively contain and isolate the situation.
2. Attempt to prevent escalation of a situation.
3. Take any action deemed necessary to protect life.
4. Request through dispatch a response from Wilkesboro Police Department SWAT Team or Wilkes County Sheriff Special Response Group. Also give the location of the Command Post.
5. Establish a perimeter with patrol personnel until arrival of SWAT, at which time SWAT members will assume responsibility for the inner perimeter, and Patrol personnel for the outer perimeter. The SWAT team leader will receive a briefing by the incident commander to include coordinating communications and roles regarding the incident.
6. Have all persons evacuated from the immediate area to a safe location. If a situation persists, arrange for shelter and provide necessary support services.
7. Arrange for the care and evacuation of any injured persons by ambulance to an established triage area and on to the appropriate medical facility.

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8. Alert necessary emergency agencies such as a fire department and emergency medical personnel, and have them stand by in the staging area. Responding personnel will be informed of the type of situation and the safest entry. Additional surveillance services will report to the staging area for coordination with Command Staff.
9. Place vehicles in appropriate locations for surveillance and any pursuit that may develop.
10. Have officers control travel routes near the scene.
11. Have the Communications Center notify the Deputy Chief of Police, Division Commanders, and Chief of Police.
12. If there is a hostage situation, or the potential for a hostage situation to develop, have a hostage negotiator dispatched to the scene.
13. Have a K-9 Unit dispatched to the scene, if appropriate.
14. Establish a surveillance post that is to be manned by patrol officers until relieved by Wilkesboro Police Department SWAT, Wilkes County Sheriff Special Response Group or North Carolina State Bureau Investigations.
15. Establish a command post in a safe location in as close proximity to the situation as possible, limiting access to essential personnel only.
16. The Incident Commander should remain in the command post and keep it stationary, arranging for staffing of a staging area outside the danger zone, and seeing that additional personnel remain in this area until assigned to further duty.
17. Have the Communications Center establish communications and/or provide information to other agencies as necessary.

#### M. Special Operations Call-Out

1. Shift Supervisors have general information on the knowledge, skills, and abilities of their assigned personnel and should use this information in assigning or calling out officers for use in special operations. Supervisors should specifically attempt to utilize officers by their qualifications, training, physical fitness and agility, and interpersonal communication skills. Officers should be selected that are best suited for the specific situation.

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2. Officers selected for such special operations will be under the command and control of the police supervisor directing special operation(s) until properly relieved.
3. Wilkesboro Police Department does have a part-time Special Weapons and Tactics Team (SWAT). The team members are trained in SWAT tactics.
4. In the event that SWAT is needed it will be the field supervisor's responsibility to see that the scene is contained and protected until such assistance arrives. Upon arrival of the SWAT Team, police personnel shall help provide coordination and cooperation between all agencies involved and other operational components.
5. Hostage negotiation must be conducted by personnel properly trained and experienced in dealing with tactical negotiations during hostage incidents.
6. Bomb disposal operations must be conducted by personnel properly trained in Explosives Ordinance Disposal (EOD) The department maintains mutual aid agreements for this service and the telephone numbers are available to dispatchers.

## VI. PLANNING RESPONSIBILITY

- A. The Deputy Chief of Police will be responsible for supervising special operations. Special operations will include:
  1. Special Events (Parades, Festivals, Highway Construction/Maintenance, Demonstrations, etc.)
  2. Covert Patrol Operations.
  3. Natural and Man- Made Disasters.
  4. Civil Disturbances.
  5. Emergency Mobilizations.
  6. Mass Arrests and Detention.
  7. Barricaded Persons.
  8. Hostage Situations.

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9. Hostage Negotiators.
10. Bomb Threats and Bomb Emergencies.
11. Canine Units.

**B. Special Events**

1. Special events include but are not limited to; parades, entertainment, sporting events highway construction/maintenance activities and other similar events, each of which are routinely covered in special plans.
2. The Deputy Chief or designee is hereby designated as supervisor and coordinator for the coverage of a given event and shall be responsible for:
  - a. Providing a written estimate of:
    - (1). Traffic expected, both pedestrian and vehicle traffic.
    - (2). Crowd control that may be needed.
    - (3). Expected crime problems.
  - b. Contingency plan for traffic direction and control, taking in consideration for:
    - (1). The ingress and egress of vehicles and pedestrians
    - (2). Parking spaces
    - (3). Spectator control
    - (4). Public transportation
    - (5). Relief of officers assigned
    - (6). News Media
    - (7). Alternate traffic routes
    - (8). Temporary traffic controls and parking prohibitions
    - (9). Emergency vehicle access

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3. Use of Special Operations Personnel -- If needed, the coordinating supervisor may request assistance and equipment from outside agencies utilizing mutual aid request. Examples of request include;
  - a. Drug dogs
  - b. SWAT or Special Tactics Teams
  - c. Additional manpower
  - d. Public Utilities
  - e. Additional First Aid Personnel
4. Logistical requirements to include;
  - a. Communication equipment/two way radios
  - b. Food/water and sanitary facilities
  - c. Vehicles designated for event use
5. Coordination for special events will be planned and organized by planning within and outside the agency. If needed, the Wilkesboro Police Department can be assigned as a primary command post. Field command post may be set up as needed. Command post shall be staffed with a representative from each agency.
6. After-action report to include:
  - a. Type of event
  - b. Time and date of event
  - c. Composition of staff
  - d. Type and number of Special Operations personnel
  - e. Significant and adverse events and corrective or reactive actions taken
  - f. Lessons learned, recommendations for future events

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C. Mobilization/Call-Out

1. In any emergency or special operations situation where additional department resources are required, the Shift Supervisor may hold the present shift over, call-out the next shift due in, or call-back the last shift off duty so that personnel from two shifts are available. If needed, the coordinating supervisor may request assistance and equipment from outside agencies utilizing mutual aid request. Examples of request include but are not limited to;
  - a. Drug Dogs
  - b. SWAT or Special Tactics Teams
  - c. Additional manpower
  - d. Public Utilities
  - e. Additional First Aid Personnel
2. In case of a call-out, the police supervisor will call personnel in the following order:
  - a. Next shift due to work.
  - b. Staff and administrative officers, investigators.
  - c. Shift just relieved.
3. As part of the call-out procedure, the on-duty supervisor will contact the supervisor of the shift to be called in and advise him or her of the situation and give instruction about the primary and alternate assembly areas, special uniforms, equipment, or personnel needs. The on-duty supervisor will have the Communications Center or other designee contact all personnel required and instruct them as to primary and alternate assembly areas to report, and any special uniforms or equipment needed special provisions for communications or personnel needs. The supporting shift supervisor will ensure that all called-out personnel are in proper mental and physical condition to perform duty, and properly equipped and uniformed upon their arrival for duty.
4. In emergency situations such as natural disasters or civil disturbances, the shift supervisor may initiate the emergency mobilization procedures.

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There are three stages of emergency readiness that the supervisor may initiate:

- a. Stage One: All sworn officers are notified of conditions and requested to stay in contact with the department either by phone or radio until the alert is lifted.
- b. Stage Two: The next shift scheduled to come on duty will report as soon as possible to assist the shift presently on duty.
- c. Stage Three: All sworn officers will report for emergency duty immediately.

Note: During a Stage Two or Stage Three alert, regardless of scheduling, no officer will be released from duty until authorized by a supervisor.

5. The distribution of equipment to responding officers will be the responsibility of the on-duty supervisor in emergency situations. In situations where adequate notice and planning are available, the distribution of equipment will be accomplished by an officer assigned by the commanding officer.
6. Some special operations are planned in advance and, where possible, additional personnel required will be given advance notification of time, place, uniform, duties, etc. Emergency operations may only allow an advance notification of minutes. When advanced notification is made, each responding officer will be advised of a primary staging area and an alternate staging area.
7. Time permitting, call-out for intricate special operations such as a complex raid plan, will include sufficient time for briefing of all personnel and rehearsal.
8. During the mobilization call out, the supervisor will coordinate with other emergency management personnel providing them with staging area and other resources as needed.

#### D. Search and Rescue

1. The Wilkesboro Police Department is not equipped to perform Search and Rescue Missions.

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2. Wilkesboro Police personnel shall provide containment, security, and traffic control of the affected area.
3. Wilkesboro Police personnel shall activate and assist in coordination of search and rescue efforts by notifying The Office of Emergency Management or the Wilkes County Rescue Squad.
4. The Police Department may be designated as the Primary Command Post and field command post may be set up as needed. A Police liaison officer shall be assigned to each command post.
5. Further assistance may be requested from:
  - a. County Fire Marshals Office
  - b. Other local Police and Sheriffs Departments
  - c. N.C. State Highway Patrol
  - d. Military
  - e. North Carolina Department of Corrections
  - f. Civil Air Patrol
  - g. American Red Cross
  - h. Others as needs arise

E. Emergency Operation Drills

Annually, the Chief of Police or designee and various agencies will develop an emergency operation drill designed to examine and test operational readiness. The time and date of the exercise will be announced to members of the department. Following completion of drill, the Chief of Police or designee will critique the drill. Any written report will be forwarded to the appropriate personnel.

VII. SERIOUS INCIDENT/ ACCIDENT NOTIFICATION

A. Type of Incident Requiring Notification

1. The notification list contains examples of incidents and identifies who should be notified. The Shift Supervisor will make the determination to

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notify the Division Commander, The Deputy Chief, or the Chief of Police who will notify the Town Manager if deemed appropriate.

- The examples on the list are not all-inclusive and shift supervisors should use their best judgment in determining when and who to notify. In any questionable case, the Shift Supervisor will contact the Division Commander and a joint determination will be made.

<b>Type of incident</b>	<b>Division Commander</b>	<b>Deputy Chief of Police</b>	<b>Chief of Police</b>	<b>Town Manager</b>
Serious injury or illness to officer on duty	O	X	X	O
Accident – police vehicle	O	O	O	O
Officer Injured	O	X	X	O
Other persons injured	O	X	O	O
Major damage	O	X	O	O
Major Crime – Murder, bank robbery, assault where death may occur	O	X	X	O
Barricade/hostage situation and other major incidents	O	X	X	O
Disaster, catastrophe, severe weather producing emergency conditions	X	X	X	X
Serious complaint or incident involving police officer, including all shooting incidents	X	X	X	X
Serious accident/injury incident involving City Personnel	X	X	X	O
Deployment of less-lethal munitions or Taser	O	O	O	O

X - Immediate notification. O - Depending on circumstances may be immediate or start of workday

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B. Incidents Involving Other City Personnel, Equipment, or Property

When personnel, equipment, or property, which is the responsibility of another City department are involved in an incident, the Shift Supervisor should notify the Division Commander and the Division Commander will inform the appropriate Department Head. In addition, a copy of any offense or incident report will be provided to the Department Head at the earliest possible time.

VIII. NATURAL/ MAN MADE DISASTER PLAN

A. Authority for Placing Plan into Operation

1. Shift Supervisors are authorized to place this plan into operation. Appropriate notification of the situation requiring plan implementation must be made to supervisory personnel. The Chief of Police will immediately notify the Town Manager of the situation and will keep him/her advised of any changes so that the Wilkesboro Emergency Operations Plan may be implemented if necessary without delay.
2. The Supervisors will then be responsible for implementing the plan until relieved by the Chief of Police or a Supervisor of higher rank.

B. Departmental Resources

1. Supervisors implementing this plan may determine what additional department resources are required in terms of personnel and/or equipment and shall determine if ICS should be activated.
2. The shift supervisor may initiate the emergency mobilization procedures as outlined in this Policy.

C. Disaster Operations

1. The exact nature of the disaster, buildings or area affected, location, potential danger, etc., all will determine the exact nature of police response. The police supervisor will give consideration to the following areas.
2. Information: All police units at the scene of a disaster must provide a continuous flow of information concerning the conditions found, so that the police supervisor can evaluate the magnitude of required responses.

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The dispatcher should also obtain information for the police supervisor from other emergency services, utilities, etc. as available.

3. **Field Command Posts:** Depending on the nature of the disaster, a field command post may be established in the vicinity of disaster. The command post will be the police vehicle of the ranking officer present at the scene or the Incident Command Unit. In any major disaster, the command post will be located at a designated area by Shift Supervisor then Chief of Police or designee.
4. **Communications:** The Shift supervisor must communicate necessary information to emergency services, utilities, city departments, and when time permits to media agencies. The supervisor must ensure that adequate dispatcher assistance is provided to handle this increased workload and citizen calls. Under some circumstances, it may also be necessary to loan police radios to emergency service/utility crews with whom essential contact must be maintained.
5. **Casualty Information:** In any situation involving casualties, provision of casualty information will be the responsibility of the hospital and public inquiries will be so directed.
6. **Public information/Media Relations:** Chief of Police or designee will have area media agencies notified and establish a media information briefing point either in the vicinity of a small-scale disaster or at the police department in case of an area-wide disaster. On a regular basis, information will be provided directly to media representatives by the designated Public Information Officer. All media agencies will be advised that no telephone inquiries will be responded to in order to reduce the burden on dispatchers and telephone lines. If applicable reverse 911 can be utilized.
7. **Other Law Enforcement Agency Support:** The Shift Supervisor should advise the Wilkes County Sheriffs Office, North Wilkesboro Police Department and North Carolina Highway Patrol Office of any disaster and may, subsequently, request additional law enforcement support as required.
8. **Military Support/Martial Law:** Any disaster of the magnitude to require military support or the imposition of curfew or martial law will be handled in accordance with the Wilkesboro Emergency Operations Plan.

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9. **Building Security:** The involvement of one or more buildings, public or private, can generate a requirement for provision of security to prevent looting, theft, or trespass.
10. **Traffic Control:** It may be necessary to block roads and reroute traffic away from the affected area. Emergency service units should be so advised, announcements made over local radio stations, etc. Procedures to be followed:
  - a. First responding units to notify the supervisor of the situation.
  - b. The supervisor will assess the situational and determine the initial area to be controlled and will strategically set up the rerouting of traffic and call in additional resources as needed including mutual aid to request assistance from other agencies.
  - c. At scenes involving biological, nuclear or other hazardous material incidents, the supervisor would consult with the fire department incident commander for determining if the perimeter needs to be expanded or evacuation routes set up.
11. **Damage Control:** Necessary Public Works and utilities companies should be notified of road clearance needs, broken mains, downed lines, etc.
12. **Equipment Requirements:** Any special equipment needs should be coordinated with the Chief of Police.
13. **Rumor Control:** Factual information must be provided to media representatives particularly regarding any rumors. All police personnel will ensure that the police supervisor is advised of any rumors heard, so that the supervisor can provide factual information, as available, to media representatives.
14. **De-Escalation Procedures:** The Incident Commander will ensure an orderly de-escalation of controls and personnel as the disaster is controlled/overcome.
15. **Transportation:** Any special transportation needs may be requested from appropriate town departments or other emergency services.
16. **After-Action Reports:** Shift Supervisors involved will debrief officers and prepare after-action reports concerning all police activity during a disaster incident as well as any recommendations concerning procedures for future problems. A completed after-action report will be provided to the Town

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Manager by the Chief of Police. After-action reports will include any budgetary impact, commitments, obligations, etc.

## IX. CIVIAL DISTURBANCE/ MASS ARREST PLAN

### A. Authority for Plan Implementation

1. Shift Supervisors are authorized to implement this plan. Appropriate notification of implementation must be made to supervisory personnel in accordance with this Policy.
2. The Chief of Police will immediately notify the Town Manager of the situation and will keep him/her advised of any changes so that the Town of Wilkesboro Emergency Operations Plan may be implemented if necessary without delay.
3. The Shift Supervisor will be responsible for implementing the plan until relieved by the Chief of Police or a Supervisor of higher rank.

### B. Departmental Resources

The shift supervisor implementing this plan shall determine what, if any, additional departmental resources are required in terms of personnel and/or equipment.

1. Additional personnel may be called back in accordance with this Policy.
2. For additional equipment needs beyond that readily available to shift supervisor, the Chief of Police will be contacted.
3. Each officer will wear their department issued protective vest and have readily available their department issued equipment.

### C. Duties of First Officer on Scene

The duties of the first officer(s) arriving at the scene of disturbance include:

1. Observe the situation from a safe distance and determine if the crowd is peaceful or potentially violent.
2. Notify the dispatcher as to the seriousness of the situation and request the Shift Supervisor and additional backup to respond.

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3. Attempt to identify, by observation, the leader of the group.
4. Consider activation of ICS.

D. Duties of Shift Supervisor

Upon arrival at the scene, the Shift Supervisor can assume command until relieved by higher authority. Shift Supervisor duties and responsibilities shall include:

1. Assessing situation for seriousness and potential danger. If the situation is minor in nature, it may be handled with existing resources.
2. Maintaining communications with the dispatcher providing such information as:
  - a. Estimated size of the crowd and area involved.
  - b. Gauging the mood of the crowd.
  - c. Weapons, if any, involved.
  - d. Any destroyed property involved.
3. Establish a command post from his/her vehicle utilizing the police radio for communication.
4. Deciding on number of personnel/equipment needed. If a call back is initiated, the Shift Supervisor will determine the staging point and equipment to be worn.
5. Instruct dispatch to make proper notifications, to include:
  - a. Command Staff via chain of command.
  - b. Fire Department- to stand by in general area.
  - c. Wilkes County Emergency Medical Services (Ambulance Service).
  - d. Wilkes Regional Medical Center.
  - e. Wilkes County Sheriffs Department- to provide patrol coverage to Town and for possible influx of prisoners.

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- f. North Wilkesboro Police Department- to provide patrol coverage to the Town.
- g. Highway Patrol- to provide patrol coverage of Town.
- h. Ethnic/Civic Group Leaders.
- i. Media- to provide public information.
- j. District Attorney- to provide legal advice on arrest/confinement.
- k. Army National Guard- assistance may be requested only by the Town Manager. Such requests may be issued by telephone and must be directed to either the Adjutant General or the National Guard Command Staff in North Carolina.

6. Instruct officers as to traffic control in disturbance area.

#### E. Duties and Responsibilities of Dispatchers

When a civil disturbance arises, dispatchers will:

- 1. Make appropriate notifications requested by police supervisor. Officers, notified of call back will be told when and where to report and what personal equipment will be needed.
- 2. Make media referrals to the Chief of Police or his designee.
- 3. Inquiries concerning any casualties will be referred to the hospital where injured persons were transported to for treatment.

#### F. Operations

Once appropriate and adequate personnel are in place, the police supervisor will:

- 1. Approach crowd and inform the leader or leaders that the assembly is unlawful and they have to disperse. If the crowd is violent, this may be accomplished by using the P.A. system in police vehicle or bull horn.
- 2. A time limit for dispersal should be established and no extensions allowed.
- 3. If the crowd fails to disperse and continues its activity the Incident Commander will, after consultation with the Chief of Police:

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- a. Authorize use of Chemical Agents.
- b. Order formation of police lines and move into crowd for control.

G. Transportation

All departmental vehicles will be available for transportation of officers/equipment to the scene, and for prisoner transportation from the scene. If additional transportation is required, the supervisor shall request assistance from the Wilkes County Sheriffs Department and/or North Wilkesboro Police Department. Other Transportation may be available through the Wilkes Board of Education, The North Carolina Department of Corrections and the Wilkes County Transportation Services.

H. Public Facility Security

Attempts will be made to provide security to all public facilities threatened by any crowd to include:

- 1. Town water supply.
- 2. Fire/Rescue/Clinic Buildings and access to these.
- 3. Town Hall.
- 4. Schools.
- 5. Utility Substations

I. Public Information/Rumor Control

The Chief of Police or his designee will respond to appropriate media requests in order to keep the public informed and to dispel rumors.

J. Court/Prosecutorial liaison

The District Attorney will be asked to provide legal assistance in arrest, incarceration, and court proceedings.

K. Legal considerations

Chapter 14-288, of the North Carolina General Statute provides for the legal disposition of persons participating in riots and civil disorders. It also

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empowers the Governor of the state to promulgate emergency rules and regulations, to commit the National Guard and other Law Enforcement agencies, and to suspend individual civil rights for the duration of the emergency.

#### L. De-escalation Procedures

Once the disturbance has been brought under control and the situation has returned to normal, the police supervisor will begin de-escalation procedures to include:

1. Disengage officers as appropriate.
  - a. On duty officers will return to normal patrol operation.
  - b. Released officers will return issued equipment to the command post.
2. Assign officers to remain in the area of the disturbance to protect from any recurrence of trouble. These officers will protect the scene if it is going to be processed for evidence.
3. Discontinue the command post.

#### M. Post-Occurrence Duties/After-Action Reports

The Police Supervisor, upon returning to the police station, will perform the following duties:

1. Debrief officers and get reports/statements for inclusion in the final report.
2. Prepare a detailed after action report, providing all factual information about incident to be forwarded through the chain of command to the Chief of Police, along with any appropriate recommendations.
3. Provide information to the Chief of Police for media release.
4. Arrange for evidence collection at the scene.
5. Arrange for medical care, food, water and sanitation at the scene.

#### N. Mass Arrest Procedures

During the course of a civil disturbance mass arrests may occur and must be handled quickly and efficiently providing for security, transportation to the

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jail, release on summons, arrestee rights, etc. Arrested persons will be removed from the point of the disturbance and brought to a point where initial processing will take place. The police supervisor will establish an arrest team to handle prisoners. Arrest team duties will include:

1. Prisoners will be transported to either Wilkesboro Police Department or Wilkes County Intake Center where formal charging/processing will take place. Prisoners will be fingerprinted if charged with a felony crime.
2. Arrested persons will be allowed the opportunity to contact legal counsel at the conclusion of processing and be taken before the magistrate.
3. Arrested persons who are injured will be given medical treatment before the formal processing begins. The Wilkesboro Fire Department may establish a triage to treat minor injuries that do not require hospitalization.
4. The District Attorney or his/her assistant or Magistrate will provide legal advice to the police supervisor as appropriate.
5. Juveniles involved in arrests will be treated according to juvenile procedures.

O. Response to Aggression

The minimum amount of response to affect an arrest or control the disturbance will be used.

P. Retreat of Officers

At any time the On-Scene Supervisor feels the crowd is beyond the control of the department, the supervisor is authorized to order a retreat to officers. The supervisor shall form a perimeter, isolating the crowd and advise the Chief of Police. The Chief of Police shall request additional help from outside agencies.

X. HOSTAGE/BARRICADE PERSONS SITUATION

A. General

The first 10-20 minutes of a hostage/barricade situation are the most emotionally charged and therefore offer the highest potential for danger. Stress levels are high both among police and persons involved. Normally there is no need to rush to a resolution of the situation. Many of these situations may continue for 10 hours or more. Time may reduce stress levels

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and allow the communication process to begin. Additionally, time is needed to assess the situation and to secure the area surrounding the incident. The Chief of Police or his designee will make all decisions on whether to call another agency or Tactical Response Team for assistance or handle the situation with members of the department.

#### B. Initial Responding Officer Responsibilities

Hostage situations may arise from a variety of incidents. Some of these include: domestic violence, escape from custody, for political or ideological reasons, or by emotionally disturbed persons. The life and well being of the hostages have top priority. All members shall implement the following procedures:

1. When confronted with a hostage situation, take up a safe position offering cover and concealment. Members may use deadly response in accordance with department policy and N.C.G.S. 15A-401. Unless there is imminent danger of death or bodily harm, officers should take no overt action to apprehend the hostage taker.
2. The primary goal of the initial officers on the scene is to stabilize the situation. Do not grant any demands by a hostage taker. Stall for time until hostage negotiators are in place. A patrol officer or supervisor may say, "I have no authority to make any deals, I must call the Chief of Police to decide." Time is essential and the more time the officer can buy the better.
3. Block escape, confining the captor(s) to the smallest area possible that is consistent with their own safety.
4. Advise the communications center of the exact location, the location of the suspect and hostages, and the nature of the incident. The officer should also notify communications and have departmental supervisory personnel notified.
5. Officers shall assist in gathering as much information as possible about the situation as directed by the scene commander:

#### C. Incident Commander Responsibilities

Upon arrival at the scene, if he/she deems it necessary the Shift Supervisor can assume Incident Command of all police personnel and make all appropriate decisions, until such time as he/she is relieved as described in this policy. Since accomplishing all of these tasks may take time, it

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is important to thoroughly brief the personnel assuming command of the incident to ensure that nothing is overlooked. The duties and responsibilities of the incident commander include:

1. Contact Wilkesboro Police Department SWAT Team personnel. Upon their arrival they shall be briefed by the incident commander.
2. Communications between tactical and hostage negotiation personnel. Tactical teams will be responsible for any tactical operations plan. These must be approved by the Chief of Police or designee and Incident Commander prior to action. The Incident Commander will be responsible for notifying the Chief of Police and command officers.
3. Begin assembling resources from within the department and from any outside agencies such as the Wilkesboro Fire Department, the electric Company and Public Works, or the Wilkes Board of Education (for school incidents). Wilkes County Sheriffs Department will be advised to be on standby. Personnel from civilian agencies summoned to help will not be placed in potentially dangerous areas. If there is the possibility of multiple casualties, Wilkes Regional Medical Center and other area hospital emergency rooms will be put on standby.
4. The Incident Commander or the Chief of Police will make the determination to request mutual aid from area law enforcement agencies for assistance with the incident or patrol coverage while Wilkesboro Police officers are at the scene.
5. The incident commander and all personnel involved should maintain communications security. Sensitive information about plans, personnel dispositions, or tactics should not be relayed "in the clear" on the department's radio frequency. Precautions should be taken so that personnel from other agencies do not divulge sensitive information via their communications.
6. Establish an inside and outside perimeter to ensure a safe area in which to operate and establishment of a central command post with appropriate chain of command.
7. Coordinate the evacuation of innocent persons from the danger area or potential danger area. **Everyone should be treated as a suspect until it is positively determined that they are not.** These people are to be detained in a designated area of safety for identification and intelligence interviews. All intelligence obtained through these interviews shall be relayed to the scene commander.

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8. Establish communications with the suspect to determine their demands or intentions.
9. Decide whether to allow hostage situations to go mobile. Normally this will only be allowed to gain a tactical advantage or reduce the number of hostages.
10. Surrender of the hostage taker shall be handled by the arrest team as determined by the Incident Commander.
11. The decision to make an entry will be made by the Incident Commander based on consultations with anyone he deems necessary. Lethal or less lethal response to resolve a situation will be used in accordance with department policy and N.C.G.S. 15A-401.

**D. Media Access**

The Chief of Police, or his designee, will establish a media briefing area and will provide timely updates to media personnel.

**E. Special Equipment**

Hostage/barricaded persons incidents may require the use of specialized equipment on the scene.

1. The department supply room contains such equipment as:
  - a. Additional shotguns and ammunition.
2. When activated, officers will only be allowed to use weapons they are qualified to use.
3. All officers assigned to a hostage / barricade situation will wear protective vests.

**F. Negotiating With Barricaded Persons/Hostage Taker**

1. The negotiation process is one of establishing a trust between the hostage taker and negotiator which involves some "give and take" on both parts. The Wilkesboro Police Department does have a Tactical team within the department. Additional tactical team assistance and hostage negotiation support can be requested by the OIC from the following agencies:

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- a. Wilkes County Sheriffs office
  - b. North Carolina State Bureau of Investigation
2. In negotiating, practically all demands are negotiable except supplying gunmen with weapons, demands for drugs or alcohol and or providing additional hostages or exchanging hostages.
  3. Negotiators shall be positioned at a location separate from the Command Post. The location should provide privacy and security for the negotiators and contain the equipment to maintain communications with both the scene commander and hostage taker. "Throw phones", radios, cellular phones, and bullhorns may be used to communicate with the suspect. Negotiators should also be conscious of communications security.
  4. The Negotiator can recommend to the on scene supervisor to terminate negotiations at any time he/she determines they are not fruitful.

G. Chase/Surveillance Vehicle/Control of Travel Route

The On-Scene Supervisor will ensure that, should a hostage situation become mobile, i.e., the hostage taker gets a vehicle, all possible routes of travel are covered by police units. Additionally, surveillance vehicles may be assigned in order to observe activities of hostage takers.

H. De-Escalation

Once the hostage/barricaded situation has been resolved the following procedures should be followed:

1. Once the arrest team has secured and searched the suspect he/she will be given any medical treatment needed and should be removed from the scene immediately. If the suspect's injuries are serious enough to warrant hospitalization, the receiving hospital will be notified along with the law enforcement agency having jurisdiction. An appropriate number of police personnel will be assigned to provide security at the hospital. Suspects taken directly to police station will be mirandized and transported in a unit equipped with a cage. Suspects should always be accompanied by 2 or more officers for security.
2. Hostage should be removed immediately, upon capture of suspect.
  - a. Radio communication should be made that the hostages are coming out.

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- b. Medical treatment should be provided, if needed.
  - c. Hostages should not be allowed to discuss the incident with anyone until they have been debriefed by department personnel.
  - d. The incident commander should assign an officer/investigator to each hostage for debriefing. Hostages will also be notified of services that are available to them as the victims of crime.
3. The crime scene shall be preserved until processed for evidence by officers assigned.
- a. The area will remain cordoned off until the incident commander declares it open.
  - b. Units that are no longer needed should be cleared for normal assignments by the incident commander.
  - c. All officers will return all special equipment to the police department.
4. Investigations will be made for collateral damage to surrounding properties such as bullet holes in neighboring buildings or destroyed lawns and gardens. Investigations should include pictures.
- I. After Action Reports

All officers will be debriefed after an incident. Information will be collected both for use in the prosecution of suspects and to critique department actions. The incident commander will submit a detailed after action report to the Chief of Police through the chain of command on all hostage / barricaded person incidents containing all facts pertaining to the incident. A copy of this report will be forwarded to the Professional Standards. The after-action report shall include the following:

- 1. Chronological order of events
  - a. First indication of the situation
  - b. First officer(s) on the scene
  - c. Notification of field units, Chief and Deputy Chief
  - d. Establishment of command post, perimeters and communications area

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- e. Notification of off duty personnel
  - f. Request from assistance from other agencies i.e.: Fire, rescue, other agencies
  - g. Arrival times of support personnel and liaison
2. Location of the incident
  3. Number of Hostage takers
  4. Number of Hostages
  5. Reasons if any, for the incident occurring
  6. Weapons involved, if any
  7. Organized Groups involved, if any
  8. Casualties to include:
    - a. Number killed
    - b. Number with incapacitating injuries
    - c. Number treated and released
  9. Total arrested
  10. Date/time incident cleared
  11. Date/time other agencies released
  12. Critique to include:
    - a. Positive results
    - b. Negative results
  13. Recommendations for future occurrences

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## XI. BOMB EMERGENCIES

### A. Administration

1. Supervisors shall have the authority to implement this plan and can assume command of operation until relieved by the Chief of Police or a Commander of higher rank.
2. The initial response to bomb threats will normally be conducted by patrol officers, while actual bombings require the assignment of detectives and federal law enforcement agencies. There is an overlap where a bomb threat is a form of extortion or terrorism.
3. If there is an actual bomb explosion, the FBI and ATF must be notified, will respond, and will conduct an investigation. Members of the Wilkesboro Police Department will not disturb the scene and will provide whatever assistance is required.

### B. Duties and Responsibilities of Shift Supervisor

Upon notification by the dispatcher the Shift Supervisor will immediately respond to the scene. Radios and cell phones will be turned off. Additionally, the Shift Supervisor will:

1. Assess the situation and make a determination on notification of command personnel, Detectives, FBI or ATF.
  - a. If a call back of additional police personnel is necessary, the dispatcher will be instructed to do so in accordance with this Policy.
  - b. Determine what outside agencies should be notified and/or assistance requested such as fire, rescue, hospitals, the Wilkes County Hazardous Devices Unit, State Bureau of Investigation or the Army EOD Teams at Bragg, NC.

#### ***Contact Information:***

North Carolina State Bureau of Investigation Phone number  
919-779-1400 ext 426

Wilkes County Sheriffs Office Phone number  
336-903-7600 or through communications

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2. Interview the person who received the original call. All details, such as caller's voice, mannerisms, background noises, and time elements should be gathered. The time the call was received is most important since most bombs are activated by some type of watch or clock which restricts "bomber" to a 12 hour period or less.
3. Instruct officers about traffic control in the general area.
4. Establish a security perimeter around the scene.
5. Coordinate with outside agencies that have been called, as they arrive.
6. Activate ICS if appropriate.

C. Duties and Responsibilities of Investigating Officer

1. Responding patrol personnel shall have the responsibility of conducting the preliminary investigation and filing appropriate reports. Supplemental and related follow-up reports will be filed by assisting support personnel with respect to their function.
2. Members of the Investigation Section shall be responsible for the follow-up Investigation in an effort to identify the perpetrator of the act.
3. If an actual explosion has occurred, detailed investigation and crime scene processing should await arrival of FBI or ATF.

D. Evacuation

1. The final decision to evacuate a building based on a threat must be left up to the management of that building or institution against which the threat was directed. The role of the police is to provide information and recommendations which management officials may choose to use in making evacuation decision.
2. If the decision is made to evacuate the building, police may assist in the process.
3. If evacuation was ordered by the premise authority, the decision to allow re-entry will remain with the same authority.
4. Should an actual or suspicious item be located, evacuation of the premises should be directed by the responding officer under the authority of N.C.G.S 15A-285, wherein a law enforcement officer may order an

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evacuation, if necessary, to save lives or otherwise control a public catastrophe.

E. Searching the Premises

1. The decision to search a building based on a threat is also a building management decision, with police providing recommendations. Since building employees are most familiar with the building and space therein, part of the building management responsibility includes providing assistance to police/fire building search teams.
2. Once it is decided to search premises, the Shift Supervisor will designate search teams as needed, depending on the size of the area to be searched.
3. Police personnel should coordinate the search so as not to be repetitious or overlook any areas. However, it should be impressed on searchers the importance of not disturbing any suspected device that may be located because it may be booby trapped. A floor plan of the building should be obtained for immediate reference, if available.
4. All areas open to the public should be given special attention-restrooms, trash receptacles, stair wells, elevator shafts, etc. Custodians should be advised to check their closets and storage areas for any unusual objects, and supervisors should relate to their subordinates to check their work areas for unusual objects.
5. Nothing should be done to change the environment of the area being searched, such as cutting on light switches, thermostats, etc., until the area has been searched thoroughly using flashlights. Do not use radios or cell phones when approaching or searching area. Do not smoke.
6. If the search fails to reveal an explosive device, the officer should never comment that there is no bomb present, rather that an explosive device was not found.
7. If any unusual device or bomb is believed to have been found, **DO NOT ATTEMPT TO DISARM OR MOVE IN ANY MANNER**. The explosive may be booby trapped, and should be approached only by explosive experts. The main concern is to safeguard lives by isolating the area. If a device suspected of being a bomb is found, the dispatcher should be advised to contact one of the EOD Teams listed in this Policy. The disposal team will respond to handle the device, and have all necessary equipment to handle the bomb disposal operations.

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F. Communications

Do not use radios or cellular phones due to the danger of possible bomb detonation from radio transmissions. All radios at the scene will be turned off. Communications between Shift Supervisor and dispatch will be through the use of landline telephones, or officers can be sent several blocks away to transmit messages using police radio.

G. Scene Protection/Evidence Collection

If an explosive device has been detonated, the scene will remain protected until the FBI or ATF arrives to begin scene processing. Officers/investigators will give any assistance requested by the FBI or ATF.

H. After-Action Report

Incident reports will be completed on each bomb threat/bomb emergency. Additionally, officers will be debriefed and an after-action report will be completed by the Shift Supervisor to the Chief of Police relating all facts of the incident and recommendations, if appropriate.

XII. VIP SECURITY PLAN

A. General

1. All requests for police security services for VIP visitors will be directed to the Chief of Police, who will make an administrative decision as to the level and nature of services to be provided. The Captain of Support Services will be responsible for supervising and coordinating security measures associated with the protection of the visiting VIP's.
2. The Captain of Support Services will designate a single individual as supervisor and coordinator of any given security detail.
3. The Captain of Support Services or security team coordinator will meet, as required, with the advance party/VIP security representative, and will prepare necessary plans for provision of security services.
  - a. Upon request, arrange to provide support and coordination to any agency involved in or assigned protection responsibility to a VIP scheduled to visit our jurisdiction.
  - b. Establish and maintain liaison with all agencies participating in the security detail.

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- c. Conduct a thorough assessment of the security level necessary and coordinate activities related to personnel requirements, equipment procurement and duty assignments. Consideration will be given to type, number of vehicles, body armor for VIP's (officers will wear assigned body armor), and weapons needed to accomplish the assignment.
- d. Arrange for the collection of intelligence information identifying known persons or groups who may pose a threat to the protected. Individual profiles should be compiled which include physical descriptions and photographs, group characteristics and a general appraisal of the threat which the individual or group presents.

#### B. Advance Survey

1. Working from information detailing the protectee's entire schedule, a security assessment will be conducted in order to identify problem areas and security concerns, enabling a more effective plan of security.
2. All travel routes to be used by the motorcade during the visit shall be selected only after being inspected, evaluated and approved for safe and unobstructed travel.
3. An alternate travel route will be selected to be utilized in the event of an emergency or other circumstance requiring a route change.
4. All security personnel shall be made aware of all primary and secondary travel routes.
5. All sites and facilities to be visited by the protected shall be inspected and a resultant plan of security formulated for each location.
6. A listing of all medical facilities, ambulance and first aid services will be compiled and a contingency medical response plan developed.

#### C. Command and Control

1. A command post shall be established and staffed with at least one representative from each participating agency. Operations information of the protectee's movements and security status shall be collected and distributed to all support groups routinely.

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2. The protection assignments will consist of various security components having individual responsibilities, supervised and staffed with personnel having functional expertise in the particular area of assignment.
3. All security component supervisors will be thoroughly briefed on all aspects of operations and will assist in developing security measures for their particular assignment. They will remain accountable for their assigned responsibilities until being relieved by the security coordinator.
4. All plainclothes personnel assigned to the security function will wear a designated insignia, identifying them as a law enforcement officer.

#### D. Communications and Equipment

1. The security coordinator shall be responsible for compiling a list and facilitating the procurement of all general and specialized equipment considered necessary for the assignment.
2. Assigned Personnel will be equipped with radio communications having the designated operational frequency. In the event operational frequencies among participating agencies are incompatible, a communications liaison will be assigned to coordinate communications transmission.

#### E. After action report

After security mission has been terminated, the security team coordinator will debrief officers and submit an after action report to the Chief of Police describing the activities, resources utilized, problems noted, and giving and recommendations for future assignments.

### XIII. HAZARDOUS MATERIAL INCIDENTS

#### A. General

To establish procedures for reporting and responding to hazardous materials incidents occurring either in the transportation environment or at fixed facilities.

#### B. Definitions

1. Hazardous Material – A substance or material capable of posing an unreasonable risk to health, safety and property and including but not limited to all petrochemicals, liquid gases, compound gases, acids, corrosives and other flammable, toxic or noxious substances.

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2. Hazardous Waste\_– Any material that appears on the EPA’s list of hazardous waste, or that meets any of the following EPA criteria: toxicity, corrosiveness, reactivity or ignitability.
3. Hazardous Material Incident – The release of a material hazardous to the environment. HAZMAT incidents do not include preplanned raids or seizures involving clandestine drug laboratories.
4. Hot Zone – An area immediately surrounding the hazardous material incident. Everything within this area is considered contaminated. It will be initially determined by using the Emergency Response Guidebook. If the substance is unknown or cannot be readily identified, 2000 feet is considered a safe distance for any hazardous substance.
5. Warm Zone – An area used for decontamination. It is considered an access corridor into the hot zone. Only persons with protective clothing may enter the warm zone.
6. Cold Zone – An area surrounding the warm zone where the command post, staging area and responders will be deployed. Non-response vehicles will be diverted from this area.
7. Placard – A diamond shaped sign with colors, letters, descriptive drawing and numbers that are displayed on the sides and ends of a motor vehicle, railcar, freight container or portable tank containing hazardous materials. The number will correspond to the DOT Emergency Response Guide Book.
8. CHEMTREC – Chemical Transportation Emergency Center, a public service of the Manufacturing Chemists Association. The center provides information about the product for those at the scene of emergencies, then promptly contacts the shipper of the chemicals involved for more detailed assistance and appropriate follow up. Chemtrec is not intended and is not equipped to function as a general information source. Do not call Chemtrec on problems other than chemical cargo emergencies.
9. Shipping Papers\_– Papers that list the specific cargo being transported. The papers list the sender, the receiver, the carrier, the destination and details the contents and the dangers associated with the materials.

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### C. Response

1. The Police Department function in hazardous materials incidents will be to secure the scene, control vehicular and pedestrian traffic and assist the Fire Department Hazardous Materials Team.
2. Officers will assist at incidents within their level of training as a first responder. All officers have been issued the DOT Emergency Response Guidebook and will keep the book in their vehicles at all times. After a hazardous material has been identified, officers will use the book to identify potential hazards and obtain immediate initial action information for fires, spills and first aid. Upon officer's arrival, and confirmation of a hazardous material incident, the officer will request dispatch to contact the Wilkesboro Fire Department. The Fire Department is the designated Emergency Response authority for the Town of Wilkesboro and will be in charge at the scene of hazardous materials incidents.

#### a. Identification

Identification is usually accomplished by descriptive data in shipping papers and placards. If this information is not readily obtainable due to an incapacitated driver, destruction of shipping papers or placards, officers should contact CHEMTREC at 1-800 424 9300.

#### b. Procedures

Officers encountering a hazardous materials incident will notify Communications and their supervisor immediately. Officers will make every attempt to provide the following information:

- (1). Location of the incident
- (2). Type of incident
- (3). Material involved by name or ID number and quantity
- (4). Status of incident
- (5). Wind direction at the scene
- (6). Any additional information that may be helpful to emergency responders in determining the best course of action

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3. Officer will approach the scene with caution and should approach from upwind and uphill.
4. When there is any question whether materials are hazardous, officers will avoid contact with the material and will keep other persons away from the material.
5. Officers will follow procedures specified in the DOT Emergency Response Guide Book to identify hazardous materials, take appropriate emergency action and notify relevant agencies.
6. When dispatched to a hazardous materials incident, the initial officer will report to the command post established by the Fire Department. The Fire Department Incident Commander will establish a Command Post and will be in charge of the scene. A police supervisor will be assigned to the Command Post to facilitate communication and ensure a coordinated response. The Fire Department Incident Commander will advise the assigned supervisor on scene regarding precautions that need to be taken such as:
  - a. Scene protection
  - b. Traffic routing
  - c. Crowd control
  - d. Escorting necessary non-law enforcement emergency equipment
  - e. General search and rescue
  - f. Evacuation notification of threatened areas

#### D. Injured Persons

1. Officers are discouraged from endangering themselves by performing rescue or other operations in the contaminated area unless the officer performing such operations is wearing protective clothing; a self-contained breathing apparatus and is trained in the use of this equipment.
2. In the interest of officer and citizen safety, the officer should direct lifesaving activities by promptly notifying Fire Department personnel who have the appropriate equipment to safely perform such rescues. Notification should include the number of injured persons in the danger area and if possible, the nature of the hazardous material.

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E. Traffic Control

Major routes should be established and maintained. Private vehicles will be prevented from entering the area and will be removed if blocking emergency equipment. Road blocks and alternate routes should be established as needed.

F. Crowd Control

Crowd control measures should be implemented as soon as possible to keep spectators away from the evacuated area as well as from the scene of the incident. This will reduce the possibility of looting and other crimes in the affected area and minimize interference and injury.

G. Evacuation

1. The decision to evacuate an area in a hazardous materials incident is generally that of the Fire Department. Implementation of the Fire Department's decision to evacuate is the Police Department's responsibility. If no Fire Department officials are present to make that decision, department command staff will make a decision.
2. The policy of this department is to request voluntary compliance with requests for evacuation, and not to forcibly evict persons from their homes and businesses. In cases involving the mentally or physically ill, those unable to understand, including children, etc. proper action will be dictated by the circumstances. Nonresidents and those without lawful business in the area may be required to leave if deemed necessary. Properly credentialed members of the press must be allowed access to the area outside of the established perimeter, after they are fully advised of the hazards involved.
3. The notification procedure for evacuations will be decided by the ranking supervisor at the scene. It may include one or both of the following methods:
  - a. Car PA system
  - b. Door to door by officers on foot
4. Radio and television stations may be requested by the Chief of Police or his designee to assist by broadcasting evacuation requests, but broadcasts alone are not sufficient.

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5. Evacuation should be approached in a calm, professional manner that will inspire public confidence and prevent panic.
6. Residents should be advised to take their pets with them and lock their homes. If fire or explosion is possible, gas and electricity should be turned off at the meters.
7. Evacuees should be directed to a designated evacuation center. Time permitting, officers should note names and addresses of persons refusing to evacuate. This will assist in later civil or criminal court action and perhaps future rescue.

#### H. Radioactive Materials

1. Complete information concerning the incident will be forwarded to Communications as quickly as possible. This notification should include:
  - a. Type of incident
  - b. Basic description
  - c. Exact location
  - d. If possible, obtain all information contained on the Interstate Commerce Commission (ICC) labels from a safe distance. Use of binoculars is recommended.
2. The Fire Department will be notified immediately.
3. Officers will not handle known or suspected radioactive materials in any way, but will protect the scene from unauthorized citizens and keep all persons at least 500 feet away.

#### I. Suspicious Powder Protocol

1. In accordance with the protocol established and approved by the North Carolina Department of Health and Human Services, the following procedures will be used for response to suspicious powders including potential contaminated mail.
  - a. Upon notification of an incident involving suspicious powders, Central Communications (c-comm) dispatch Police to the scene.
  - b. Initial responding officer will assume command of the incident.

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- c. Incident Commander's (IC) first objective is to determine if the items pose a credible threat.
  - d. The IC will determine the need for Hazmat or Public Health Regional Surveillance Team assistance in determining if the threat is credible and request that they respond to the incident. PHRST Team contact information for Wilkes County is Region 4 (919)212-9673. The IC must provide contact information for Hazmat and PHRST Team.
  - e. If there is uncertainty about threat credibility or a need for consultation, contact FBI Charlotte Office at 704-377-9200, another local FBI office, or the NC State Bureau of Investigation at 919-662-4500. You must let them know you have contacted Hazmat and PHRST Team for assistance.
2. If it is determined that the substance or package does not present a credible threat the following steps should be followed:
    - a. Release individuals who may have been isolated.
    - b. Provide individuals that may have been exposed to the suspicious substance with 24/7 contact information for the PHRST and or LHD.
    - c. Suspicious items should be returned to the complainant or disposed of by the IC.
  3. If the threat is determined to be credible by the on scene law enforcement professional, these steps should follow:
    - a. Contact the Charlotte Office of the FBI for notification and to verify threat credibility prior to re-entry into the isolated area. Contact the FBI Charlotte office at 704-377-9200, another local FBI office, or the NC State Bureau of Investigation at 919-662-4500.
    - b. If they are not already on-scene, contact the appropriate PHRST and LHD.
    - c. If they are not already on-scene, contact the appropriate Hazmat team. Entry into the isolated area for collection of samples will be restricted to properly trained Hazmat personnel using appropriate personal protective equipment.
    - d. Area isolation should be maintained.

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- e. Exposed individuals should remain in the building in an isolated or safe room until they are appropriately decontaminated. Decontamination decisions (whom to decontaminate and methods) should be made by Public Health personnel with cooperation and participation of the Hazmat team and others as needed.
  - f. Law enforcement and public health officials should obtain contact information for the list of individuals that may have been exposed to the suspicious substance or powder.
  - g. Notify the State Laboratory of Public Health (SLPH) at 919-733-7367 or (pager) 919-310-4243.
  - h. Collect samples for submittal to the SLPH.
4. Areas that are suspected of being contaminated should remain isolated until laboratory results are obtained. Law enforcement personnel should be responsible for ensuring that the affected area remains isolated until public health officials release the area from isolation. Public health personnel will be responsible for decisions about area isolation. The steps should be followed to isolate affected areas:
- a. Ventilation systems serving the affected areas may need to be shut down.
  - b. Affected areas should be locked or guarded to prevent entry.
5. To determine if a threat is credible the following steps should be taken:
- a. If there is a return address on a package or envelope, try to contact the sender prior to proceeding.
  - b. Determine whether there is an explanation for the presence of a powder or suspicious substance in the package.
  - c. Determine whether there is the absence of an implied or explicit threat.
6. Some characteristics of suspicious packages and letters include the following...
- a. Excessive postage
  - b. Handwritten or poorly typed addresses

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- c. Incorrect titles
- d. Title, but no name
- e. Misspellings of common words
- f. Oily stains, discolorations or odor
- g. No return address
- h. Excessive weight
- i. Lopsided or uneven envelope
- j. Protruding wires or aluminum foil
- k. Excessive security material such as masking tape, string, etc.
- l. Visual distractions
- m. Ticking sound
- n. Marked with restrictive endorsements, such as “Personal” or “Confidential”
- o. Shows a city or state in the postmark that does not match the return address.

#### J. Sample Collection

1. Samples should be collected only after law enforcement, Hazmat and public health personnel have determined that there is a credible threat presented by the substance.
2. Entry into the isolated area and collection of samples should be done by properly trained Hazmat personnel using appropriate personal protective equipment as specified in OSHA standard 1910.120, Appendix B.
3. If visible powder or liquid is present on surfaces, a swab or wipe sample should be collected for submittal to SLPH.
4. If a package or container would need to be opened or disturbed to access visible substance, the package or container should not be opened and

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should be packaged and submitted to the lab intact. Submittal of items such as clothing, office products, furniture, or other items to the laboratory should be avoided.

5. Prior approval for submittal of these items must be obtained from the SLPH.
6. Law enforcement personnel must be consulted about sample collection to ensure that forensic integrity of the site and samples is maintained during the site entry and sampling process.
7. Hazmat will test the item for explosives and ionizing radiation prior to taking samples.
8. Attachment C provides the details for collecting and documenting samples and can be found at <http://www.epi.state.nc.us/epi/phpr/attachmentC.pdf>.

#### K. Sample Packaging

Samples should be packaged in “generalized triple packaging” as specified by CDC for shipment of biological agents. **Samples SHOULD NOT be packaged in paint cans.** Hazmat personnel with assistance from the PHRST Team will package the samples using the guidance provided in Attachment D and can be found at <http://www.epi.state.nc.us/epi/phpr/attachmentD.html>.

#### L. Sample Transportation

1. Law enforcement or public health personnel should transport samples to the SLPH. A “Chain of Custody” record form and “Sample Information” form must accompany all samples. This form will be initiated when the sample is collected, and maintained until the sample reaches the SLPH. Copies of the form can be obtained from Hazmat.

“Sample Information” form can be found at,  
<http://www.epi.state.nc.us/epi/phpr/attachmentB.pdf>.

“Chain of Custody” form can be found at,  
<http://www.epi.state.nc.us/epi/phpr/attachmentE.pdf>.

2. Transportation to the State Laboratory should occur as soon as possible to rule out the presence of a biological agent.

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#### M. Safety Precautions

1. Awareness level guidelines for events involving chemical, biological, radiological, and nuclear weapons (CBRN) and hazardous materials are included in the Wilkesboro Emergency Operations Plan.
2. Avoid physical contact with the hazardous substance. Exposure that may endanger you can occur through contact, inhalation, ingestion or absorption. Hazardous materials may be colorless and odorless.
3. Eliminate open flames and the possibility of sparks from smoking, flares, electricity, etc.
4. Shut off automobile engines. Never enter the “hot zone” in an automobile.
5. Do not eat, drink or smoke in the area. Do not use food or drinking water that may have been in contact with material from the incident.

#### N. After Action Report

An after action report will be completed by the police supervisor assigned to the incident. The after action reports will contain all police activity during a disaster incident as well as any recommendations concerning procedures for future problems. After-action reports will include any budgetary impact, commitments, obligations, etc. The purpose of this report is to identify any training or operational deficiencies that need to be corrected to more effectively handle future incidents.

### XIV. RAPID DEPLOYMENT

#### A. DEFINITIONS

1. Active Shooter-one or more suspects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others and when their overriding objective appears to be that of inflicting mass casualties rather than other criminal conduct.
2. Contact Team-first group (2 to 4) officers that arrive on the scene.
3. Rescue Team- second group (4) officers that arrive for the purpose of rescuing victims or a fellow injured officer.

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4. Team- a group of two to four officers immediately available to be a part of either the contact team or the rescue team. Not a pre-assigned group of officers.

NOTE: The philosophy of this policy recognizes that the active shooter must be stopped before they can inflict injury upon innocent lives. This shall be the objective and responsibility of the initial responding officers and any officers responding thereafter, and they shall use all legal means to accomplish this objective. The prioritization of activities, in their order of importance is to capture or neutralize the active shooter, rescue the victims, provide medical assistance, and preserve the crime scene.

With the exception of the Chief of Police, all trained officers regardless of rank or assignment, whether in uniform or plain clothes, are expected to immediately take the following response measures should an in-progress shooting incident or armed intruder be reported at a school or any other locations with large gatherings of people. All officers, unless they are already involved in a life threatening or other emergency situation or otherwise directed by a supervisor, will immediately respond to the area of the active shooter.

#### B. Communication

1. The Communications Center upon receipt of an active shooter call shall clear the radio frequency of all unnecessary traffic.
2. The Wilkesboro Police Department frequency shall be the primary frequency for the coordination of all emergency procedures. Contact and Rescue Teams shall use the Wilkesboro Police Department frequency. When incident command arrives on location, he/she will make the decision to change radio frequencies to keep unnecessary traffic off the same channel as the contact / rescue team(s).
3. The Communications Center shall notify each Wilkesboro Police Department Officer as soon as the incident is received.
4. The Communications Center will advise all responding Police Departments to report to the scene at a location determined by the Incident Commander.

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#### C. Contact Team

1. The first two to four responding officers shall form a contact team and enter the premise in immediate pursuit of the active shooter. The focus of the contact team is to:
  - a. engage the active shooter as soon as possible;
  - b. stop him/them by arrest, containment, or use of deadly physical response;
  - c. maintain radio contact with the Incident Commander.
  - d. provide intelligence about the scene;
  - e. provide intelligence about the movement of suspects and weapons; and,
  - f. advise the Incident Commander on the need for additional entry personnel.
2. The second group of two to four officers arriving on the scene will either form another contact team or a rescue team. The contact team(s) will be subject to 360 degree vulnerability and will not do a thorough clearing of the premise. They will continue past victims or harmless distractions. The location of the victims may be relayed to the rescue team and/or the Incident Commander.
3. Officers shall make entry at a location other than the main entrance, as this is the place where a suspect might logically set up barricades, explosives and/or an ambush.

#### D. Rescue Team

1. Rescue teams will locate and remove injured victims, and direct uninjured victims that are not “locked down”, out of the building.
2. Rescue team members should remember that uninjured victims may be in shock or paralyzed with fear, and may not respond to regular verbal commands.
3. Rescue team members are to remain vigilant as the rapidly changing dynamics of an active shooter incident may put them in contact with the suspect and they will now act as a contact team, advising the Incident

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Commander and the other contact team(s) of the situation as soon as practical.

E. General Procedures

1. Should a team encounter a suspected explosive device, they must use their own judgment with reference to reporting it and bypassing it.
2. Prior to entering the building, the contact team will establish a Team Leader and all other members of the contact team will assume team positions/assignments with their designated responsibilities. (Any confusion will be resolved by the Team Leader)
3. Should it appear that the situation has become a hostage or barricaded subject incident, the contact or rescue team will isolate and contain the area, relay as much information as possible to the incident commander, and await further instructions.

F. Duties and Responsibilities of other Responding Personnel

1. An initial responding officer on the scene that is not part of the contact or rescue team shall establish incident command and will be governed by the Emergency Response Manual. This officer can be relieved by competent authority if necessary. If the incident involves an Wilkes-Wilkesboro School, then reference will be made to the schools "Critical Incidents Response Plan".
2. The Incident Commander will obtain as much information as possible and deploy additional personnel to either enter the building or assume perimeter security around the threatened area.

G. Evacuation Procedures

It can be expected that a shooting incident will produce mass panic and that individuals will take all necessary steps to flee from the perpetrators. Others not in immediate danger may elect to remain locked in safe areas within the building until it is safe to leave.

1. In school settings, students, staff, faculty, and visitors will be directed to take cover within classrooms, offices, and other safe areas that can be locked and secured thus preventing outside entry.
2. No attempt should be made to evacuate individuals that are "locked down" until the situation is stabilized and it is declared safe to do so unless such

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individuals become directly threatened by the perpetrator and their immediate evacuation becomes required.

3. As soon as it is safe to do so, the Incident Commander should form teams of available officers to search for and recover individuals in the building.
4. In a school setting, as soon as it is safe to do so, the Incident Commander will begin clearing all classrooms and safe areas within the school and make contact with those who are “locked down”.
  - a. The first priority must be to locate and evacuate any individuals who are unable to leave under their own power.
  - b. As individuals are located, team members will provide assistance and an escort from the building for those individuals unable to leave under their own power. Team members may be required to reenter the building numerous times until all individuals have been evacuated.
  - c. Evacuated individuals must be directed to precede as quickly and orderly as possible to designated safe locations where their identification can be established and where accountability of all persons can be maintained.
  - d. Those being removed should be told to depart from the building with their hands on top of their heads until it can be reasonably determined that they are not involved in perpetrating the incident.

#### H. Site Management

It is imperative that control of the area surrounding the incident location be achieved as quickly as possible. There will only be a short period of time to limit vehicular and pedestrian traffic before news of the incident becomes public and concerned parents, friends, and members of the media and others attempt to gain access to the threatened school or facility.

1. The Incident Commander will establish an inner perimeter and when manpower becomes available, an outer perimeter, to prevent entry by non-law enforcement personnel.
2. The Incident Commander based on the situation and location of the incident will determine the locations for the Command Post, police, fire and EMS staging areas, media assembly areas, and other points of contact.

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3. All responding fire and EMS personnel will be directed to remain at the staging areas until the incident scene is declared safe for their entry.

I. Emergency Mobilization of Personnel

The Incident Commander shall notify the Communications Center of the need for additional personnel, to initiate a re-call of off duty officers in accordance with this Policy.

J. Steps to Take with Involved Officers:

Should an officer use deadly physical force and such force results in death or bodily injury to another person, Officers shall follow the guidelines as set forth in Policy.

K. Mutual Aid

Reference Directive 200-10 Section C “Jurisdictions and Authority”.

L. De-Escalation Procedures

Once the incident has been brought under control and the situation has returned to normal, the police supervisor will begin de-escalation procedures to include:

1. Disengage officers as appropriate.
  - a. On duty officers who were not part of a contact or rescue team will return to normal patrol operations.
  - b. Released officers will return issued equipment to the command post.
  - c. A debriefing team can be called in for the contact and rescue teams if the Chief of Police or his designee deems it necessary.
2. Contact the SBI Crime Scene Technicians for evidence collection at the scene.
3. Discontinue the command post.

M. Post-Occurrence Duties/After-Action Reports

The Incident Commander, Operations Commander or designee, upon returning to the police station, will perform the following duties:

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1. Debrief officers and get reports/statements for inclusion in the final report.
2. Prepare a detailed after action report, providing all factual information about the incident to the Chief of Police, along with any appropriate recommendations.
3. Provide information to the Wilkesboro Police Department Public Information Officer for media release after approval from the Chief of Police.

N. Training

Rapid Deployment training (8 ours) will take place annually for all sworn members of the Wilkesboro Police Department

XV. REFERENCES

N.C.G.S. 14-288  
N.C.G.S. 14-15A-401  
OSHA 1910.120 Appendixes B  
CALEA 11.4.5 and Chapter 46