

TALLAHASSEE POLICE DEPARTMENT

GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT High-Risk Incidents		 Nationally Accredited 1986
	CHIEF OF POLICE <i>Signature on File</i>		
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AUTHORITY/RELATED REFERENCES

CIRC 2.2, Active Threat/Shooter Response
 General Order 18, Criminal Investigations
 General Order 36, News Media Relations
 General Order 75, Tactical Apprehension and Control Team
 General Order 86, Special Response Team
 PTL-9, Watch Commander
 Special Order 1, Emergency Management Procedures
 Special Order 2 (Mass Casualty Incident)

ACCREDITATION REFERENCES

CALEA Chapters 11, 41, 46, 81

KEY WORD INDEX

Additional Protocols Annual Review of Policy and Training CDA Responsibilities General Responsibilities and Guidelines Lifesaving Hierarchy Perimeters Planning and Preparation Response Priority and Awareness Responsibilities – First Officer(s) on Scene Responsibilities – First Supervisor on Scene Responsibilities – Incident Commander Responsibilities – Support Officers Reunification Procedures	Procedure XI Procedure XIII Procedure XII Procedure I Procedure III Procedure VI Procedure II Procedure IV Procedure V Procedure VII Procedure VIII Procedure IX Procedure X
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POLICY

The Department shall establish procedures and training for properly addressing high-risk incidents including active assailant events. Officers are responsible for adhering to established procedures and associated training when responding to such incidents in an effort to prevent or reduce injuries or loss of human life, locate, and eliminate threats, and isolate and contain the incident.

DEFINITIONS

Active Assailant: One or more people who participate in a life-threatening assault and demonstrate their intent to continuously or systematically kill or wound others.

Active Assailant Event (AAE): A high-risk incident where one or more active assailants act to harm or kill others. Such events include, but are not limited to: school shootings, workplace violence, terrorist activities, and snipers.

Active Threat: A deliberate incident that poses an immediate or imminent danger to citizens and responding officers by the suspect's use of a firearm or other weapon or implement intended to cause harm (e.g., ongoing shooting incident at a mall or school).

Active Threat Suppression: The act to stop a threat to a person by locating, isolating, capturing, or applying the lawful use of appropriate force against any person posing such threat.

Barricaded Subject: A person who takes a position of confinement to avoid apprehension (the use or threatened use of force to resist apprehension shall have been displayed through actions or words and the officer shall have reason to believe the suspect will use force to avoid apprehension). A barricaded subject situation is not one where active deadly force is occurring or where there are victims of deadly force with life threatening injuries who need to be immediately rescued, as that is a high-risk incident (AAE).

Coach Aaron Feis Guardian Program: The Coach Aaron Feis Guardian Program was established in 2018 through the Marjory Stoneman Douglas High School Public Safety Act. Guardians are armed personnel who aid in the prevention or abatement of active assailant incidents on school premises. They are either school employees who volunteer to serve in addition to official job duties or personnel hired for the specific purpose of serving as a school guardian.

Casualty Collection Point (CCP): A temporary location(s) in the Warm Zone where injured (not deceased) victims can be quickly and safely assembled until it is feasible to move the patients to the Triage Post or another formal treatment area. Patients brought to the CCP must be checked for weapons prior to entry.

Command Post: The field headquarters from where the Incident Commander directs activities related to the high-risk incident. It can be informally or formally established depending on available resources and the incident location. This may include where the Unified Command is located.

Contact Team: A team formed by the first two to five officers to arrive on scene who are capable of immediate response to a high-risk incident.

Critical Incident Stress Management Team (CISM): A multi-faceted team comprised of agency and outside personnel that includes trained mental health professionals and religious volunteers.

Deceased Victim Staging Area: An area within the outer perimeter to where deceased victims are transported for identification, processing by the Medical Examiner and subsequent transportation to the Medical Examiner's Office.

High-Risk Incident: Any situation involving an act of violence or potential act of violence in which officers, in the course of their official duties, may be at a tactical disadvantage and are reasonably believed to be subject to extreme danger.

These incidents include, but are not limited to, hostage takings, active assailant events, armed barricaded felony suspects, armed barricaded suicidal persons who are a threat to others, bombings or explosions due to criminal act, sniper incidents, active shootings and other active threats, certain crowd control incidents, and certain pre-planned arrest/search/surveillance operations.

Hostage Situation: Incidents involving an act or potential act of violence where an innocent person(s) is being held against their will and may include a situation where the person is used as a bargaining tool or a "shield."

Incident Commander: The highest-ranking officer who has assumed command at the scene of a high-risk incident. The Incident Commander is solely responsible for managing the entire incident, to include: approval of the tactical plan, deployment of personnel, development of staff functions to control the incident, coordination of contributing agencies, ordering and releasing of resources, and the release of information pertaining to the incident. The Incident Commander shall be based at the Command Post.

Officer: An employee who is a certified police officer as described in FS Chapter 943.

Operational Zones: Zone designations which are dynamic and change as the incidents develop.

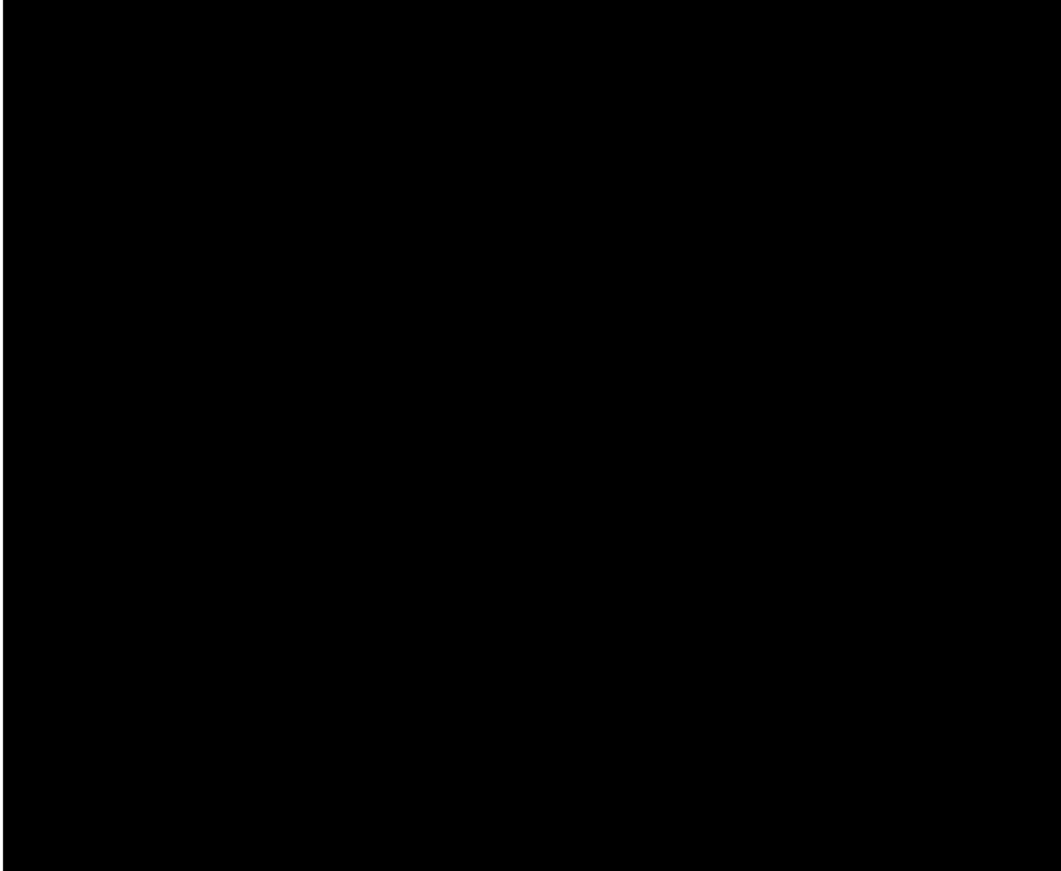
Cold Zone: An area where there is no threat level and law enforcement has designated it as secure. The Command Post (including Unified Command), patient triage, treatment, and transport are organized and located in this zone.

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Warm Zone: An area where there is a moderate threat level, and the area has not been completely cleared. Law enforcement protection for Fire Rescue units is required to enter this area.

Hot Zone: An area where there is a high threat level. Active combat is occurring or is likely to occur in this area. EMS/ Fire Rescue personnel, with the exception of TAC Medics, shall not operate in a Hot Zone.

Inner Perimeter: The immediate area of containment, including the Hot Zone and Warm Zone. This area is initially staffed by patrol personnel until relieved by TAC.



Public Information Office (PIO): Consisting of the Director and Assistant Director of Communications, the office disseminates information to the public and media at the direction of the Chief of Police or designee.

Rescue Task Force (RTF): A rapid medical response team that operates in the Warm Zone under the protection of officers. These teams rapidly assess and stabilize major trauma and they extricate the injured to treatment areas or temporary staging areas, such as CCPs. Teams are minimally composed of one Paramedic, one EMT, and at least one officer.

Reunification Post (RP): A post established where victims are transported to be reunited with family and friends and for victims' family and friends to await the rescue and debriefing of victims involved in the incident.

Single Officer Response: An officer, regardless of rank, who arrives at a high-risk incident and determines that it is necessary to respond alone to engage the active assailant and neutralize the threat. This officer will use the best information available and advance towards the threat using agency trained tactics to engage the active assailant.

Special Response Team (SRT): A group of officers who have received specialized training in tactics which address volatile civil disturbances using organized team techniques, small squads, or other mobile responses.

SRT Activation: Whenever the SRT Commander, or designee, authorizes a complete or limited deployment of team members to assist in the resolution of a crowd control situation or similar high-risk incident. Activations can be for either planned events or unplanned situations with crowd control concerns. Utilization of only on-duty SRT members to resolve a spontaneous and/or rapidly developing event is not considered an SRT activation.

TAC Call-Out: Whenever the TAC Commander, or designee, authorizes a complete or limited deployment of TAC Team members to assist in the resolution of a high-risk incident, with the following exceptions: 1) The use of on-duty team members to resolve a spontaneous and/or rapidly developing incident, and 2) A preplanned arrest/search/surveillance operation.

TAC Team: Tactical Apprehension and Control Team. A specially trained rapid response unit designed to address high-risk incidents.

Tactical Operations Commander (TOC): An on-scene commander, initially assumed by the first supervisor on scene (unless eliminating the threat) then designated by the Incident Commander, who is located in the Warm Zone and who is responsible for coordinating the contact teams, Rescue Taskforces, and all on-scene efforts to neutralize all threats and rescue all victims. The TOC is responsible for coordinating with the TAC commander to maintain all perimeters and building/premises clearing. The TOC is responsible for ensuring evidence is preserved to the greatest extent possible.

Triage Post: A post established by emergency medical personnel to evaluate and classify injuries for the purposes of treatment and evacuation. Personnel at the Triage Post conduct the immediate sorting of patients according to type and seriousness of injury, likelihood of survival and to establish treatment and evacuation priority. The Triage Post is separate from the Causality Collection Point and the Triage Post is established in the Cold Zone.

Unified Command (UC): The integration of command personnel from responding agencies at a multi- jurisdictional or multi-agency operational event to enhance communication, planning, and logistics. Unified Commands are designed to integrate law enforcement, fire, EMS, and other appropriate disciplines. Once a Unified Command is established the Department command post and Incident Commander will be located within the Unified Command.

Victim Advocate: Responsible for providing victim / witness support services. Victim advocates will serve as the Victim Services Coordinator at a high-risk incident and will facilitate bringing additional victim advocates and support for the victims' families.

PROCEDURES

I. GENERAL RESPONSIBILITIES AND GUIDELINES

- A. Law enforcement's most important obligation is the preservation of human life.
- B. It is therefore the policy of the Department to immediately and effectively respond to all reports of armed aggressive behavior involving acts of violence and take immediate action to stop the violence, or threat of violence and preserve life.
- C. Incidents involving active assailants are unpredictable and evolve rapidly. The immediate deployment of officers to the incident location is essential in locating and eliminating the active assailant(s) and mitigating harm to victims.
- D. Every officer responding to an active assailant incident (and other high-risk incidents) shall take all action necessary to immediately stop the threat by locating, isolating, capturing, or applying lawful deadly force against any person posing an imminent threat to life.
- E. The decision to use deadly force must be based on the facts and circumstances known to the officer at the time the decision is made. When making the decision to use deadly force, officers shall consider the risk to innocent persons. The use of deadly force is governed by law and policy, including F.S. §§ 776.06, 782.02.
- F. Nothing in this policy prohibits any officer from taking any lawful, reasonable, and prudent action to intervene in any high-risk incident.

II. PLANNING AND PREPARATION

- A. When possible, the Department shall obtain and maintain floor plans, contact lists and all other pertinent information related to facilities and locations in the jurisdiction deemed to be high risk targets of violence. The location maps or similar documents shall be accessible through the Computer Aided Dispatch (CAD) system or other electronic means to the extent possible.
- B. Training
 - 1. All sworn and applicable non-sworn personnel shall attend initial and annual refresher training for on active assailant/threat events conducted by the Department.

2. Training for non-sworn members should include, but may not be limited to, PowerDMS training which may include scenario-based videos and a PowerPoint presentation.
3. All sworn members should attend high-risk incident response training (which includes active assailant/threat events) at least annually. Supervisors should offer periodic reminders about appropriate tactics and responses to a high-risk incident.
 - a. High-risk incident training should be scenario based and conducted at a school or other high-risk targets, when possible.
 - b. Guardians and school employees should be invited to join school based high-risk incident training, when possible.
4. Training records shall be completed to evaluate the response to the high-risk incident training.

III. LIFESAVING HIERARCHY (SAFETY PRIORITIES)

Officers involved in the resolution of high-risk incidents shall adhere to the following lifesaving hierarchy when evaluating resolution options:

- A. Victims in the face of immediate peril will be regarded as the top priority, and their health and welfare will be held in the highest regard.
- B. Innocent bystanders subjected to dangers to their health and welfare by their proximity to a high-risk incident will be held in the next highest regard.
- C. Law enforcement officers are recognized as the defenders of the health and welfare of the persons listed above and will be held in the next highest regard.
- D. Suspects, out of due respect for human life and when practical, will be afforded the opportunity to cease the actions causing officers to fear for the lives of others and themselves, but only when doing so does not place a victim, innocent bystander or law enforcement officer in imminent peril.

IV. RESPONSE PRIORITY AND AWARENESS

- A. The primary goal in all high-risk incidents is the preservation of life and eliminating or containing any threat.

- [REDACTED]
2. The priority in an active threat situation is to locate, move to and eliminate the threat.

- [REDACTED]
- [REDACTED]
- B. Upon notification of an active assailant event, all on-duty officers shall immediately respond to the scene to eliminate the threat. All officers responding to a suspected active assailable event shall do so in a direct, expedient, and prudent manner considering the possibility of explosives, sniper attacks or other counter assault tactics.
- C. Officers responding to all high-risk incidents should be aware other law enforcement officers may respond to the incident, including officers:
1. From other agencies, and
 2. Attired in plainclothes.
- D. Off duty or plainclothes officers responding to a high-risk incident shall make every effort to be readily identifiable as a law enforcement officer, to include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- E. Nonsworn members (i.e., Community Service Technicians, Forensics Specialists, School Crossing Guards, etc.) shall not respond to an active assailant event until summoned by a sworn supervisor or the Incident Commander.

V. INITIAL RESPONSIBILITIES OF THE FIRST OFFICER(S) ON SCENE

Regardless of their rank or assignment, the first officer(s) on the scene of a high-risk incident play a critical role in its resolution, and the officer(s) shall:

- A. If possible, collect and assess information while enroute to the location to:

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1. Determine if a high-risk incident actually exists or is probable,
 2. Identify the location of incident and/or suspect(s),
 3. Coordinate a response with other responding officers,
 4. If the location is a school, determine if an armed Guardian is on scene. The Guardian may already be engaging the active assailant and can be an asset in stopping the threat. [And]
 5. Mentally prepare to engage the suspect(s) and plan their approach.
- B. Determine if the incident involves an active threat, assess the situation, and immediately take action to locate and eliminate the threat. All officers are expected to engage and neutralize an active assailant without delay and without regard for the presence of other officers.
- C. This action shall be implemented in accordance with:
1. Department training (e.g., single officer response to active threat, rapid deployment, contact teams), and
 2. The life-saving hierarchy in section III above.
- D. Deployment of a Single Officer Response or a Contact Team.
1. The purpose of a Single Officer Response or a Contact Team is to immediately stop the threat.
 2. A Single Officer Response or a Contact Team will not conduct any rescue operations that adversely affect the threat suppression response goal. Neither the Single Officer Response nor the Contact Team will stop until they neutralize the active assailant(s).
 3. A Contact Team can be formed using multiple single officer responders who are already active inside the deployment area.
 4. If not actively engaging the threat and/or once the threat is contained or eliminated, the Single Officer Response or Contact Team will update their location and progress via radio. Effort shall also be made to give locations of injured victims, casualties, suspicious or explosive devices, or any other pertinent information known to the officer or team.
 5. Consideration may be given to using a Guardian as a member of a Contact Team. Guardians are familiar with the layout of the school and will usually also have master keys to facilitate easy ingress.
- E. Continue to assess the situation and, when practical, promptly relay information over the police radio concerning:
1. Suspects (number, descriptions, actions),

2. Locations (suspect, victim, injured persons, egress/ingress),
 3. The need for additional officers to make entry, locate and/or contact the suspect(s), and eliminate any threat(s), and
 4. Other relevant information deemed noteworthy by the officers.
- F. Once it is determined no additional officers are needed to locate and eliminate any threats or render medical aid to victims, the next responding officers are responsible for:
1. Establishing Incident Command (IC),
 2. Announcing establishment of IC over the police radio, and
 3. Coordinating assignments for additional responding officers including, but not limited to:
 - a. Serving as additional entry teams,
 - b. Evacuating victims,
 - c. Rendering medical assistance to victims and coordinating emergency medical services (EMS) response,
 - d. Establishing inner and outer perimeters, and
 - e. Addressing other special considerations.
- G. If the assessment of available information indicates the high-risk incident does not require an immediate response, initiate actions to facilitate ICE protocols when appropriate.
1. **Isolate** – Determining as precisely as possible, based upon information available, the exact location of the incident so first responders are aware of potential danger zones and where resources are needed.
 2. **Contain** – Making efforts to ensure the incident does not become larger or worsen, and non-first responders do not enter and suspects do not leave the area of isolation.
 3. **Evacuate** – Coordinating efforts to rescue any injured, trapped, or endangered persons inside the containment area.

VI. PERIMETERS

A. Inner Perimeter

1. The Inner Perimeter is a portion of the Operational Zone.
2. The Inner Perimeter shall be posted with as many officers as needed to prohibit access to the Warm Zone.

3. Only properly identified law enforcement or emergency medical personnel with an operational purpose shall be allowed to enter the Inner Perimeter.
4. Fleeing victims and witnesses shall be allowed to leave the Inner Perimeter and directed to move to either a Reunification Post or Triage Post.
5. Officers assigned to the Inner Perimeter must be aware that suspects may try to escape the scene while blending in with others who are fleeing.
6. Officers assigned to the Inner Perimeter shall remain vigilant and on post until relieved by the TOC.
7. The perimeter should start larger and be reduced in size based upon the circumstances.

B. Outer Perimeter

1. The Outer Perimeter is a portion of the Operational Zone and includes the Command Post, Unified Command, Triage Post, Ambulance Exchange Post, Reunification Post (if onsite), Outside Agency Resources Staging Area, and Deceased Victim Staging Area.
2. The Command Post/Incident Commander is responsible for the Outer Perimeter.
3. The Outer Perimeter shall be staffed by as many officers or law enforcement personnel from other agencies as needed to prohibit ingress or egress of any pedestrian or vehicular traffic to any of the interior area.
4. The Outer Perimeter shall remain vigilant and on post until relieved by direction of the Incident Commander.
5. The perimeter should start larger and be reduced in size based upon the circumstances.

VII. RESPONSIBILITIES OF THE FIRST SUPERVISOR ON SCENE

The first supervisor on the scene of a high-risk incident, who does not have a role in locating and eliminating an active threat, plays a critical leadership role in the incident's successful resolution and is responsible for adhering to the protocols listed below.

- A. Assessing the available information and confirming whether or not a high-risk incident exists or is probable.

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- B. Prioritizing duties of the officers on scene (with emphasis on locating and neutralizing any active threats) and immediately allocating available resources as necessary (e.g., entry-contact team formation, rescue taskforce formation, ICE protocols).
- C. Acting as a Tactical Operations Commander [NOT TAC Team Commander] and, if needed, create a:
 - 1. Casualty Collection Post
 - 2. Triage Post
- D. Establishing IC and announcing establishment over the police radio.
- E. Debriefing the officer(s) on scene, if available, and determining if operational revisions are needed.
- F. Ensuring officers have legal authority (either by jurisdiction or enactment of mutual aid) to remain involved in the incident.
- G. As needed, referring to the appropriate Critical Incident Response Checklist found in Special Order 1 (Emergency Management Procedures) for the situation.
- H. Assessing the need for additional officers, equipment, specialized units and other resources.
- I. Briefing the Watch Commander of the situation and the need for any additional officers, equipment, specialized units, or other resources.
 - 1. If necessary, supervisors are authorized to summon officers working secondary employment to assist in the resolution of a high-risk incident.
 - 2. A request for a TAC call-out requires Watch Commander (or higher rank) approval.
 - 3. A request for an SRT activation requires Watch Commander (or higher rank) approval.
- J. Establishing a command post (CP), if needed, at a location close to, but out of the line of sight of, the incident location, and:
 - 1. Ensuring the CP location is reasonably safe based upon the known or suspected weaponry of the suspect,
 - 2. Announcing the CP location over the police radio, and
 - 3. If needed, assigning officers as CP and/or vehicle security.
- K. As soon as possible, designating an officer to maintain the following:
 - 1. Officer assignment and location lists,

2. Chronological list of significant events for the incident, and
- L. List of resources requested and received for the incident.
- M. If needed, establishing a staging area (away from the CP if possible) for assembling and deploying personnel and equipment. The location will be announced over the radio and provided to all outside responding agencies.
- N. Unless there are orders to the contrary from the Incident Commander or higher authority, advising all responding officers to report to either the CP or staging area for assignment and briefing prior to deployment.
- O. Unless there are orders to the contrary from the Incident Commander or higher authority, requesting any other responding support personnel (e.g., fire department, EMS) to report to either the CP or staging area.
- P. If applicable, directing or initiating efforts to establish verbal contact with the suspect(s) when:
 1. It is reasonable to believe such contact serves a tactical advantage, and
 2. Doing so is not contrary to the lifesaving hierarchy in section I above.
- Q. If possible, ensuring updated information is gathered about the suspect and promptly disseminated to involved officers and others who may need the information (e.g., Public Information Officer, CDA dispatcher).
- R. If applicable and possible, ensuring information is gathered about any victims and disseminated to others who may need the information (e.g., TAC Team, investigators, CDA dispatcher, family members).
- S. Once a high-risk incident is resolved, ensuring the area is treated as a crime scene in accordance with the crime scene management protocols of General Order 18 (Criminal Investigations).
- T. Assisting in the debriefing of the high-risk incident as directed by the Incident Commander.

VIII. INCIDENT COMMANDER RESPONSIBILITIES

The Incident Commander (typically the Watch Commander) on the scene of a high-risk incident plays a critical management role in the incident's successful resolution, and is responsible for adhering to the protocols listed below:

- A. Ensuring the duties of the on-scene officers and the supervisor(s) are completed or are being completed in adherence to established procedures.

- B. Obtaining an up-to-date briefing from the on-scene supervisor, if available, to determine if operational revisions are needed.
- C. If needed, establish a Unified Command with incident commanders from involved agencies (EMS, TFD, LCOS, etc.). The Incident Commander's responsibility is not affected by establishing a Unified Command and no command responsibilities are relinquished by the establishment of a Unified Command.
- D. As needed, referring to the appropriate Critical Incident Response Checklist found in Special Order 1 (Emergency Management Procedures) for the situation to implement an incident action plan, and determine strategic goals and tactical objectives.
- E. As needed, referring to the Special Order 2 (Mass Casualty Incident).
- F. Determine if the situation will require a Reunification Post.
- G. Ensuring media relations are maintained either through the Public Information Office or a designee of the Incident Commander, in accordance with General Order 36 (News Media Relations), to include:
 - 1. Public notifications for awareness and safety (i.e., areas to avoid, street closures),
 - 2. Staging locations for media,
 - 3. Any evacuation location(s), and
 - 4. Any staging area for other citizens (e.g., family members).
- H. Ensuring information is relayed to the CDA regarding:
 - 1. Notification of additional public safety entities (e.g., law enforcement, fire, EMS, hospitals),
 - 2. Notification of other needed resources (e.g., COT utilities),
 - 3. Notification of road closures, and
 - 4. Officer deployment locations.
- I. Ensuring command staff notifications are made in accordance with the established protocols in PTL-9 (Watch Commander).
- J. Assessing the need for a TAC call-out or SRT activation and summoning the TAC Team or SRT if needed (or consulting with the respective team commander to make a determination).
- K. If the TAC Team or SRT are utilized, maintaining liaison with the respective team commander or designee throughout the duration of the high-risk incident.

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1. The Incident Commander will direct the actions of non-TAC Team/non-SRT members in support of the overall mission.
 2. The TAC Commander or SRT Commander will direct the actions of their respective team and their individual members in support of the overall mission.
- L. Assessing the need for additional resources or notifications:
1. Criminal Investigations Bureau
 2. Mutual Aid Resources
 3. Outside agency resources (SAO, DCF, Fire Marshal, etc.)
 4. Mobile Commander Center (SIRV)
 5. Critical Incident Stress Management Team
- M. If indications are the high-risk incident may not be resolved in a short amount of time:
1. Establishing and implementing plans for relief staffing,
 2. Ensuring food and hydration needs are addressed, and
 3. Considering the need for transportation and temporary public sheltering.
- N. Contemporaneous to the resolution of a high-risk incident, the Incident Commander is responsible for coordinating a debriefing of the incident.
1. All officers directly involved in the incident are required to attend the debriefing.
 2. If the high-risk incident involved a TAC call-out, the debriefing shall be coordinated with the TAC Commander.
 3. If the high-risk incident involved an SRT activation, the debriefing shall be coordinated with the SRT Commander.
- O. After the resolution of a high-risk incident not involving a TAC call-out or SRT activation, the Incident Commander is responsible for completion of an after-action report for the incident and forwarding the report to the Chief of Police via the chain of command within the established timeframe.
- P. After the resolution of a high-risk incident involving a TAC call-out, the TAC Commander is responsible for completion of an after-action report in adherence to the protocols in General Order 75 (Tactical Apprehension and Control Team).

- Q. After the resolution of a high-risk incident involving an SRT activation, the SRT Commander is responsible for completion of an after-action report in adherence to the protocols in General Order 86 (Special Response Team).

IX. ON-SCENE SUPPORT OFFICER RESPONSIBILITIES

- A. Support officers in high-risk incidents who are not immediately needed to locate and eliminate a threat or render medical aid to victims shall report to the CP or other location ordered by the Incident Commander or designee.
- B. Support officers shall not deploy without an assignment from the Incident Commander or designee.
- C. Once assigned to a post, support officers shall maintain control of their post until relieved by the CP.

X. REUNIFICATION PROCEDURES

If an event requires reunification, the following steps should be followed:

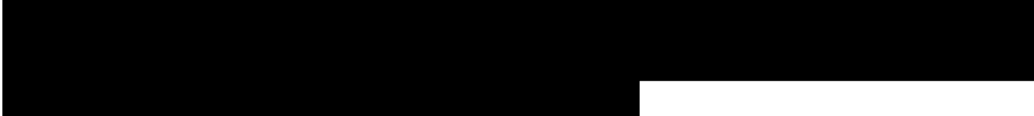
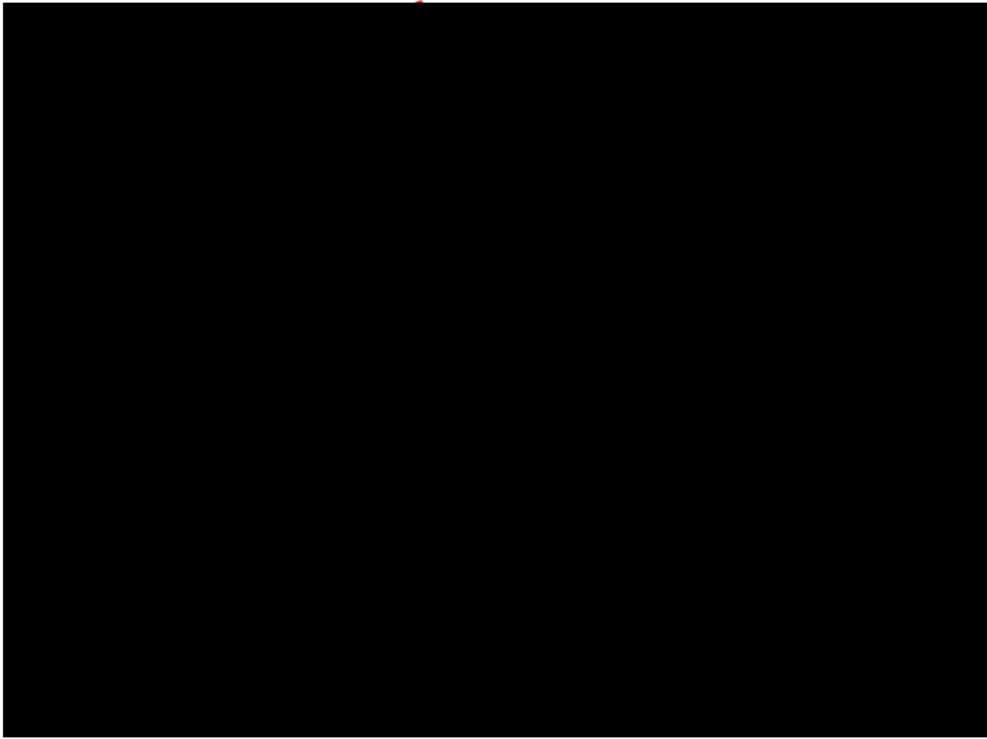
- A. The Incident Commander will choose a site to establish a Reunification Post (RP) that can adequately handle the size and scope of the incident. Once chosen, the Incident Commander will assign an RP Commander to make decisions and communicate information from the RP.
- B. The RP shall be staffed by Department members to include victim advocates. The RP shall serve as the primary area to collect information from families to assist in the identification of survivors and the deceased.
- C. The Incident Commander will ensure that transportation will be arranged (i.e., city bus) for people (victims, witnesses, etc.) involved in the incident.
- D. People at a scene should be directed to an emergency evacuation point utilizing an available and effective mass communication system for transport to the RP.
- E. Once at the RP, people involved in the incident will be debriefed by officers (or investigative personnel from other law enforcement agencies, if needed). This will occur before reunification.
- F. Information collected shall include basic demographic information, personal body identification markers, a picture of the person, a family member's representation name and contact information and any other pertinent information that might assist in identifying survivors or deceased.

- G. Officers or victim advocates will ensure that no minors are permitted to leave the RP unless accompanied by a parent / guardian.
- H. As family members check-in to the RP, one officer (if possible) or victim advocate should be assigned to each family, so that the family has one point of contact for any additional information that the family member or officer may have.
- I. As victims are identified, immediately, without delay, notification to family members shall be made. The family members shall be taken to a separate room/area with a victim advocate and the assigned officer.
- J. Family briefings shall be given as information is made available by the victim advocate or assigned officer. Family members shall be notified prior to any briefings to the media.
- K. Media will not be allowed into the RP.
- L. Crisis teams, spiritual advisors and additional resources may be called in to assist by the victim advocate, if necessary.
- M. The RP Commander shall only release people from the RP as appropriate under the circumstances after communicating with the Incident Commander (and the Criminal Investigation Bureau Commander).
- N. Once all initial notifications have been completed, the victim advocates shall become the central source (and liaison for outside agencies) for those impacted by the event within twenty-four to forty-eight hours after the demobilization of the RP.
- O. The victim advocates shall be the point of contact for families to receive information about survivors and the deceased, grieve, protect the families from the media and curiosity seekers, facilitate information sharing to support survivor and family needs, and to assist with necessary social services.

XI. ADDITIONAL PROTOCOLS

- A. The Watch Commander/Incident Commander is immediately relieved of command if taken hostage during a high-risk incident.
- B. Regardless of attire, officers directly involved on the incident scene of a pre-planned high-risk incident shall wear ballistic vest protection.
- C. Officers performing support roles in a pre-planned high-risk incident shall wear ballistic vest protection as directed in General Order 4 (Appearance and Uniform Regulations) or as directed by their commanding officer.

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- D. Failure to wear body armor does not affect any law enforcement officer's duty to act and shall not delay any immediate response.
- E. Breaching kits, to include sledgehammers, bolt cutters and a crowbar, are carried by all supervisors on Patrol, the Violent Crime Response Team, and the Community Oriented Policing squad on every shift. Additionally, some breaching kits are assigned to officers on various shifts.
- F. Ballistic shields are assigned to various officers on all shifts.
- G. 

- H. All deploying officers shall have with them a law enforcement radio OR a cell phone, when possible, for communication.
- I. Easily deployable personal first aid equipment is recommended for officers.
- J. Officers will comply with Special Order 2 (Mass Casualty Incident) and not move clearly deceased persons to create a deceased victim staging area.

- K. The Federal Bureau of Investigation (FBI) has concurrent jurisdiction with the Department whenever the victim of a hostage taking is a foreign official or official guest of the United States, or the high-risk incident involves a federal crime (e.g., financial institution robbery).
1. If an on scene ranking member of the FBI clearly indicates the Bureau's desire to command the incident, the Department will comply.
 2. Officers shall work cooperatively with the FBI, and other entities as warranted, in establishing a unified command.

XII. CONSOLIDATED DISPATCH AGENCY RESPONSIBILITIES

It is the policy of the CDA to cooperate with the Department in resolving high-risk incidents, and to assist officers by completion of the tasks listed below.

- A. Ensuring the appropriate field supervisor and Watch Commander are aware a high-risk incident exists or has the potential to develop.
- B. Establishing emergency radio traffic on the applicable radio channel.
- C. Facilitating the completion of tasks requested by on-scene officers, on-scene supervisors, and the Incident Commander.
- D. Notifying the appropriate neighboring or shared jurisdiction agency whenever the incident location is in close proximity to a jurisdictional boundary or area of shared jurisdiction.

XIII. DOCUMENTED ANNUAL REVIEW OF POLICY AND TRAINING NEEDS

- A. The Training Section is responsible for assessing the training needed to address officer response to active threats and other high-risk incidents and completing the annual review.
- B. The Accreditation and Inspection Unit is responsible for reviewing this policy in coordination with the Training Section for any needed modifications.

History: previous title (*high risk situations*) – issued 07/15/1985, revised 01/01/1991, 01/15/1991, 12/22/1995, 07/24/1998, 09/04/1998, 04/20/2000, 10/15/2001 (*change of title*), 10/01/2008, 08/16/2013, 11/16/2015, 07/20/2018, 01/03/2020, and 07/26/2023.