



Sheridan Police Department
Policies and Procedures
21.1 Replaces 408
Chapter 21 – Emergency Operations
Section 1 – Unusual Occurrences

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Signature:

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Unusual occurrences include emergencies resulting from natural or man-made disasters, civil disturbances, special operations including barricade or hostage situations, bomb threats or disposal, VIP protection, and special events. While such situations are not common occurrences, the department expects its personnel to respond in a manner consistent with the department's professional image. The many variables involved prevent precise development of plans for specific situations; however, basic planning can be performed to guide officers.

21.1.1 Responsibilities

- A. The chief of police or designee, referred to as the department coordinator, is responsible for the overall planning for law enforcement response to unusual occurrences and special operations and for department participation in county or regional operations.
- B. All officers and supervisors will familiarize themselves with emergency operation plans in this chapter in order that they may readily perform assigned responsibilities.
- C. The chief of police or designee is responsible for coordinating all law enforcement plans with municipal, county, state, or federal officials charged with emergency activities and to request assistance from other agencies or jurisdictions as needed.
- D. The chief of police and command staff will develop and maintain liaisons with other agencies in order to enhance the department's ability to cooperatively and effectively respond to any field situation or emergency.
- E. In the event of a major unusual occurrence, the department may be responsible for providing communications functions, first aid, search and rescue, evacuation, investigation, disaster perimeter protection, crowd control and the prevention of looting.
- F. The department coordinator shall act as the chief's liaison tasked with planning a response to critical incidents and training exercises. The special operations lieutenant and patrol operations lieutenant may participate in response planning and preparation as directed.
- G. Special operations preparedness
 - 1. To ensure the operational preparedness of equipment to be used in support of emergency operations, the patrol operations lieutenant, or designee, shall conduct quarterly inspections of any agency equipment designated for use in unusual occurrence situations to ensure its readiness and to ensure that adequate supplies are on hand.
- H. Supervisors must know the abilities of assigned personnel and shall use this information in assigning or calling out officers for special operations. They shall assign officers by which are best suited for requisite response.

21.1.2 General Emergency Incident Response

Working under the incident command system, the following procedures will be followed when applicable:

- A. The first responding officer shall:
 - 1. Take control of the situation;
 - 2. Secure and contain the scene, if possible through establishment of a perimeter, first aid, search and rescue or other appropriate action;
 - 3. Inform a supervisor of the incident; and
 - 4. Inform communications of the location and nature of the incident and provide a preliminary assessment of assistance needed.
- B. The shift supervisor shall:
 - 1. Evaluate and assess the incident and implement immediate emergency action to provide manpower or equipment if the emergency exceeds the capabilities of on-duty field personnel; and
 - 2. Notify the patrol operations lieutenant of any call out of personnel.
- C. The incident commander or designee will work with supervisors from other emergency management agencies such as the fire department, emergency medical services and with city, county, state, and federal agencies in order to restore normal operations.
- D. Staging Area
 - 1. The incident commander or designee will determine the primary and alternate locations for personnel to assemble to receive their assignments and resources for the duration of the incident.
 - 2. The staging area may contain personnel, supplies, equipment, temporary feeding, fueling, and/or sanitation.
 - a. Personnel will check in with the resources unit.
 - b. Supplies and equipment will be checked in with the supply unit.
 - c. If neither of the above are activated, resources will report to the staging area manager. A manager will be assigned for each staging area. They will be responsible for checking in all incoming resources, dispatching resources at the incident commander or designee's request, and requesting logistics section's support as necessary.
 - 3. Staging areas may also provide locations for minor maintenance and servicing of equipment. These areas may be relocated to meet the operational needs of the incident.
- E. Command Post
 - 1. Depending on the type of critical incident that is occurring, an appropriate location will be designated as the incident command center (EOC) and will be activated and manned to coordinate activities for the duration of the emergency.
 - 2. Any mobile command post will be located at a safe distance from the incident site. When considering the selection of a location for a mobile incident command post, the following criteria should be observed when possible:
 - a. It should be within the outer perimeter.
 - b. It must be away from the center of the scene so as to avoid smoke, heat and other distractions.
 - c. It should be located near major roadways to aid in quick ingress and egress, but not so close as to have crowds interfering with its operations.

- d. It should be located so it can be easily found by additional responding agencies and personnel.
 - e. It should have ample parking, if possible.
 - f. It should be located near an electrical supply, if possible.
 - g. It should be located near telephone facilities and hook-ups, if possible.
- F. The incident commander or designee will assign radio talk groups to be used during the emergency and ensure that all personnel are on the correct group. Upon initial response, the radio should be cleared of all non-emergency radio traffic.
- G. The number of units available to answer calls may be limited by the need to provide personnel at the emergency. Therefore, the incident commander or designee will decide whether more or less serious restrictions will be placed on responding to routine calls for service and appoint a senior officer to assume duties of street supervisor.
- H. The highest ranking officer available within a reasonable period of time will issue orders placing members of the department on standby alert in case of pending need, or activate all members as the situation requires. Upon notification of an alert condition, employees will place themselves in readiness and maintain this condition until otherwise notified. They shall be able to be contacted by telephone and respond immediately. In cases of immediate recall, communications technicians will immediately contact as many members as ordered by the incident commander by the most expedient means available and order them to report for duty. Unless otherwise specified, all members will report for assignment in uniform.
- I. State of Emergency, Enabling Legislation and Legal Considerations
The chief of police will consult with the mayor as to the advisability of invoking a local state of emergency pursuant to Wyoming Statute 19-13-103(a)(ii).
- J. Community Relations and Public Information
In emergencies, timely, accurate public information releases are imperative. Information disseminated by the media contributes to the control of rumors and panic and particularly in disaster situations, is the primary means of notifying large segments of the population regarding preventive and/or protective measures that may be required to save lives and limit property damage. News media releases and public information broadcasts will be made in accordance with section 23.1 covering media relations. If appropriate, the designated incident public information officer will prepare news releases.
- K. In accordance with section 3.2.5 covering mutual aid agreements, the department will lend or borrow personnel as necessary during emergencies. To the extent practical, the integrity of working units will be maintained and instructions to outside units will be relayed from a department supervisor to a supervisor of the cooperating agency.
- L. Public facilities will be afforded increased priority for security during periods of civil unrest or natural or man-made disasters. Such facilities include city water supply, government buildings, and access to the same.
- M. Equipment
 - 1. The incident commander or designee will first use equipment and vehicles available through the department. Assistance may also be requested from other city departments. In the event the situation escalates or it appears it is going to escalate to a point requiring the need for additional equipment not immediately available, the incident commander or designee will notify the chief of police and request assistance from county and/or state agencies.

2. Equipment will be distributed to individuals and units based upon assignments and duties resulting from the particular emergency. The issuing official will be responsible for ensuring that such distribution is properly recorded.
- N. Should circumstances require the evacuation of residents or other persons from a particular area, officers may use department vehicles, other city vehicles or arrange for private vehicles as necessary to transport residents to a safe location.
- O. Traffic Control
1. The incident commander or designee will designate a traffic control supervisor and sufficient manpower to regulate traffic in the affected area.
 2. An outer perimeter will be established and maintained in order to prevent ingress and enhance egress of unauthorized persons and vehicles.
 3. The communications center and EOC will be notified of the parameters of the outer perimeter and primary entry and exit routes. This will facilitate preparation of situation maps and enhance continued planning and decision-making as it relates to transportation, parking, etc.
 4. Access for emergency vehicles to the mobile command post, staging areas, assembly areas, etc. will be provided and maintained.
- P. Casualty Information
1. If deaths or injuries have occurred or are anticipated, assembly areas will be designated for those agencies, which will assist with the casualties. The communications center and the EOC will be notified of these locations. Adequate personnel and equipment will be assigned to provide protection for occurrence scenes pending investigation of the incident
 2. Information concerning casualties will be recorded and maintained. All information concerning deceased or injured persons will be communicated to the EOC by the most secure communications equipment available (either telephone or encrypted radio transmission). The EOC will maintain an updated list of all casualty information.
 3. Area medical facilities will be alerted to notify the EOC when any injured persons arrive at their location by private vehicle or walk in so that those injuries can be documented.
- Q. As circumstances warrant, the incident commander or his or her designee will make determinations as to relief of personnel and resources. Whenever possible, personnel from other agencies will be released first.
- R. Post-Occurrence (Aftermath) Duties and After-Action Report
1. After the incident has been terminated, any on-going investigations will continue to conclusion.
 2. After the incident has been terminated and conditions have returned to normal, supervisors will ensure that all equipment used is accounted for and returned to its proper storage location. In addition, supervisors will maintain and submit the following reports to the incident commander or designee:
 - a. Personnel assigned to their team;
 - b. Dates, times, and number of hours worked;
 - c. Descriptions and supporting documentation of injuries to, or deaths of, personnel; and
 - d. Descriptions of damage to, or loss of, equipment.

3. The incident commander is responsible for all documentation regarding the incident. This documentation will include:
 - a. Incident report initiated during the incident, which serves as the case history of the incident;
 - b. Related case reports, supplemental reports, and an arrest summary; and
 - c. Other pertinent information received from other agencies or individuals, including photographs, video and/or audio tapes, news articles, reports, correspondence, etc.
4. A detailed after action report will be submitted to the chief of police by the incident commander or designee as required in section 21.2.2.A.10

21.1.3 Crowd Dispersal and Mass Arrests

- A. If a civil disturbance involves a large crowd, the incident commander or designee will be responsible for initiating crowd control measures as follows:
 1. Initial officers will observe at a safe distance.
 2. Officers will be deployed in a manner that minimizes physical contact with the members of the crowd and shall avoid confrontations whenever possible.
 3. Officers will monitor the mood of the crowd and respond to the changes of behavior as directed by supervisors on the scene.
 4. Officers shall attempt to identify crowd leaders and any individuals personally engaged in criminal acts.
 5. Information concerning the type of crowd and predicted crowd actions will be communicated to the incident command post by supervisors on the scene.
 6. Commanders shall establish the number of personnel and equipment necessary to contain and disperse the disturbance.
 7. When adequate personnel and resources are in place, the supervisor in charge shall establish communications with leaders of the disturbance and discuss actions necessary to disperse the crowd.
 8. All use of force will be in accordance with section 11.1.
- B. Crowd Dispersal
 1. If the crowd begins to create an unlawful disruption, either through violent or passive means, the incident commander or designee will notify supervisors that a warning to disperse will be given.
 2. When appropriate, the supervisor in charge will order the arrest of crowd leaders, agitators or others engaged in unlawful conduct.
 3. When physical arrest of identified leaders and agitators fails to disperse the crowd, the incident commander may order use of non-lethal force to accomplish these ends. In so doing, the incident commander shall ensure that:
 - a. A clear path of escape is available for those who wish to flee the area; and
 - b. The use of tear gas, smoke or other non-lethal devices is coordinated and controlled.
 4. Mass arrests or non-lethal force will not be initiated until the crowd has been advised its members are in violation of a specified law or ordinance, ordered to disperse, and notified that they will be subject to arrest if they fail or refuse to do so.
 - a. The warning will be given by means of public address equipment and will be repeated at least three (3) times at five (5) to ten (10) minute intervals in order

to allow time for those willing to cooperate to leave the area. The actual time permitted for dispersal of the crowd will be determined by the size of the crowd and the availability of exit routes. It is imperative that adequate time is permitted to allow the crowd to leave. Exit routes will also be announced.

- b. The entire warning process will be recorded if possible.
 - c. The following information will be documented at the incident command post and supplemented by video recording, if available:
 - i. Number of warnings given;
 - ii. Methods used;
 - iii. Time intervals between warnings;
 - iv. Time intervals between final warning and order to arrest;
 - v. Description of exit routes available; and
 - vi. Estimate of the number of persons who leave when ordered to disperse.
- C. Mass arrests will be made prudently. Arresting officers will avoid provocative language or action.
- 1. Arrest Teams
 - a. When a crowd, or segment of it, has failed to comply with warnings to disperse, arrest teams will be directed to begin making arrests.
 - b. One member of the team will be appointed as the arresting officer. The remaining members will assist this officer in making the arrests. This reduces the number of officers needed in court after a civil disturbance.
 - c. If an arrestee is seated and agrees to walk, he or she will be led from the crowd by the arrest team and taken to the temporary detention area. If the arrestee refuses to walk, he or she will be carried by members of the arrest team. Arrestees will not be dragged.
 - d. The arresting officer will advise each person confronted that he or she is violating the law and request the person to leave the area. If the person agrees to leave the area, he or she will be escorted away by the arrest team. If the person declines, the arresting officer will advise the person that he or she is under arrest, specify the charge, and request the person to submit to the arrest quietly and walk out with him or her. If this request is refused, the steps listed above will be followed.
 - 2. Detention Facilities
 - a. For situations involving mass arrests, a temporary detention area may be needed pending transport to jail facilities.
 - b. Sufficient security will be provided for the temporary detention area. One officer assigned to security will be responsible for logging arrestees, the name of the arresting officers, and the charges.
 - c. As prisoners are processed in the field and the prisoner transport vehicle is filled, they will be transported to the detention center for further processing.
 - d. All property obtained by the arresting officer will be secured and then surrendered to detention staff as soon as possible.
 - 3. A booking slip will be completed at the time the arrestee is placed in the temporary detention area or vehicle.

4. If evidence is seized, the arresting officer will record the items using standard department procedures.
5. If prisoners must be kept in a temporary detention area, food and water will be provided as well as appropriate sanitation facilities.
6. In the event juveniles are detained:
 - a. The arresting officer(s) will ensure that the juveniles are not placed in the same transport vehicle as adult prisoners.
 - b. The arresting officers will notify the juvenile's parent, guardian, or custodian of the detention and request their presence. The arresting officer may release the juvenile to his parents, guardian, or custodian if he or she decides that continued custody is unwarranted.
 - c. As a general rule, officers will select the least restrictive course of action appropriate for the situation and the needs of the juvenile.
7. Prisoner Transportation
 - a. The incident commander or designee will make arrangements for sufficient vehicles capable of mass transportation.
 - b. Transporting officers will be given a copy of the booking slip.
 - c. Once a transport vehicle is filled to capacity, the transport officers and security officers will transport the prisoners to the detention center.
8. Cameras, flex cuffs, cutting tools, evidence containers, and other supplies will be provided for use in the field booking of prisoners.
9. Liaison with the court and prosecutor's office is critical when emergency response requires mass arrests. The incident commander or his or her designee will establish contact with the appropriate agencies and request their presence at the command post.

21.1.4 Special Event Plans

- A. Some special operations are planned well in advance and where possible additional personnel required will be given advance notification of time, place, uniform, duties, etc. For other operations such as raids, security considerations may limit advance notification to minutes.
- B. Special event plans will include at a minimum:
 1. Special personnel qualifications requirements, if any;
 2. Command and control;
 3. Written estimates of traffic, crowd or crime problems anticipated;
 4. Logistics requirements; and
 5. Coordination inside and outside the department.
- C. Special event plan may include:
 1. Special event permit plans.
 2. Sources to pay for overtime.
 3. Responsibilities specifically designated to the permit holder.

21.1.5 Security for Visiting VIPs

- A. The Sheridan Police Department shall provide, upon request, protection for dignitaries, VIPs, and other persons against whom a significant threat is perceived. Such protection may also involve assisting or receiving assistance from other agencies. Since each event presents a different set of circumstances, the procedures established in this section are general in nature and are subject to those modifications necessary to meet the needs of the immediate event.

- B. Authority and Responsibility
The chief of police has the final authority for the department plan covering a VIP/dignitary security detail. The department coordinator will be the principal for all matters involving protective security. The assigned coordinator will determine personnel needs.
- C. Elements of dignitary/VIP protection
1. In the event the dignitary/VIP has an accompanying security detail, the coordinator will work with the person in charge of that detail for a coordination of efforts. The coordinator will also coordinate the detail with the Sheridan Police Department coordinator, when doing so is deemed appropriate or necessary for the successful completion of the event.
 2. During the organizational phase of the event, the commander or coordinator will conduct a comprehensive study of the event planned to identify possible problems that could result. All known or perceived threats against the protected individual must be evaluated. The department's personnel resources and the availability of equipment must be determined and/or modified by adjusting the duty schedule, obtaining needed equipment from other city departments, agencies, etc.
 3. The coordinator will prepare a report detailing the preliminary plans for the security detail. This report will be forwarded to the command staff, which will address the manpower needs and issues that may impact the community during the VIP's visit.
- D. Personnel Resource Considerations include:
1. Staffing requirements.
 2. Is the cancellation of leave days necessary to obtain adequate availability of patrol officers; should officers be drawn from other shifts?
 3. Will officers be needed from other agencies?
 4. Are personnel from other city departments such as the street department needed?
- E. Equipment Resource Considerations include:
1. The type of vehicles(s) needed for dignitary conveyance;
 2. Issuance of personal body armor to dignitary or other visiting personnel, and;
 3. Assignment of a sufficient number of marked patrol units to the detail.
- F. Communications
The department coordinator will determine equipment needs for communications. Operational plans will be provided to the communications center in advance, and communications personnel will be briefed of any anticipated duties. The supervisor will arrange for the distribution of portable radios to members of the VIP's staff in order to facilitate communications if needed.
- G. Travel Routes and Alternatives
The coordinator will plan primary and alternate travel routes. Prior to the arrival of the VIP / dignitary, the travel route will be secured and possible threat points will be identified. The travel plan will include an "escape route" and route to the appropriate medical facility. Drivers should be thoroughly familiar with the travel route prior to the scheduled escort.
- H. Intelligence
In addition to the travel route, all locations accessible to the VIP / dignitary should be searched in advance. Protective security personnel should be thoroughly familiar with the facilities that the VIP/ dignitary will occupy. The coordinator will research possible hostile persons or groups that may present a threat to the operation. When the VIP has his or her own security detail, such as the Secret Service, and maintains intelligence information on

groups or persons that may be hostile towards the VIP, the supervisor will assign an officer to work with the detail in checking on any known person(s) in our area.

I. Advanced inspections of route and site facilities

1. The route will be checked immediately prior to passage by the dignitary's vehicle. If prudent, any vehicle of questionable origin or purpose will be removed from the route path by an approved towing company.
2. Consideration will be given to advanced building or site inspection. If bomb sweeps are deemed appropriate, a police K-9 trained to conduct bombsite sweeps will be contacted.
3. The coordinator will have a detailed diagram prepared of any facilities that the dignitary/VIP may visit during the event. The diagrams will indicate fixed security posts, entry and exit routes, secured and unsecured areas, etc.

J. Coordination with Other Agencies

The department will coordinate operations with the United States Secret Service, Federal Bureau of Investigations, Wyoming Highway Patrol, and/or any other agency involved in the security detail. Protective security personnel will notify other department employees of pertinent information and any assigned duties. The coordinator will also identify and coordinate with local medical facilities, emergency medical services etc., if necessary.

1. Sheridan Memorial Hospital is designated as the primary emergency care facility for all detail related needs. In the event that the protection detail involves a high level political figure, the hospital is to be advised of the times of the event and persons involved prior to the detail.
2. The fire chief and EMS director will be notified of the time of the detail to assure availability of emergency medical service personnel. The coordinator may request that an ambulance accompany the detail or be held out of routine service so as to be immediately available during the event.
3. If prior coordination with a medical evacuation helicopter is deemed appropriate, the coordinator will work with Sheridan Memorial Hospital emergency department staff. Tentative landing sites will be identified upon the travel route. The tentative helicopter landing sites will be shown on the route maps.

K. Identification

As determined by the coordinator, personnel working the detail should wear law enforcement credentials, laminated passes or pins identifying them to other law enforcement personnel.

21.1.6 Homeland Security

- A. Officers receiving reports of terrorism related intelligence information will document that information in an incident report. If the nature of the information is urgent, the officer will make immediate notification to his or her supervisor.
- B. The supervisor will make notification to the command staff and relay the report after it is approved.
- C. The Sheridan Police Department will communicate all suspected terrorist information to the appropriate authorities both during an incident or when information is received.
- D. The Sheridan Police Department shall maintain liaison with other organizations for the exchange of information relating to terrorism.
 1. The Federal Bureau of Investigation (FBI) is the lead agency for criminal investigations of terrorist acts, terrorist threats and intelligence collection. The Sheridan Police

Department will work with the FBI on exchanging intelligence/information with regards to terrorist threats.

2. The U.S. Department of Justice Joint Terrorism Task Force (JTTF) coordinates intelligence gathering and distributes the information to the appropriate agencies.
3. Federal and state departments of homeland security and public health authorities may also provide information and support.