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CITY OF SPRINGFIELD EMERGENCY MANAGEMENT PLAN**17. ANNEX K: Law Enforcement**

→Lead Department: Police
→Lead ICS Section: Operations

17.1 PURPOSE

The Law Enforcement Annex covers responsibilities and procedures for maintaining security and order under crisis conditions and eventual recovery. It describes resources needed to maintain civil order and ensure security of citizens, property, and, when necessary, incident scenes at which there is need for protection of evidence pending collection and corresponding investigation. It describes procedures for augmenting forces during emergencies.

17.2 SITUATION AND ASSUMPTIONS**17.2.1 Situation**

Springfield Police are routinely faced with critical incidents which are handled according to established protocol. Established units are configured for addressing law enforcement needs in a number of distinct functions. Should the emergency/incident require activation of the EOC, additional units, under the supervision of a Police Incident Commander, will be placed at the disposal of the Operations Chief in the Incident Command System (ICS).

17.2.2 Assumptions

- Available off-duty personnel can be mobilized in less than an hour, as per department standards;
- Police personnel will be augmented by Reserve Police Officers, invocation of existing mutual aid agreements, and finally (pursuant to a declaration of emergency) the call-up of National Guard personnel;
- Springfield Police are prepared, staffed, and equipped to provide:
 - ◆ Traffic control when emergency has disabled automated systems;
 - ◆ Scene security, established in the form of one or more perimeters around the location of an emergency/incident;
 - ◆ General security, accomplished by various means of patrol, including air, vehicle, bicycle, and foot;
 - ◆ Crowd control when situation has caused congregation of disorderly persons;

- ◆ Air surveillance, via mutual aid agreement, if operations might be strategically enhanced by aerial observation;
- ◆ Specialized functions, including:
 - ⊕ explosives disposal and render-safe via mutual aid agreement;
 - ⊕ photography and video recording;
 - ⊕ canine tracking;
 - ⊕ forensic evidence collection and analysis;
 - ⊕ specialized investigations;
 - ⊕ special weapons and tactics;
 - ⊕ scene diagramming.
- ◆ Special teams with the capacity to work closely with particular segments of the population:
 - ⊕ Community Services Unit;
 - ⊕ Crime Prevention--Neighborhood Watch/area coordinators with corresponding neighborhoods;
 - ⊕ Various social service agencies.

17.3 GENERAL PROCEDURES AND RESPONSIBILITIES

During an incident necessitating activation of the Emergency Operations Center (EOC), Police will most often organize in a prescribed manner regardless of the nature of the emergency. A Police Incident Commander (IC) will occupy the ICS position of *Branch Director*. The Police Field Commander will assume the position of *Division* or *Group Supervisor*. Individual units, lead by Police sergeants, can be activated based upon functional expertise/assignment. The position corresponds to the *Task Force Leader*, *Strike Team Leader*, and/or *Single Resources*. Should the magnitude of an event demand a number of Task Forces or Strike Teams performing the same function, additional Field Commanders may be appointed to deal with single-mission contingents/activities.

The Police IC has overall responsibility for all Police personnel committed to the response efforts and will be the ranking Police official assigned to the EOC Operations Room. The Police Field Commander(s) provide direction to assigned field personnel who are detailed on specific missions. In a classic deployment, officers holding the following rank would be assigned specific ICS positions:

- Police Captain - Branch Director;
- Police Captain or Sergeant - Group Supervisor;
- Police Sergeants - Task Force or Strike Team Leaders.

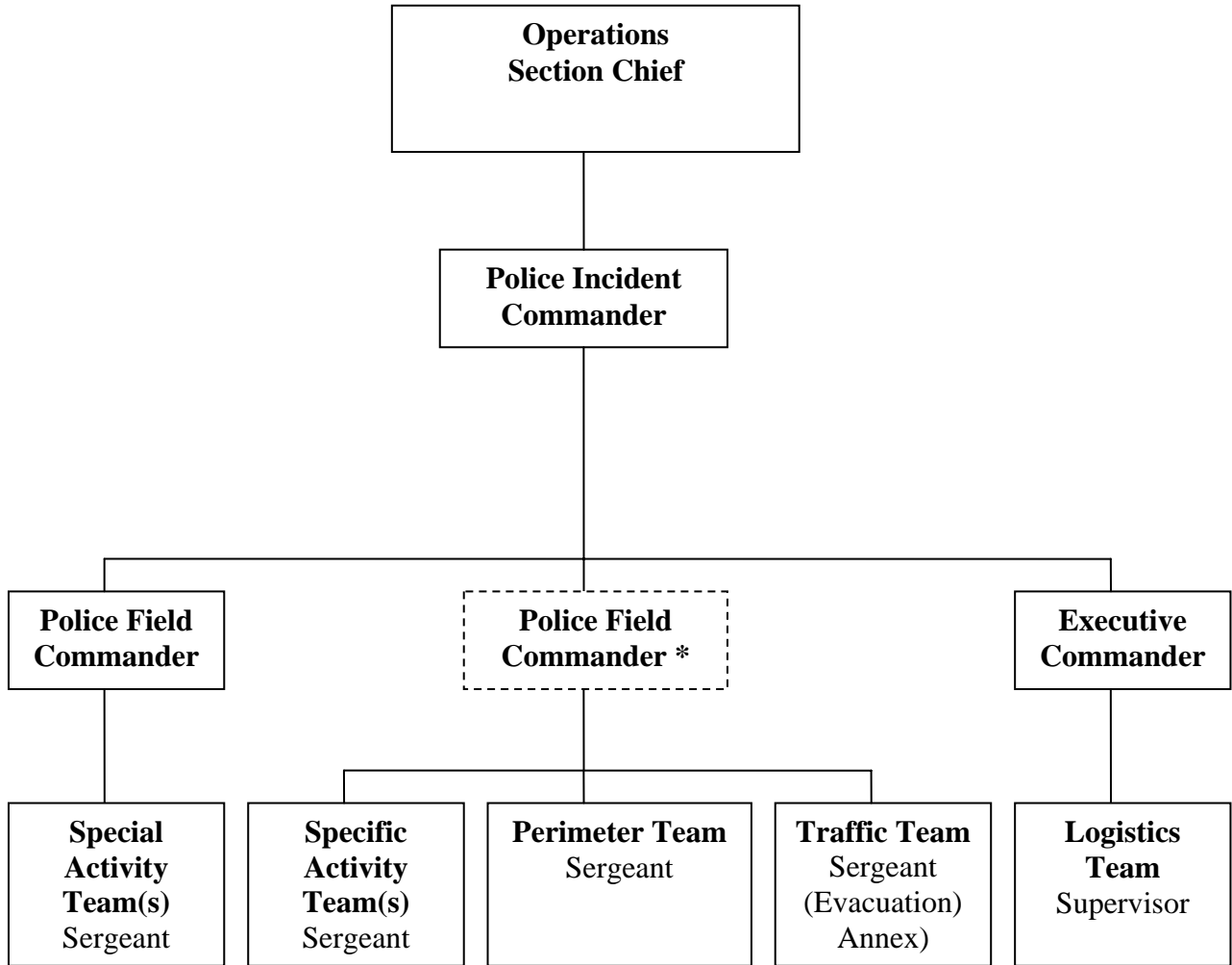
Single Resources would be designated by expertise, regular assignment, and/or availability; rank is not a primary factor.

When an event calls for substantial response from Fire & Life Safety and Police, a unified field command post may be established to facilitate coordinated response efforts. Also, Unified Command may define the Operations Section Chief's position.

17.3.1 Law Enforcement Annex Organizational Chart

See the organizational chart on the following page.

CHAIN OF COMMAND
Law Enforcement Annex
Organizational Chart



*Dotted line represents a position which will only be activated should the incident become so large as to necessitate an additional Police Field Commander who would then be responsible for the Perimeter Team Sergeant and the Traffic Team Sergeant.

17.4 PHASES OF EMERGENCY MANAGEMENT**17.4.1 Mitigation****→ Departments Involved: Police**

- Organize and maintain network of community/agency stakeholders to facilitate law enforcement activities, should an event necessitate activation;
- Work with municipal/state codes and planners; anticipate and address design of arterials, buildings, and other facilities that minimize exposure to disasters.

17.4.2 Preparedness**→ Departments Involved: Police**

- Ensure personnel and special teams' phone and pager lists are current;
- Ensure requisite resources are procured, including equipment, maps, backup communication devices, etc.;
- Ensure Watch Commander and Special Operations' offices have current copies of EMP;
- Review contingency plans; coordinate task assignments with other departments, agencies, and volunteer groups;
- Establish protocol for photography and videotaping of operational efforts;
- Provide emergency operations training for staff;
- Implement securing of known target facilities, with lockdown or other hardening measures, e.g., boarding of windows, etc.;
- Attempt to control potential munitions resources, e.g., projectiles, ingredients for fire-bombs, etc.

17.4.2.1 Civil Disturbances (Crowd Control)

- Establish and/or maintain liaison with designated officials of potential targets and leaders of groups (informal and formal) normally active in demonstrations;
- Obtain information on planned demonstrations;
- Prepare for activation of Crowd Control Team (SWAT).

17.4.2.2 Hazardous Material Incidents

- Provide training for proper response of initial officers and identification of hazardous material(s) in question;
- Ensure requisite identification/response aids are in primary response vehicles;

- In the event of vaporous hazardous material spill, contact Airport personnel to determine cloud direction and velocity.

17.4.2.3 Natural Disasters (Earthquake, Severe Weather, Volcanic Activity)

- Develop patrol beat plan to ensure adequate patrol of areas most likely to be impacted;
- Assess need for and procure clothing for employees based on nature of emergency anticipated;
- Identify billeting sites for personnel unable to return to their homes;
- Provide for redundant police communications systems, one of which is mobile and not dependent on fixed power sources;
- In the event of volcanic ash fallout, contact Airport personnel to determine cloud direction and velocity;
- In the event of significant ash fallout or other airborne particulates, adhere to specific guidelines for vehicle operation/maintenance.

17.4.3 Response

→ Departments Involved: Police

17.4.3.1 Police Incident Commander

Position:	Police Incident Commander
Responsible Department/Division:	Police
Emergency Supervisor (title):	Operation Section Chief
Reports to (location):	EOC Operations Room
Applicable ICS Section:	Operations

The Police Incident Commander will assume functional command responsibility for all police personnel who are directly or indirectly addressing particular response needs of an incident. Responsibilities include:

- Determine nature and scope of the incident;
- Procure necessary personnel and resources to address incident concerns;
- Provide briefing to Police Field Commander and Executive Commander;
- Respond to request, or consider need, for area evacuation;
- Prepare for transition to prolonged operation, including scheduling of personnel on twelve-hours shifts;
- Request assistance/resources from Public Works, as needed;
- Request assistance through mutual aid agreement(s), as needed;
- Collaborate with Police Department--Command Section regarding necessity of request for declaration of emergency to allow for call-out of National Guard personnel through Lane County Emergency Manager.

17.4.3.2 Police Field Commander

Position:	Police Field Commander
Responsible Department/Division:	Police
Emergency Supervisor (title):	Police Incident Commander
Reports to (location):	Designated Unified Police/Fire or Police Command Post
Applicable ICS Section:	Operations

The Police Field Commander will assume functional field command responsibility for all police personnel directly engaged in providing specialized security, traffic direction, or other police services to address particular response needs of an incident. Responsibilities include:

- Establish inner and outer perimeters when possible/advantageous;

- Join designated unified Police/Fire Command Post or establish Police Field Command Post;
- Designate staging area for responding personnel (assuming Police are not staging with Fire);
- Request Special Activity Teams as needed;
- Provide briefing for Task Force Leaders, Strike Team Leaders, and/or Single Resources, as needed;
- Coordinate activities of strike teams and task forces;
- In the event of civil disorder, appoint Crowd Control Team Unit Commander.

17.4.3.3 Special Activity Team Sergeant

Position:	Special Activity Team Sergeant
Responsible Department/Division:	Police
Emergency Supervisor (title):	Police Field Commander
Reports to (location):	Designated Unified Police/Fire or Police Command Post
Applicable ICS Section:	Operations

Special Activity Team sergeants are responsible for addressing specialized security, or other police services and addressing specific response needs of a particular incident. Responsibilities include:

- Conduct specific operations as directed;
- Request resources as necessary to accomplish mission;
- Provide Command with periodic updates on status;
- For evacuations, refer to Evacuation Annex.

17.4.3.4 Perimeter Team Sergeant

Position:	Perimeter Team Sergeant
Responsible Department/Division:	Police
Emergency Supervisor (title):	Police Field Commander
Reports to (location):	Designated Unified Police/Fire or Police Command Post
Applicable ICS Section:	Operations

The Perimeter Team Sergeant is responsible for maintaining a secure inner perimeter around an incident that can be contained, e.g., aircraft crash. Purposes for securing an inner perimeter include protection of evacuees formerly inside the established perimeter, prohibiting intrusion into an area which might jeopardize personal safety, and providing for protection of evidence when a situation warrants a corresponding investigation. Responsibilities include:

- Establish security around incident scene by use of inner and outer perimeters;
- Establish security for Command Post;
- Develop preliminary evacuation activity pending arrival of specifically designated units;
- Track ingress and egress from secure areas.

See Evacuation Annex G for Specific Information on Evacuations

17.4.3.5 Traffic Team Sergeant

Position:	Traffic Team Sergeant
Responsible Department/Division:	Police
Emergency Supervisor (title):	Police Field Commander
Reports to (location):	Designated Unified Police/Fire or Police Command Post
Applicable ICS Section:	Operations

17.4.3.6 Executive Commander

Position:	Executive Commander
Responsible Department/Division:	Police
Emergency Supervisor (title):	Police Incident Commander
Reports to (location):	EOC Operations Room
Applicable ICS Section:	Operations

The Executive Commander acts as adjutant to the Police Incident Commander and may act in capacity, in addition to facilitating activities of the Logistics Team Supervisor and team. Additional responsibilities include:

- Assist Police Commander in accomplishing functional goals;
- Work closely with Logistics Team Supervisor in addressing operational needs;
- Maintains records of all decisions, personnel allocations, and deployments.

17.4.3.7 Logistics Team Supervisor

Position:	Logistics Team Supervisor
Responsible Department/Division:	Police
Emergency Supervisor (title):	Executive Commander
Reports to (location):	EOC Operations Room
Applicable ICS Section:	Operations

The Logistics Team Supervisor is responsible for procuring logistical support to accomplish operational missions. Responsibilities include:

- Procure necessary personnel and resources to support individual team activities;
- Account for all equipment, including assignment; record any losses;
- Anticipate need for changes in work schedules to accommodate prolonged operations;
- Transmit information about welfare of Police personnel's families, if necessary.

17.4.4 Recovery

→ Departments Involved: Police

- Facilitate orderly return of personnel and equipment to normal operations;
- Evaluate operations and information collected during Response phase; make necessary improvements and revisions and submit to the City’s EMP;
- Complete all documentation reports necessary for records and reimbursement;
- Conduct appropriate debriefing (operation-wide in addition to unit-specific);
- Provide psychological services for personnel, as needed.

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