

Hamden Police Department General Orders

Policy Number: 031-003

Effective Date: August 01, 2005

Section: Emergency Operation
Plan.

Rescinds:

Title: Unusual Occurrences.

Approved By:

Approval Date:

PURPOSE

To establish procedures for responding to unusual occurrences mobilizing personnel required to handle situations and assigning specific duties related to the incident.

POLICY

The Hamden Police Department shall use the procedures set forth in this General Order when responding to unusual occurrences.

The Chief of Police, or his designee, will ensure that all personnel are thoroughly familiar with the Emergency Mobilization Procedures.

Definition

Unusual occurrences refer to:

1. Natural disasters.
2. Mass transportation accidents.
3. Accidents or incidents involving hazardous materials.
4. Mass power outages.
5. Missing persons.
6. Civil disturbances.
7. Civil Defense Emergencies.

Procedures

A. Initial Response.

1. Upon receiving a report of an unusual occurrence, officers will be assigned to investigate.
2. Upon arrival, officers will report back to the desk supervisor advising on the nature and extent of the problem, and request police, medical or fire department assistance as needed.

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3. Street supervisors should respond, evaluate the scene and use or request staffing as required.
4. Supervisors or officers at the scene should establish crowd and traffic control as needed

B. Notification of Command Personnel

1. The following Personnel and Town Officials shall be notified:
 - a. Division Deputy Chiefs.
 - b. Chief of Police.
 - c. Mayor.

C. Call In Procedure - In order to assemble the personnel necessary to handle an unusual occurrence, the following procedure will be used.

1. On-duty patrol personnel will be assigned as needed.
2. All non-uniform officers will wear their badges on their outer garment so that they are reasonably identified as police officers.
3. Oncoming patrol shift will be called in as needed.
4. In major occurrences all Department personnel will be called in. Division Deputy Chiefs will be notified and will order their personnel in. In their absence the Patrol Deputy Chief, or his designee will order in personnel.
5. All officers called in shall:
 - a. Report for duty in full uniform, unless otherwise directed.
 - b. Report to police headquarters.
 - c. Report to a designated location, if so directed.

D. Transportation.

1. In cases where large numbers of people are involved, school buses or commercial buses may be requested from area businesses.

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E. Mutual Aid.

1. Police assistance may be requested from any of the following agencies.
 - a. Connecticut State Police 789-7725.
 - b. New Haven Police 946-7607.
 - c. North Haven Police 239-5321.
 - d. Cheshire Police 271-5500
 - e. Wallingford Police 269-2800.
2. Personnel from outside police agencies will be under the command and control of the Officer in Charge of the overall operation.
3. Whenever possible, the unit integrity of individual agency personnel will be maintained through operation assignments.

F. Military Aid.

1. The Mayor may request military assistance from the Office of the Governor to:
 - a. Augment local police forces.
 - b. Provide emergency communications.
 - c. Provide transportation or other special equipment.

G. Relief Agencies.

1. The following agencies may be called to provide food, clothing and shelter for persons involved in or displaced by unusual occurrences:
 - a. Office of Civil Preparedness 996-2525.
 - b. American Red Cross 787-6721/288-1329.
 - c. Salvation Army 562-7123/624-9891.

H. Command Posts.

1. Headquarters - The Emergency Operation Center located in the lower level of the Memorial Town Hall, will be the primary command post.
2. Field Command Post - The Mobile Command Vehicle, a police cruiser or nearby building may be used as a field command posts dependent upon circumstances, and the recommendation of the Commanding Officer of the operation. Access to such a command post will be restricted.

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3. Communications - Standard operating procedures and equipment will be utilized and will be augmented, as necessary, by emergency equipment requested through the State Police and/or National Guard.

I. Public Facility Security

1. A fixed security post may be established at any public building or essential service facility. Emergency facilities set up for displaced persons or aid stations will also require security.

J. De-Escalation Procedures.

1. In general, de-escalation procedures refer to the manner in which adverse conditions, created by the unusual occurrence, are dealt with.

a. Civil Disturbances.

- i. Seal off the area.
- ii. Provide staffing to control and disperse crowds.
- iii. Implement mass arrest plan.

b. Flooded Areas.

- i. Assist in removing people who are stranded.
- ii. Detour traffic around flooded area.
- iii. Assist in evacuation of areas threatened.

c. Major Property Damage/Power Outages.

- i. Identify affected areas and level of severity.
- ii. Transfer information to appropriate person or agency to assist in restoration process.
- iii. Provide crowd and/or traffic control as needed.

d. Mass Transportation Accidents.

- i. Isolate and secure the scene.
- ii. Request fire and medical assistance
- iii. Assist in treating injured persons, if needed.
- iv. Investigate and coordinate with other investigating agencies, if applicable.

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K. Special Equipment.

1. In special operations, a variety of equipment may be needed. Any equipment, building or facility owned or operated by the Town of Hamden may be available during an emergency.
 - a. Special Equipment may also be available from:
 - i. Connecticut State Police.
 - ii. State National Guard.
 - iii. Office of Emergency Preparedness.
 - iv. State Department of Transportation.
 - b. Special Equipment may include, but not limited to:
 - i. Special Clothing.
 - ii. Emergency Lighting (Fire Department).
 - iii. Communications equipment (Utility Communication).
 - iv. Street Maps (Town Engineering).
 - v. Portable sanitation facilities.
 - vi. Transportation (Laidlaw Bus Co.).
 - c. Inspection and Distribution.
 - i. Equipment designated for use in special operations will be inspected by the division having possession or use of it. Distribution during special operations will be handled by those personnel assigned the equipment.

L. Reporting Procedures.

1. In order to properly evaluate situations and plan for future events, accurate and complete investigation and reporting procedures are essential.
2. The Supervisor in charge may assign officers to assist with post occurrence duties dependent upon the nature of the occurrence.
3. Reports must be filed by all persons involved in the incident, regarding duties performed and orders received and given.
4. The Deputy Chief, most directly affected by the incident, will review all reports and prepare a final report of the incidents. The report will:

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- a. Summarize the incident.
- b. Provide details of all persons or organizations involved.
- c. Analyze procedures and equipment performance.
- d. Recommend changes in procedure or equipment.

5. The report will be forwarded to the Chief of Police.

M. Annual Review and Update.

1. The Support Bureau Deputy Chief, or his designee, will review and update the plans for responding to unusual occurrences annually. The Support Bureau Deputy Chief will also be responsible for acting as the principal advisor to the Chief of Police on unusual occurrences.

N. Liaison with Civil Defense Authorities.

1. The contents of this policy shall be coordinated with the Civil Defense component for the Town of Hamden.

O. Incident Command.

1. The highest ranking officer in the Patrol Division will assume command during all unusual occurrences.
2. The Chief of Police, or his designee, may, in certain situations, elect to have someone other than the highest ranking officer of the Patrol Division command an unusual occurrence incident. This will usually be because of special circumstances making this alternate commander more suitable because of his knowledge, skill and abilities.