DIRECTIVE 46.1
CRITICAL INCIDENTS

Issue Date: 06/17/2020	By Order of Chief of Police
Rescinds: (Issue 05/12/2020)	CALEA Standards Referenced: 46.1.1; 46.1.2; 46.1.3; 46.1.4; 46.1.5; 46.1.6; 46.1.7; 46.1.8; 46.1.9; 46.1.10;
Pages: 25	46.1.11 & 46.1.12

This directive consists of the following sections:

46.1.1 Planning Responsibility
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46.1.3 Command Function
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46.1.7 Finance/Administration Function
46.1.8 Equipment Inspection
46.1.9 All Hazard Plan Training
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46.1.11 Personnel Identification
46.1.12 Crowd Control Response Training
Addendum A. – Civil Disturbances / Crowd Control

POLICY AND PROCEDURE:

46.1.1 Planning Responsibility

A Division Commander, assigned by the Chief of Police, shall be responsible for planning a response to critical incidents. He/she shall report to and consult with the Chief of Police as needed to accomplish this responsibility.

46.1.2 All Hazard Plan

The department has adopted the Miami Township Integrated Emergency Management Plan (IEMP). The IEMP is an all hazards plan for responding to critical incidents such as natural and man-made disasters, pandemics, civil disturbances, mass arrests, bomb/threats, hostage/barricaded person situations, acts of terrorism, and other unusual incidents. The plan follows standard Incident Command System (ICS) protocols, including functional provisions for Command (see 46.1.3), Operations (see 46.1.4), Planning (see 46.1.5), Logistics (see 46.1.6), and Finance/Administration (see 46.1.7). In

those instances where the IEMP does not address specific response situations, the police department has adopted specific response plans for those situations. When the Township revises the IEMP, those police department specific plans will be added to the IEMP as Functional Appendices.

46.1.3 Command Function

The Command Function includes the following:

Activating the Incident Command System

The Incident Command System is to be activated during any public safety activity involving one or more of the following five (5) conditions or any other incident where the responding department member determines that activation of the Incident Command System would be beneficial in maintaining control of a situation.

- Terrorist Activities and/or Weapons of Mass Destruction (WMD)
- Natural Disasters
- Transportation Accidents
- Criminal Activities
- Fire/Hazardous Materials Accidents

Establishing a Command Post

The first responding officer who decides to activate the ICS shall establish and announce the Scene Command Post. Initially this will be the first responding officer's vehicle. The location should be between the inner and outer perimeter. The location does not necessarily need to be located within view of the scene.

The Incident Commander should be aware that changing conditions may make it necessary to relocate the Command Post.

When it appears that the situation will require a Command Post for an extended period, a location equipped with phones, lighting, air conditioning, heat, rest rooms, and provide privacy and security away from the scene and public eye should be sought out.

Notification and Mobilization of Agency Personnel

Depending upon on the size, scope, and seriousness of the incident, it may become necessary for the Incident Commander to activate and mobilize additional agency personnel to assist with the Incident Command. These Command Staff positions shall report directly to the Incident Commander and may include:

Deputy Incident Commander	Public Information Officer	Safety Officer
Liaison Officer	Agency Representatives	Operations Section
Planning and Intelligence	Staging Area Supervisor	Finance

Personnel Group Supervisor   Log/Scribe

Obtaining Support from Other Agencies

The Incident Commander may determine that support from additional agencies is needed. Contact shall be made by the best available means with the County Communications Center to request these resources. Requests should identify in as much detail as possible, what type of resource(s) is needed, how many, how soon and where the responding agencies should report or deploy. In some cases, these resources may be directed to a Staging Area.

Establishing a Unified Command

If the incident requires a Unified Command, it will be the Incident Commander's responsibility to establish it and make sure proper notifications are made to those agencies and entities. The Unified Command location will be identified by the Incident Commander.

Establishing a Staging Area

It may be necessary to establish one or more Staging Areas to support the incident and to receive incoming resources. The IC or Staging Area Director (SAD) should initially consider using staging areas that are listed within the IEMP. The IC or SAD should select staging areas that are large enough for resources to be staged and transferred efficiently to and from the scene. Staging areas should be between the inner and outer perimeter to ensure that traffic and crowds do not interfere with the movement of resources to the scene.

Providing Public Information & Maintaining Media Relations

The IC shall use department or Township Public Information Officers (PIO) or designate a Public Information Officer to assist with providing information to the public and maintaining media relations. The PIO formulates informational releases for the news media, other agencies, and personnel as directed by the Incident Commander. The PIO shall be the designated spokesperson for the release of information to the media.

Maintaining the Safety of all Effected Personnel

The IC shall take steps to maintain the safety of all effected personnel. The IC may designate a Safety Officer for the incident. The Safety Officer shall assess hazardous and unsafe situations, develop measures for insuring personnel safety, and may exercise emergency authority to halt unsafe operations.

An after-action report describing any incident wherein ICS was used by the police department shall be prepared by the IC and submitted to the Chief of Police no later than 15 days following the conclusion of the incident.

46.1.4 Operations Function

The Operations Function, at a minimum, shall include the following:

Establishing Perimeters

The IC shall establish an Inner and Outer Perimeter for the incident.

The Inner Perimeter shall be a strictly controlled area around the Kill Zone or Danger Area of the incident. There shall be no uncontrolled movement in or out of that zone. It must be set and established immediately. When doings so, the IC should ensure cover and concealment, proper distance from kill zone or other potential danger. The Inner Perimeter may be used to protect areas of critical vulnerability, i.e., Gun shops, power/water plants, hospitals, nursing homes, schools, etc.

The Outer Perimeter shall include vehicular traffic and pedestrian/crowd control points to control access and egress to and from the incident scene in order to prevent traffic gridlock and to mitigate potential harm to persons not involved in the incident. This perimeter is set outside of the inner perimeter. Operations generally do not take place in this zone. The Incident Command Post, staging areas, medical triage areas, landing zones and pick up zones, assembly areas, and other special locations may be established inside this zone.

Conducting Evacuations

INCIDENT COMMAND SYSTEM STRUCTURE FOR EVACUATION

This section describes the incident command system (ICS) structure that should be implemented during an emergency evacuation. In most emergency incidents, it is very likely that not all elements of ICS will be utilized; however, all aspects should be considered. The Incident Commander will determine the necessary sections, branches, and Groups required for an emergency evacuation specific to the circumstances and incident hazards known at the time of the event.

When the Incident Commander (IC) or Chief Elected Official or their designee, determines that an evacuation order is necessary to protect the health and welfare of persons, the IC will request local resources to organize under the principles of the Incident Command System. The following Sections may be implemented:

- Operations Section

- Planning Section
- Logistics Section
- Administration Section

Operations Section

The actual evacuation process would normally be managed in the Operations Section as an Evacuation Branch. The following Branches may be implemented in addition to the Evacuation Branch:

- Medical Branch
- Hazmat Branch
- Fire/Rescue Branch
- Geographic Branches

Evacuation Branch

The Evacuation Branch officer may be either a police or fire officer. Branches will be implemented as needed. Branch officers receive the plan and objectives from Command. Branch officers direct Groups in completing the plan and objectives. The Evacuation Branch must be provided with enough resources to effectively complete the task. Groups will also need to be established and report to the Evacuation Branch officer. Group assignments within the Evacuation Branch will be assigned as necessary. Groups to be considered include:

- Transportation Groups
- Public Information Group
- Geographic Divisions (Multiple Groups)
- Police Liaison Group
- Staging Group
- Reception Division
- Shelter Division
- Other Agency Liaison Groups
- Other Divisions and Groups as Necessary

On large-scale evacuations a large commitment of law enforcement officers will be required to accomplish an evacuation. The Evacuation Branch must obtain a ranking police official at his/her location in order to closely coordinate evacuation efforts. An appropriate commitment of police resources must be obtained. Evacuation responsibilities include:

- Obtain resources needed to evacuate the identified area(s).
- Obtain ranking police officer as liaison.
- Provide a ranking fire officer to the Branch officer.
- Establish Evacuation Divisions as needed.

- Provide Division objectives and specific areas to evacuate (provide map).
- Provide Divisions with shelter location and instructions.
- Provide Divisions with evacuation instruction pads and written evacuation information for evacuees if possible (consider needs for multiple languages).
- Provide Divisions with private vehicle routing instructions (out of the area).
- Obtain/provide ambulances, buses or other transportation to those requiring transportation out of the area.
- Evacuate those at greatest risk first.
- Evacuate the greatest concentrated areas next (i.e., apartment complex).
- Consider individual Divisions for large population occupancies (i.e., multi-story buildings, large apartment complexes, schools, etc.).
- As individual geographic or grid Divisions complete their evacuations, terminate the Division identity and reassign resources to other developing Divisions (for large-scale evacuation).
- Closely document and maintain records of the evacuation process to avoid duplication or missed areas.
- Document those addressees and times for those refusing to leave.

For large-scale evacuations a Transportation Group should be established in the Evacuation Branch. Ambulances and other transport vehicles should be staged if a citizen may need transportation to a shelter or other location. Non-ambulatory people must be located, and information provided to the Transportation Group so that they are not overlooked in the evacuation. Transportation Group tasks include:

- Obtain buses (start with a minimum of two) and other vehicles that can be used for transportation.
- Stage all transportation resources.
- Put one firefighter or police officer on each vehicle equipped with a fire or police department radio.
- Coordinate the evacuation assembly areas for citizens needing transportation.

Planning Section

The Planning Section is responsible for all planning associated with the evacuation. The evacuation plan is communicated to the Incident Commander for approval or modification. The Planning Section would be responsible for developing an evacuation plan in cooperation with Law Enforcement and other agencies that play a supporting role in the Incident Command System organization. Evacuation planning considerations include:

- If the incident is contained to one jurisdiction, the local police official will conduct the evacuation under the 'Incident Command System'.
- If the incident involves more than one jurisdiction, the evacuation will be conducted under the 'Joint Command System'.

- If the incident impacts several jurisdictions, the evacuation will be conducted under the 'Unified Command System'.
- A separate radio frequency should be used for the Evacuation Branch. This should be assigned as early in the incident as possible.
- A uniform marking system will be used to indicate:
  - Residents have been informed and will evacuate.
  - Residents were not in premises.
  - Residents refused to evacuate.
- A mobile command post may be used to deploy evacuators and log evacuation progress.
- Permission to enter restricted areas will be determined by the Incident Commander.
- Emergency vehicles and essential personnel with proper identification may be allowed to travel in restricted areas with proper identification.
- Evacuators will be assigned areas to evacuate and reporting method to be used.
- Evacuators will be provided with personal protective equipment where necessary.
- Evacuators will be given information on life safety issues prior to evacuation.
- Evacuators will be provided with evacuation and/or Shelter-in-Place guides.
- Evacuators will be provided with the marking system to be used.
- Reentry identification criteria and oversight will be the responsibility of the Incident Commander.
- Reentry into an evacuated area will be determined by the Incident Commander in consultation with other emergency responders based upon life safety criteria.
- County Emergency Management will coordinate evacuation assistance when a local jurisdiction(s) determines it is beyond their capacity or upon request of the Incident Manager or other elected official.
- Law enforcement assistance may be requested of local Sheriff Departments, the State Patrol, ODNR Wardens, National Guard, Coast Guard, or others, in accordance with mutual aid agreements.

<u>Incident Command Responsibilities</u>

The Incident Commander (IC) is the one person in charge of the emergency evacuation. They are responsible for assessing the situation, directing the emergency evacuation, and determining the necessary resources to complete the evacuation in an orderly fashion. They are responsible for determining and prioritizing all aspects of the evacuation operation. Command's responsibilities include the following items:

- Rapidly size up the situation to determine the need to evacuate.
- Develop Evacuation Plan.
- Request a police supervisor to the Command Post.
- Determine evacuation perimeters.
- Determine the number and location of shelter sites and communicate the locations to the Command organization.
- Order evacuation.

- Provide resources required.
- Establish police liaison; request a ranking police officer to the Command Post.
- Provide a ranking fire officer to the police liaison officer/Police Command Post.
- Order the alert of other appropriate agencies.
- Expand the Command organization to meet the incident/evacuation needs.
- Establish an evacuation plan and communicate the plan to Branches, Groups and agency liaisons.
- Monitor, support and revise the evacuation process as necessary.
- Evacuate persons from the greatest danger first.
- Assign specific areas to evacuate in order to avoid duplication or missed areas.
- Provide the transportation necessary for evacuees.
- Provide continuing command of the evacuation, de-commitment and return of evacuees.
- Determine the need to implement a unified command structure involving other agencies, depending upon the nature of the incident.

Communications and Dispatch Responsibilities

- Dispatch appropriate resources as requested.
- Notify the appropriate Law Enforcement, Fire and Township officials.
- Notify the appropriate support agencies as requested.
- Initiate recall of additional Dispatch staff to meet the demands of the incident.
- Notify the hospitals in the area of evacuation (both those exposed and not exposed) and provide a status report and updates as needed (intermediate and large-scale evacuations).
- Update Law Enforcement and Fire Administration staff of the status of the incident if it is during normal business hours to be responsive to citizens requesting information.

Public Information Officer Responsibilities/Media Support

The incident PIO should be informed of the evacuation plan so that the media is aware of the areas to be evacuated and shelter sites and any evacuation instructions to the public. The PIO should make every effort to assemble the media at the scene to keep them away from hazards and out of the evacuation area. Residents may receive information from the media during the evacuation, so it is critical that the media information be accurate.

- Establish PIO Division.
- Utilize a single phone number that should be released to the public for information.
- Notify the news media and provide status reports and updates as necessary.
- Provide the media with consistent and accurate evacuation instructions as provided by the IC.
- Utilize the media and coordinate evacuation notices through news media.

Law Enforcement Responsibilities

Local law enforcement will be an integral part of the evacuation process, as a large portion of the evacuation is usually accomplished by the Police Department. A local police department representative will need to be assigned to the Planning Section and another to the Evacuation Branch as a liaison. The police liaisons will communicate with other parties in the Police Department and keep them informed of the plan, progress, etc. Police responsibilities include:

- Provide a ranking officer to the Incident Command Post.
- Provide a ranking officer to the Evacuation Branch.
- Develop a Police Incident Command System to manage police operations.
- Provide a communication system for police resources.
- Provide police resources needed for evacuation.
- Provide traffic control and traffic routing.
- Provide perimeter security.
- Provide evacuation zone security.
- Identify transportation needs.

Maintaining Command Post and Scene Security

The IC should take steps to assure and maintain Command Post and Scene Security.

Command Post security can be accomplished by designating one or more law enforcement personnel to limit access to the Command Post and to protect it from potential threats or attacks.

Scene security can be accomplished by use of perimeters, and by designating one or more law enforcement personnel to limit access to the scene and to protect it from potential threats or attacks.

Detainee Transportation, Processing and Confinement

The IC will assess the transportation needs of the situation and take the actions necessary to secure the required transportation. Township owned vehicles will be used as the primary source of transportation. However, when mutual aid is requested, all personnel responding from other agencies will be requested to provide marked police vehicles to assist with transportation needs. When required, vans and a bus may be requested from the Clermont County Sheriff's Office. Additional transportation assists should be requested through the Clermont County Emergency Management Agency.

The following contingency plans are to be followed in the event mass arrest action becomes necessary to facilitate the restoration of order.

- Persons arrested will be removed as soon as possible from the scene to a nearby holding area for initial processing and to await transportation to jail.

- Upon arrival at the holding area, persons arrested will be identified, if possible, and photographed with a digital camera. A signboard shall be included in each photo that contains at a minimum the following information:

  o Date and Time
  o Defendant's Name, Date of Birth and Social Security Number
  o Location of Arrest
  o Offense Charged
  o Arresting Officer's Name and Department

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          10/15/09        1500 hrs
   SMITH, JAMES       3/10/1968      123-90-4567
       Community Park       DC/Resisting
             Ball, K  MTPD
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Example Arrestee Signboard

When possible, digital photo images shall be sent to the jail facility by e-mail or other means at the earliest time possible.

Persons charged with criminal offenses may be handled in accordance with the procedures in department Directive 1.2.

Juvenile Offenders - Whenever possible, juvenile offenders will be processed through and released to their parents or other responsible adults, rather than incarcerated. Only in exceptional circumstances or for serious violations will juveniles be taken to the county Juvenile Detention Center. In instances where parents of young children are arrested, an attempt will be made to locate a responsible adult that can assume custody of their children with parental permission. When this is not possible, Children's Services will be contacted to intervene and to make temporary custody arrangements.

Transportation of Detainees - Officers will be assigned to transport prisoners from the holding area to jail, or to a designated medical facility for treatment of any injured prisoners. When required, vans and a bus may be requested from the Clermont County Sheriff's Office, as well as personnel to operate the vehicles.

Temporary Detention Facilities - Arrangements will be made for the use of a relatively large and conveniently located facility should the need arise for a temporary detention area. An officer will be assigned as booking officer at the temporary holding facility to complete the required paperwork for the arrest based upon information on the photo labels as well as other information relayed by the transporting officers.

Evidence Collection - The Miami Township Police Department shall maintain the responsibility for evidence collection, preservation, and storage during a civil disturbance where arrests are made and/or crimes committed. Evidence collection shall be in accordance with normal procedures outlined in Directives 83.2 & 83.3.

Security of Detention Facilities - Should the nature and size of the incident require assistance from other law enforcement agencies, those officers will be assigned first to provide security at the temporary detention facility, and the designated medical facility when any prisoner is taken there for treatment. Officers from other agencies will be assigned additional duties as needed. Consideration should be given to using officers from other agencies where knowledge of the Township geography and departmental directives are not essential.

Identification of Offenders - During the police operation at the incident scene, an Investigator will be assigned to provide evidence collection work, in addition to other duties as determined by the Officer-in-charge. Consideration may be given to having the scene and participants photographed for possible future use in identifying participants as well as for evidence in subsequent court proceedings.

Interagency Agreements - The Miami Township Police Department is a participating agency in the Clermont County Mutual Assistance Contract. In addition, state law section 737.041 provides for assistance upon request from agencies without contract.

Defense Counsel Visitation - Defense counsel visitation shall be limited to visitations after the person has been processed at the Clermont County Jail. Upon arrival at the jail persons arrested at the incident scene will be processed and then provided the opportunity for defense counsel visitation if requested in accordance with the policies of the Clermont County Sheriff's Office or the person in charge of the jail facility if not located in Clermont County.

Court and Prosecutor Liaison - Should an incident develop into a mass arrest situation, the township attorney or a representative of the Clermont County Prosecutors office will be summoned to provide legal advice and assistance as well as to expedite the presentation of charges and to act as a liaison to the Court.

Public Information Officer - The police department public information officer will also be called to coordinate and provide information to members of the news media regarding the incident. The PIO is empowered to act as spokesperson for the department and shall follow department procedures regarding to release of information about arrestees.

Provision for Food, Water & Sanitation - Although persons arrested at the scene of an incident will be in the holding area for only a brief period of time, their stay in the temporary detention facility may be of a longer duration, requiring attention to basic human needs of food, water, and sanitary facilities. Site selection of a temporary detention area includes consideration of adequate existing sanitary facilities and water supply. A person assigned by the Chief of Police or his designee will arrange for purchase of prepared food items from local food service outlets. Delivery to the temporary detention area may be arranged as necessary.

Medical Treatment of Detainees - Medical treatment in all situations shall be rendered by the Miami Township Fire/EMS service or an agency directed by them to provide such aid.

Directing and Controlling Traffic

Officers may be called upon to direct or control traffic at or near an incident scene. Traffic Control Posts may be established as part of the Inner and Outer Perimeters. Officers are not permitted to operate a traffic control signal manually, without permission of a supervisor, except to place the unit on "flash" when it has been determined that the unit is malfunctioning, or manual control of the intersection is otherwise required. The officer must inform the communications center of the malfunctioning traffic signal device so that repairs can be made.

Generally, temporary traffic control devices will be used only in pre-scheduled special events or road construction projects. The devices will normally be placed and removed by the Ohio department of Transportation, the Clermont County Engineer or the Miami Township Service Department with the Police Department coordinating placement of such devices. Portable and temporary stop signs may also be used in emergency cases. These would include accidents, natural disaster, etc.

Officers will wear the department issued reflective traffic vest in addition to the authorized uniform when conducting scheduled manual traffic direction and control.

An officer, in response to controlling traffic at an emergency, may forgo the wearing of the reflective traffic vest until such time as the situation is under control.

Traffic control procedures are described in more detail in department Directive 61.3.

Conducting Post Incident Investigation

Depending upon the nature of the incident, it may be necessary to conduct a Post-Incident Investigation. In that case, the investigation shall be conducted in accordance with department Directive 42.2.

46.1.5 Planning Function

The Planning Function includes the following:

Preparing Documented Incident Action Plan

The Incident Command System emphasizes orderly and systematic planning and the Incident Action Plan is the central tool for planning during a response to a disaster emergency. The Incident Action Plan is prepared by the Planning Section Chief with input from the appropriate sections and units of the Incident Management Team. It should be written at the outset of the response and revised continually throughout the response.

Incidents vary in their kind, complexity, size, and requirements for detailed and written plans. In an initial response for an incident that is readily controlled, a written plan may not be necessary. Larger, more complex incidents will require an Incident Action Plan to

coordinate activities. The level of detail required in an Incident Action Plan will vary according to the size and complexity of the response.

The plan must be accurate and completely transmit the information generated during the planning process. The plan must be prepared and distributed prior to the Operations Shift Briefing. A plan must be prepared for each operational period. A planning process has been developed as part of the Incident Command System to facilitate the development of an Incident Action Plan in an orderly and systematic manner. The following explains the planning process required to develop an Incident Action Plan. Following the planning steps will allow for the development of an Incident Action Plan in a minimum amount of time.

Incident Action Planning Checklist

The steps outlined in this Checklist will allow for the development of an IAP in a minimum amount of time. Not all incidents require detailed written plans. Recognizing this, the following planning process provides a series of basic planning steps which are generally appropriate for use in any incident situation. The determination of the need for written IAPs and attachments is based on the requirements of the incident, and the judgment of the Incident Commander.

The planning meeting is normally conducted by the planning section chief. The checklist which follows is intended to provide a basic sequence of steps to aid the planning section chief in developing the incident action plan.

Checklist Item	Primary Responsibility
Briefing on situation and resource status	Plans Chief (PC)
Set overall objectives and priorities for period/shift	Incident Commander (IC)
Identify activity areas and control objectives	Operations Chief (OC)
Specify tactics for each Group	OC
Specify resources needed by each Group	OC
Specify facilities and reporting locations	OC, Logistics Chief (LC)
Place resource and personnel order	LC
Consider communications, medical and traffic plan requirements	OC, PC, LC
Finalize, approve and implement incident action plan	PC, OC, IC

Gathering and Disseminating Information and Intelligence

The Planning Section collects, evaluates, and disseminates incident situation information and intelligence to the IC or Unified Command (UC) and incident management personnel, prepares status reports, displays situation information, maintains status of resources assigned to the incident, and develops and documents the IAP based on guidance from the IC or UC.

The words "intelligence" and "information" are often used interchangeably. Incident Intelligence specifically refers to incident specific activities, where the information and/or data collected is used for strategic planning and decision-making. Data is collected from a variety of sources including responders at the incident scene, victims, witnesses or bystanders, outside agencies or other means. Specific information or products developed and disseminated to all levels of the ICS and to incident command and management officers is generally utilized in the operational and logistical decision-making process. Examples of products produced by an Intelligence section may include local/geographic area/national situation reports, weather forecasts, HAZMAT or fire behavior/danger/potential forecasts, etc. The primary audience for Intelligence related products and service is the decision-maker, that is, the individual IC and/or those managers that make tactical or strategic decisions pertaining to the allocation of resources or other incident management objectives.

Incident information is the gathering of generalized information pertaining to an incident or incidents that is formatted in a manner to keep the public abreast and informed about an incident (i.e. incident size, area restrictions, road closures, etc). Incident news releases can be a valuable source of information dealing with the "human interest" side of the incident (evacuations, closures, social/economic impacts, etc). The primary audience for incident information is the external audience (i.e. general public, news media, and political entities). Incident information is not generally used for tactical or strategic planning, although there are times where some information is learned that is beneficial to the decision-maker. The PIO will be critical to this process.

Continuity of Operations Plan (COOP) / Continuity of Government Plan (COG)

The Planning Section assures the capability exists to continue essential agency functions throughout any potential emergency.

Planning Post Incident Demobilization

The Demobilization Unit Leader is responsible for the preparation of the Demobilization Plan and schedule. The Demobilization Unit Leader assists the Command and General Staff in ensuring an orderly, safe, and efficient movement of personnel and equipment from the incident. The Demobilization Unit Leader reports to the Planning Chief.

Demobilization Unit Leader Position Checklist - The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- Obtain briefing from Planning Section Chief:
  - Determine objectives, priorities and constraints on demobilization.
- Review incident resource records to determine scope of demobilization effort:
  - Resource tracking system.
  - Check-in forms.
  - Master resource list.
- Meet with agency representatives to determine:
  - Agencies not requiring formal demobilization.
  - Personnel rest and safety needs.
  - Coordination procedures with cooperating-assisting agencies.
- Assess the current and projected resource needs of the Operations Section.
- Obtain identification of surplus resources and probable release times.
- Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).
- Determine Finance/Administration, Communications, Supply, and other incident check-out stops.
- Determine de-briefing requirements.
- Establish communications links with off-incident organizations and facilities.
- Prepare Demobilization Plan (ICS Form 221):
  - General - Discussion of demobilization procedure.
  - Responsibilities - Specific implementation responsibilities and activities.
  - Release Priorities - According to agency and kind and type of resource.
  - Release Procedures - Detailed steps and process to be followed.
  - Directories - Maps, telephone numbers, instructions and other needed elements.
  - Continuity of operations (follow up to incident operations):
    - • Public Information
    - • Finance/Administration
    - • Other
- Designate to whom outstanding paperwork must be submitted.
- Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:
  - General - Discussion of demobilization procedure.
  - Incident activity and workload are at the level the agency can reasonably assume.
  - Incident is controlled.
  - On-scene personnel are released except for those needed for final tactical assignments.
  - Incident Base is reduced or in the process of being shut down.
  - Planning section has organized final incident package.
  - Finance/Administration Section has resolved major known finance problems and defined process for follow-up.
  - Rehabilitation/cleanup accomplished or contracted.
  - Team has conducted or scheduled required debriefings.
- Obtain approval of Demobilization Plan (ICS Form 221) from Planning Section Chief.

- Distribute Demobilization Plan (ICS Form 221) to processing points both on and off incident.
- Monitor implementation of Demobilization Plan (ICS Form 221).
- Assist in the coordination of the Demobilization Plan (ICS Form 221).
- Provide briefing to relief on current activities and unusual events.
- Document all activity on Unit Log (ICS Form 214).
- Give completed incident files to Documentation Unit Leader for inclusion in the final incident package.

46.1.6 Logistics Function

The Logistics Function includes the following:

Communications

The Logistics Function - Service Branch - Communications Unit - will develop and plan all communications protocol and for communications equipment. Unit activities include installing and testing communications equipment, distributing communications equipment to responders, and arranging for repair and maintenance of communications equipment. Primary assistance for this task can be had from the Clermont County Communications Center. When that resource is not available or the task is beyond their capability, communications resources should be requested through the Clermont County Emergency Management Agency.

Transportation

The Logistics Function - Service Branch - Transportation Unit - provides on-scene transportation services for incident responders only. Primary assistance for this task may be had from the Clermont County Emergency Management Agency.

Medical Support

The Logistics Function – Service Branch - Medical Unit - provides on-scene medical services for incident responders only. Primary assistance for this task may be had from the Miami Township Fire & EMS Department. When that resource is not available or the task is beyond their capability, medical support resources should be requested through the Clermont County Emergency Management Agency.

Supplies

The Logistics Function – Service Branch - Supply Unit - requests personnel, equipment, and supplies to support on-scene incident operations. Unit activities also include receiving and storing incident supplies, maintaining a supply inventory, and servicing supplies and equipment. Primary assistance for this task may be had from the Miami Township Administration offices. When that resource is not available or the task is

beyond their capability, supply resources should be requested through the Clermont County Emergency Management Agency.

Specialized Team and Equipment Needs

The Logistics Function – Service Branch – Specialized Teams and Equipment Unit - requests specialized teams and equipment will be made by mutual aid request through the Clermont County Communications Center. When mutual aid agreements do not exist for the resource needed, requests will be made through the Clermont County Emergency Management Agency.

46.1.7 Finance/Administration Function

The Finance/Administration Function includes the following:

Recording Personnel Time

The Time Unit - ensures preparation of daily personnel time recording documents and compliance with the agency's time policy. Unit activities also include confirmation of equipment time reporting in the Ground Support Unit of the Logistics Section.

Procuring Additional Resources

The Procurement Unit - administers all financial matters relating to vendor contracts (e.g., equipment rental).

Recording Expenses

The Cost Unit - collects all cost data, performs cost-effectiveness analyses, and provides cost estimates and recommendations for reducing incident costs.

Documenting Injuries and Liability Issues

The Compensation/Claims Unit - ensures completion of all forms required by worker's compensation agencies and local agencies and maintains files of all injuries and illnesses associated with the incident. Claims Unit investigates all claims (e.g., tort claims against responders) involving property associated or involved in the incident.

Preparing Appropriate Reimbursement Documents

Reimbursement Unit – ensures completion of all forms required for reimbursement.

46.1.8 Equipment Inspection

All property that is stored and not issued will be maintained in a constant state of operational readiness.   The Support Services Supervisor will be responsible for maintaining the operational readiness of such property. The Support Services Supervisor will be responsible to inspect such property as needed but no less than quarterly, to assure each item's operational readiness. The Township EOC shall be inspected and the status of that facility and equipment will be included in the quarterly report.

46.1.9 All Hazard Plan Training

The department provides for documented annual training on the All Hazard Plan, to include the Incident Command System (ICS) for affected agency personnel.   The department also provides for documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All Hazard Plan and the Incident Command System.

Training may include but is not limited to the Incident Command System, table-top, functional or full-scale exercises, multiple-agency involvement, and may also be in conjunction with specific plans required in other directives in Chapter 46.

46.1.10 Active Threats

Public Notification for Awareness and Safety

Situations involving active threats are serious in nature and can occur in any environment such as educational campuses, malls, businesses, special events and so forth. For public notifications for awareness and safety the PIO will be utilized.

The incident PIO should be informed of the evacuation plan so that the media is aware of the areas to be evacuated and shelter sites and any evacuation instructions to the public. The PIO should make every effort to assemble the media at the scene to keep them away from hazards and out of the evacuation area. Residents may receive information from the media during the evacuation, so it is critical that the media information be accurate.

- Establish PIO Division.
- Utilize a single phone number that should be released to the public for information.
- Notify the news media and provide status reports and updates as necessary.
- Provide the media with consistent and accurate evacuation instructions as provided IC.
- Utilize the media and coordinate evacuation notices through news media and or social media.

Notification of Additional Public Safety Departments and Other Resources

Notification of additional public safety departments and other resources will be the responsibility of the on-duty supervisor and will continually be reevaluated as additional resources and the incident command post is established.

Response to Threats when Lives are in Imminent Danger

Response to threats when lives are in imminent danger will be guided by Directive 4.1.1 which is to protect and serve all citizens while at the same time respecting the rights of suspects and balancing the need for officer safety in use of force events. It is the policy of this agency that officers will use only reasonable force to bring an incident or event under control. Reasonable force is only that force which is necessary to accomplish lawful objectives. All uses of force must be objectively reasonable.

The type and degree of force or weapons used will be based on the totality of the circumstances and a reasonable belief of the need for such use of force in order to accomplish a lawful objective. When deadly force is justified, it shall be considered a last resort and be employed for effect and not for warning.

Public Sheltering and Containment of Incident

Public sheltering and containment of the incident will be the responsibility of the Operations Section as a part of the overall incident command system as noted in directive 46.1.4.

Documented Annual Review of Policy and Training Needs

A documented annual review of this directive, related policies, procedures and training needs, will be conducted annually. This review will be conducted by the Investigations Supervisor and submitted to the Chief of Police.

46.1.11 Personnel Identification

Crowd control equipment will be maintained at the police department and deployed when deemed necessary to protect members in situations regarding civil disturbances/disorderly crowds. The decision to deploy crowd control equipment will be made by the on-duty supervisor or incident commander. Only officers fully equipped with issued riot equipment will be utilized to assist in an event where riot equipment is deployed.

In responding to situations when protective gear is deployed, each agency member should be assigned an individual number or code that is marked on helmets used for such purposes. This allows for the appropriate review of associated video, if any, and creates accountability measures for organization members.

Crowd control equipment consists of:

- Helmet identified by MT # on back to with face shield;
- 42-inch long baton;
- Shield;
- Gas mask with approved filter(s).

46.1.12 Crowd Control Response Training

Police response to crowd control situations generate tremendous media attention and broad public awareness. Therefore, it is critical periodic training occurs on this subject and staff provided opportunities to discuss the organization's philosophies and strategies that will be applied. The agency's incident command protocol should also be reviewed, with overviews of specific duties and responsibilities defined.

Addendum A. – Civil Disturbances/Crowd Control

Miami Township Police Department officers must carefully balance the First and Fourth Amendment rights of citizens with the protection of property and public safety. Not all crowd control situations, however, involve unlawful acts. It is the mission of the Miami Township Police Department to protect citizens' rights to lawfully gather (e.g. lawful demonstration) while identifying and addressing unlawful behavior (e.g. civil disturbance).

In the event of a civil disturbance/disorderly crowd, it is the mission of the Miami Township Police Department to restore order as rapidly and efficiently as possible. The Miami Township Police Department's organizational philosophy toward managing a civil disturbance/disorderly crowd is based on commitment, integrity and accountability.

The Miami Township Police Department's primary objectives in mitigating a civil disturbance/disorderly crowd are:

- Protecting lives;
- Restoring and maintaining order;
- Protecting vital facilities;
- Protecting exposed buildings, especially occupied structures, in order to minimize property damage and/or injuries to occupants;
- Arresting law violators.

The purpose of this policy is to provide a plan of action for civil disturbance/disorderly crowd operations, enhance the mobilization of personnel and equipment to quell incidents which could escalate into more serious situations, and provide for the integration of emergency services.

DEFINITIONS:

Civil Disturbance - An unlawful assembly that constitutes a breach of the peace or any assembly of persons where there is imminent danger of collective violence, destruction of property, or other unlawful acts.

Crowd Control - Techniques used to address unlawful public assemblies, to include a show of force, crowd containment and dispersal equipment/strategies, and preparations for multiple arrests.

Crowd Management - Techniques used to manage an assembly before, during, and after the event for the purpose of maintaining the assembly's lawful status. This is accomplished through event planning, pre-event contact with group leaders, communication with participants, the issuance of permits, intelligence gathering, personnel training, and other means.

Disorderly Crowd - A large group of individuals exhibiting unruly, violent, intimidating, or uncooperative behavior.

Hot Spot - Locations where crowds are, or potentially, known to gather. Hot spots are largely identified by past crowd movements and behaviors. Hot spots may include, but are not limited to, parks, intersections, bus stops, or businesses.

Lawful Demonstration - A lawful assembly of persons organized primarily to express their views. Typically, these events are scheduled and permitted, allowing for prior police planning. Demonstrations include marches, protests, and other assemblies that are largely designed to attract the attention of onlookers, the media, and others. Lawful demonstrations have the potential to evolve into civil disturbances requiring law enforcement action.

Intelligence Sources

While not all civil disturbances/disorderly crowds are pre-planned, officers should be aware of sources of information that are used to plan, or may assist in responding to, incidents that could potentially become violent. Social media communication may be used to synchronize the planning and execution of these incidents. Once these events begin, the rapid broadcasting of the event through social media can quickly increase the scope and magnitude of the event, potentially overwhelming the ability of law enforcement to respond, contain, and end the disturbance. The use of social media and electronic devices (e.g. cell phones, tablets, etc.) provide instigators with a larger audience, a real time communication medium, and a global reach. Social media communications (e.g. Twitter, Facebook, and text messaging) are often used to organize these incidents. Officers should be aware of any potential social media postings that may reveal any potentially dangerous incidents. Every effort should be made to identify groups with histories of criminal activity and an online presence in order to distinguish credible information from rumors.

<u>Procedures</u>

Any officer who encounters, or receives a report of, a civil disturbance/disorderly crowd will notify their supervisor and observe the situation from a safe distance in order to determine if the gathering is currently, or may potentially become, violent. The supervisor shall respond, be briefed by the initial officer on scene and identify the crowd leader/representative. The supervisor will speak with him/her in an attempt to maintain control while allowing sufficient time to communicate acceptable and non-acceptable actions. If the supervisor believes that the crowd cannot be dispersed with the resources immediately available, he/she will notify Clermont County Communications Center of the nature and seriousness of the disturbance, particularly noting the availability of weapons, and request notification to Command staff.

After the on-duty supervisor's arrival at the scene, they will assess the immediate situation and weigh the effects of law enforcement action by considering:

- The likelihood of community disorder/potential for escalation;
- The safety of citizens and departmental personnel;
- The severity of law violation(s);
- The availability of resources.

The commanding officer will determine the number of personnel and equipment necessary to contain the disturbance and report this information to Clermont County Communications Center. Crowd management techniques should be utilized first; however, in situations where there is an imminent threat to public safety, control strategies will be developed.

Alternative forms of patrol (e.g. foot patrols, bicycle patrols, motorcycle etc.) should be considered to increase the mobility and presence of officers responding to disorderly crowds. Video recording should be utilized, if available, in order to identify and record crowd participants and their behavior(s). The commanding officer will attempt to anticipate/identify the crowd's direction and movement in order to prevent other areas of the Township from being affected. Being proactive by anticipating the movement of the crowd, maintaining a strong visible presence, and being familiar with the geographic area are some of the best measures to achieve a successful outcome.

If the severity of the incident (e.g. property destruction, violence of the crowd, etc.) is beyond the scope of the units involved, and all of the Miami Township Police Department's resources are unable to handle the situation, the Chief of Police, or his/her designee, will request assistance from other agencies. This may include, but is not limited to, local and state law enforcement agencies.

Personnel Identification/Equipment

Crowd control equipment will be maintained at the police department and deployed when deemed necessary to protect members in situations regarding civil disturbances/disorderly crowds. The decision to deploy crowd control equipment will be made by the on-duty supervisor or incident commander. Only officers fully equipped with issued riot equipment will be utilized to assist in an event where riot equipment is deployed.

In responding to situations when protective gear is deployed, each agency member should be assigned an individual number or code that is marked on helmets used for such purposes. This allows for the appropriate review of associated video, if any, and creates accountability measures for organization members.

Crowd control equipment consists of:

- Helmet identified by MT # on back to with face shield;
- 42-inch long baton;
- Shield;
- Gas mask with approved filter(s).

Incident Command System

In addition to the procedures outlined above, the on-duty supervisor may implement the Incident Command System (ICS) in accordance with department Directive 46.1.3 and/or use the Clermont County Communications Centers TAC or Incident Command Channel to coordinate officers. The on-duty supervisor will serve as the Incident Commander (IC), until relieved by a ranking officer. The ranking officer will then assume the role of IC and its accompanying responsibilities. Clermont County Communications Center will be notified of all changes in command, including the name of the commanding officer serving as the IC.

Disorderly crowds have the capability to inflict large amounts of damage and injuries over a widespread area in a short amount of time. In addition to the procedures outlined above, the IC will continually assess the crowd during a civil disturbance. This assessment will assist in recognizing changes in behavior and will determine if additional resources should be deployed.

Crowds should be assessed according to the following factors:

- Organization;
- Leadership;
- Common motive for action;
- Individual behavior;
- Group behavior;
- Cohesiveness;

- Unity of purpose;
- Psychological unity;
- Emotional intensity;
- Volatility;
- Degree of lawlessness;
- Level of violence;
- Level of property damage;
- Likelihood of injuries or deaths.

The assessment of these factors dictates the level and type of response required. Once a disturbance begins, a quick response is essential. Therefore, it becomes important for the IC to gather resources and suppress disruptive activities before violence spreads. The IC must quickly identify impact zones, secure dangerous areas, and control movement on public thoroughfares. Resources must be sufficient to handle multiple incidents that occur during an outbreak of civil disturbance/disorderly crowd.

Mutual Aid

Directive 2.1 should be referred to for the procedures regarding requesting mutual aid assistance.

De-Escalation

At times, policing requires that an officer must exercise control of violent or resisting subjects in order to make an arrest or to protect the officer, other officers, or the public from the risk of imminent harm. Clearly, not every potential violent confrontation can be de-escalated, but officers have the ability to impact the direction and the outcome of many situations that they encounter, based on their decision-making and the tactics that they choose to employ.

When reasonable, under the totality of circumstances, officers should gather information about the incident, assess the risks, assemble resources, attempt to slow momentum, and communicate and coordinate a response. In their interaction with subjects, officers should use advisements, warnings, verbal persuasion, and other tactics as alternatives to higher levels of force. Officers should recognize that they may withdraw to a position that is tactically more secure, or allows them greater distance, in order to consider or deploy a greater variety of force options. Officers should perform their work in a manner that avoids unduly jeopardizing their own safety, or the safety of others, through poor tactical decisions.

During the de-escalation of the incident, the commanding officer/IC, along with the division commander, should consider implementing plans to address the following:

- Providing vehicular and foot patrol security to residents and businesses in order to prevent further property damage/loss;

- Developing a means of identifying people who have a legitimate reason for being in the area;
- Providing media access and interviews through the Media and Public Relations Office.
- Dealing with unusual security problems
- Assessing personnel and equipment needs until normal operations resume.