

North Little Rock Police Department

ALL HAZARDS
EMERGENCY OPERATIONS
and
MOBILIZATION PLAN

Policy Directive 40-4
Annex: B

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Law Enforcement Sensitive
Not for Distribution

Copies of this Policy Directive and associated rosters and lists will be maintained in the following locations:

Chief's Office
Division Commander Offices
Unit Commander Offices
All Substations
Front Desk
Office of Emergency Services

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A Mission and Policy Statements - General Overview

A1 Mission Statement

The North Little Rock Police Department is committed to providing an appropriate rapid, professional, and measured response to all critical Incidents that threaten the lives and property of the citizens of North Little Rock.

A2 Policy Statement

It is the policy of the North Little Rock Police Department to maintain adequate response capabilities and preparedness for critical incidents, in-order to protect its employees, the public, and the City.

Emergency response preparedness will include a uniform emergency operations plan for the department; training and education of the department employees; and the development of cooperative relations with local, state, and federal emergency response agencies.

A3 Purpose

This manual provides detailed procedures to prepare for and to follow in case of critical incidents. This manual incorporates and requires the use of the Incident Command System.

This manual is an All Hazards plan that covers the staffing, management, and operations of the necessary units involved in a critical incident; including command staff, tactical operations, perimeter operations, intelligence, logistics, etc. and are based on the Incident Command System. [CALEA 46.1.2]

A3a Objectives of the Emergency Operations Plan

1. Define department wide pre-incident planning and preparation procedures.
2. Preserve the life and safety of all persons
3. Rapid mobilization of personnel and equipment to secure and contain the incident
4. Implementation of the NIMS Incident Command System to achieve a clear point of control, and standardized management processes, protocols, and procedures.
4. Implementation of a standardized incident management system that all responders - federal state and local - will be able to recognize and use to coordinate response activities.
5. Establishing of an incident command post, tactical command post, triage locations, and staging area(s) as needed.
6. Secure emergency routes for medical, fire, and other emergency personnel.
7. Secure an adequate inner and outer perimeter.
8. Establish proper communications between command posts, staging areas, perimeters, and other agencies.

A4 Mutual Aid Agreements

Mutual Aid Agreements and Memorandums of Understandings will be adhered to as specified in each Agreement.

A5 Departmental Policies

This EOP is a Policy Directive and will be adhered to as such.

The EOP is considered confidential and distribution will be restricted to members of the Department.

Anyone receiving requests from an outside agency, organization, or individual, for copies of this policy directive shall refer the requestor to the Chief of Police or a division commander.

A6 General

According to FBI statistics the average length of critical incidents is 12 hours. Therefore personnel should plan and prepare for handling a 12-hour incident as a general rule.

The EOP supports and expands on the NLRPD School Violence Response Manual. When responding to critical incidents involving school violence, personnel will adhere to the NLRPD School Violence Response Manual and all department policies regarding school violence.

Depending on the type of incident, the NLRPD may be the primary agency or a support agency. In cases of a large fire, haz-mat spill, or certain types of natural disasters, the NLRPD will be a support agency for other agencies such as the NLR Fire Department.

When the NLRPD is a supporting agency, an Incident Commander (IC) and Deputy Incident Commander will not be appointed. The Chief of Police or designee will appoint an individual to act as the Police Department's liaison to the Incident Commander, who will be a member of the lead agency. The NLRPD liaison will be stationed at the incident command post. The NLRPD liaison will have the same duties and responsibilities as an IC but only in regards to NLRPD personnel in our capacity as a support agency.

A7 Definitions

1. CISD - Critical Incident Stress Debriefing
2. CBRNE - Chemical, Biological, Radiological, Nuclear, Explosive - acronym for WMD=s
3. CL - Communications Liaison
4. CMT - Crisis Management Team
5. CNT - Crisis Negotiations Team
6. CoP - Chief of Police
7. CP - Command Post - same as an ICP
8. Critical Incidents - an unscheduled situation, generally of an emergency nature, that result from disasters, both natural and man-made, and civil disturbances.
9. DIC - Deputy Incident Commander - Lieutenant or Captain
10. EOC - Emergency Operations Center - responsible for incident/disaster management at the strategic level ensuring continuity of operations - does not normally directly control field operations assets, instead making broad operational decisions and leaving tactical decisions to the IC and CMT
11. EOP - Emergency Operations Plan
12. IAP - Incident Action Plan - the measurable operations/goals to be achieved within in a set time frame - ensures everyone is working toward the same goals set for that operational period - written IAPs are preferred but they may be verbal if time does not allow for written plans.

13. IC - Incident Commander
14. ICP - Incident Command Post - same as CP
15. ISO - Incident Safety Officer
16. JC - Juvenile Coordinator
17. JIC - Joint Information Center - Location for multiple agency=s PIOs to coordinate activities
18. JOC - Joint Operation Center - Activated when military and/or federal agencies respond.
19. LO - Liaison Officer
20. LSC - Logistics Section Chief
21. MAA - Mutual Aid Agreement - i.e. MOU
22. MAO - Manpower Allocation Officer
23. MOU - Memorandum of Understanding - i.e. MAA
24. NIMS - National Incident Management System
25. OES - Office of Emergency Services
26. OSC - Operations Section Chief
27. PCC - Prisoner Control Coordinator
28. PIO - Public Information Officer
29. PSC - Planning Section Chief
30. DCP – Division Command Post - used when the scope of the incident grows beyond the capability of one centralized ICP to control - reports to the IC. Divisions are divided geographically.
31. SRT - Special Response Team
32. SWAT - Special Weapons and Tactics
33. TSU - Technical Services Unit
34. UC - Unified Commander - same as IC but only used if Federal agencies are involved.
35. WMD – Weapons of Mass Destruction

B Pre-incident Procedures and Responsibilities

All plans and lists required in this chapter will be completed and submitted to the appropriate division commander for approval. Copies will be forwarded to the Chief of Police for review and inclusion in the master copy of the EOP.

Plans and lists that are duty assignment specific must be reviewed annually, or more often if specified, and updated as needed.

Many of the pre-incident procedures and responsibilities are designed for a major long term critical incident. Therefore many of the assignments and responsibilities will not be utilized for most critical incidents; however these preparations are still necessary in the event of a major incident.

All personnel shall be responsible for gathering and reporting through their chain of command intelligence concerning suspicious activity including that which may be terrorism related from all sources to include, individuals, private and public community organizations.

B1 Administrative Pre- Incident Procedures [CALEA 46.1.8]

B1a Chief of Police - Review and approve as appropriate, all emergency plans, equipment lists, MOUs, etc. Order mobilization and EOP exercises as needed.

B1b Division Commanders and Special Operations Commander:

Conduct and document an operational readiness inspection of equipment designated for use in critical incidents during the last quarter of each year to insure that all division equipment is in operational condition and available.

Submit the equipment lists to the CoP or his designee for inclusion in the EOP.

Insure civilian members receive training on all aspects of policy directive 40-4 including the school response plans that concern the response and responsibilities of civilian members.

B1c All unit commanders and special operations team leaders:

Develop a unit or team specific list of equipment, to include the numbers needed and types, to be designated for use in support of emergency operations.

Review and update the list as needed. Submit updated lists to the appropriate division commander.

Conduct and document quarterly operational readiness inspections of equipment designated for use in emergency operations.

Regularly inspect and insure that all unit equipment is in operational condition and available.

Insure spare keys for all assigned vehicles are readily available.

B2 Division and Unit Specific Pre-incident Responsibilities

B2a Professional Development Division - The Professional Development Division=s emergency operations planning responsibilities include:

B2a1 Division Commander - Assist PIO with developing working relationships with other agency=s PIOs and developing MOUs as needed to facilitate cooperation and joint operations of PIOs during critical incidents.

B2a2 PIO

1. Develop a working relationship with media sources, PIOs, etc., to facilitate cooperation and joint operations of PIOs during critical incidents..
2. Pre-plan and exercise establishing a JIC, and issuing joint press releases with surrounding first and second responding agencies.
3. Coordinate with Division Commanders and prepare plans for handling rumor control, pre-designating phone lines for rumor control, officer=s family, and media use.
4. Preplan how to notify the media and public of these phone numbers and locations when appropriate.
 - The public and media shall not be provided with the phone number(s) for member’s family use.
5. Coordinate with the Support Service and Professional Development Division Commanders about utilizing civilian employees to staff the phone lines.
6. Arrange yearly training with the Supt. Serv. Division Commander for designated civilian employees on handling media relations, rumor control, and providing information to employee family members in times of crisis.
7. Work with the Support Services Division Commander to develop a pre-written script for persons contacting employees to report for duty during a mobilization.

B2a3 Training - Develop and document Emergency Operations refresher training on an annual basis for all members covering the following topics: [CALEA 46.1.9]

1. The Incident Command System;
2. The All Hazards Emergency Operation Plan – PD 40-4;
3. Policy directives 40-1, 40-2, and 40-5;
4. ICS tabletop exercises for supervisors
5. Haz-Mat awareness level refresher training per 29CFR1910.120 (e) (8) [CALEA 46.3.4]

Training shall include discussion exercises, tabletop exercises or actual exercises with multi-agency involvement when possible.

B2a4 Professional Standards will be responsible for the compiling and updating of a general mobilization roster for use whenever mobilization of off-duty personnel is necessary. The Professional Standards lieutenant shall supply regularly updated Alert Rosters to the Support Services Division Commander.

B2b Investigations Division - The Investigations Division's emergency operations planning responsibilities include:

B2b1 Division Commander - responsibilities include:

- a. Develop plans to permit the timely response to any critical incident by members of the Investigations Division.
- b. Pre-plan to divide available Detective and Narcotic investigative for various duties as needed.
- c. Develop and maintain a working liaison with federal, state, and local agencies to include task forces for facilitating the exchange of information to include terrorism related intelligence, [CALEA 46.3.1]
 - All personnel shall gather intelligence concerning suspicious activity that may be terrorism related and shall forward all such information to their immediate supervisor and to the Inv. Division Commander,
 - The Investigations division commander shall evaluate all intelligence and forward as appropriate to the CoP and the Joint Terrorism Task Force [CALEA 46.3.2]
 - Develop and implement methods for providing terrorism awareness information within our jurisdiction to encourage reporting suspicious activity that may be related to terrorism by individuals, private and public organizations. [CALEA 46.3.3]
- d. Pre-plan the gathering of intelligence and coordinate the activities of undercover operatives leading up to and during emergency operations,
- e. Maintain a list of the Investigations Divisions emergency operations equipment and resources, to include a current roster of investigators and undercover vehicles,
- f. Develop plans necessary to fulfill your Divisions responsibilities during mobilization,
- g. Submit plans and lists to the CoP or his designee for inclusion in the mobilization plan.

B2b2 Detective Lieutenant - responsibilities include:

- a. Maintaining an up to date roster of personnel
- b. Assisting the division commander with developing and maintaining a working liaison with federal, state, and local agencies' investigations and intelligence units to facilitate the exchange of information to include terrorism related intelligence. [CALEA 46.3.1]
- c. Maintain a current list of all pawn shops. Provide current list and any other appropriate intelligence to the Special Operations Deputy Commander.

B2b3 Narcotics Lieutenant - responsibilities include:

- a. Pre-designating existing telephone extensions for use in gathering and disseminating intelligence information during a critical Incident,
- b. Members of the Department's Narcotics Unit, as well as a limited number of investigators, will be your operational intelligence assets,
- c. Coordinate with the public information officer (for rumor control) and provide the IC with real time intelligence information for use to manage field assets as well as for counteracting false rumors,
- d. Assist the division commander with developing and maintaining a working liaison with federal, state, and local agencies' intelligence and narcotics units to facilitate the exchange of information to include terrorism related intelligence. [CALEA 46.3.1]
- e. Maintain a current list of all liquor wholesalers and retail stores and gun/ammunition retailers,

- f. Obtain building plans, maps, and any other intelligence to assist with the deployment and handling of any major critical incident. Whenever possible, plans should be obtained for those buildings that due to their location and/or purpose have a higher than usual possibility of a major incident. Provide current lists, building plans, and any other appropriate intelligence to the Special Operations Deputy Commander.

B2c Patrol Division - The Patrol Division's emergency operations planning responsibilities include:

B2c1 Division Commander - responsibilities include:

- a. Maintain a list of the Patrol Division's emergency operations equipment and resources.
- b. Maintain a comprehensive set of the EOP, school response plans, and SRO developed plans and rosters.

B2c2 Area Commanders:

- a. Develop and maintain a list of the area=s emergency operations equipment and resources,
- b. Maintain updated copies of EOP, school response plans, and SRO developed plans and rosters

B2c3 Patrol Administration - Develop event specific emergency plans for reoccurring special events for handling critical incidents to include: man-made and natural disasters
Contingency plans shall include but are not limited to: emergency ingress and egress routes, triage area, command post, and staging area locations with alternates, and traffic control points.

Collect and maintain information on civil disorder incidents nationwide that result in police intervention.

B2c4 SROs - Maintain and regularly update school building plans, school staff rosters, and student rosters for all schools in the city of NLR. Submit copies to your area commander and the Patrol Division Commander

B2d Special Operations

B2d1 Special Operations Commander:

- a. Maintain a list of the Special Operation team=s emergency operations equipment and resources.
- b. Ensure that the EOP is reviewed and provide the CoP with suggestions for updates.

B2d2 Team Leaders

- a. Develop and maintain a list of your team's emergency operations equipment and resources.
- b. Develop team SOPs for review by the Special Operations Commander.

B2e Support Services Division

The Support Services Division emergency operations planning responsibilities include:

B2e1 Division Commander - responsibilities include:

- a. Maintaining updated lists of Department employee=s personal phone numbers,
- b. Pre-planning for mobilization and annual training for Support Service personnel in mobilization procedures that affect them.
- c. Ensuring that the persons notifying officers of the mobilization will be provided a script prepared by the Service Division Commander, that will advise the officer(s) that they will be responding for a specified or unknown period of time, the appropriate uniforms to wear, appropriate instructions(if any) for the incident and the assembly location.
- d. Develop a form that provides up to date details of who has been notified of the mobilization and their response status
- e. Make arrangements to see that the courts are canceled when appropriate.

B2e2 Support Service Division Sergeant's responsibilities include:

- a. Ensure supplies of extra radio and D, C, AA, AAA batteries are adequate,
- b. Coordinate with the training unit to ensure supplies of ammunition is adequate,
- c. Ensure that the generator and its fuel supply is maintained at all times,
- d. Ensure that provisions such as drinking water, portable toilets, food, etc. can be obtained and they can transported wherever needed at short notice,
- e. Ensure that provisions are made and regularly updated for housing officers, supplying them with places to shower, sleep, etc.
- f. Coordinate with the OES, and other city agencies to preplan for short notice activation of any needed services and equipment. i.e. barricades, bulldozers, portable floodlights, portable generators, etc.
- g. The Support Service Division Sergeant may be assigned the duties of the PCC during a major incident.
- h. Maintain a resource list of items that may be needed. Include agencies and vendors and the contact information, where needed items may be borrowed, purchased or rented.
- i. Pre-plan for the use of the NLRPD detention facility for use as an emergency holding facility.

B2e Support Services Division continued:

B2e5 Fleet Manager:

1. Will keep an up to date list of all Department vehicles and their locations.
2. Will keep a set of keys to all Department vehicles.
3. Will keep an up to date inventory of specialty vehicles and resources for vehicles that may be rented, loaned, or borrowed from other agencies.
4. Coordinate with PCSO to arrange the use of their prisoner transport vans if needed.
5. Coordinate with the NLRSD and CAT to arrange the use of buses if needed during a critical incident. Develop suggested MOUs for the CoP's review.
6. Will insure that no regularly scheduled maintenance is planned during anticipated periods of disturbance and coordinate with the city garage to expedite emergency repairs.
7. During a critical incident the Fleet Manager will be subordinate to the Logistics Officer and will carry out any additional duties that the LO may assign.

All Units and Divisions will cooperate with the Fleet Manager by providing information on any changes in vehicle assignments and insuring they supply a spare set of keys when appropriate.

C Alerts and Department Mobilization Procedures

An Alert is the preliminary step to mobilization. Alerts may include the controlled redistribution of on-duty personnel but do not involve activation of off-duty personnel. They may be used to alert a selected division / unit or all divisions.

There are three (3) levels of Alerts based on the known or suspected threat to life and property: The Alert levels are 1 through 3 and are based on the response needed to successfully deal with the threat.

Mobilizations include the controlled redistribution of on-duty personnel and the activation of off-duty personnel.

The following are examples of events or situations that may require alerts and/or mobilization:

Large concerts	Protests	Demonstrations
Job actions / Strikes	Sniper incidents	Severe weather
Terrorist incident	Large fires	Haz-mat releases
Sporting events	Parades	Natural Disasters
Any event attracting large numbers of people consuming alcohol		

Alerts should be issued, and if needed mobilizations ordered, prior to any incident or potential incident which threatens the welfare of the citizens of the city and may necessitate:

- I. extension of the workday for on-duty personnel,
- II. deferment of time-off, vacation,
- III. mobilization of off-duty personnel, and/or
- IV. short term restructuring and/or cessation of the routine operations of the Department.

NOTE: Alerts are messages informing personnel of unusual, unique, or potential situations that may require assets greater than those generally available, therefore, erring on the side of caution, it is recommended alerts be issued for situations even if the actual need is not completely clear.

Upon the initiation of an alert a general radio broadcast to all units should be made and an e-mail sent to all police employees. Additionally, for known events, as early as possible, supervisors shall brief the officers in their unit. The broadcast/e-mail/briefing will contain the following information;

1. A brief overview of the conditions necessitating the alert,
2. Starting time of the alert,
3. End time of the alert, if known,
4. A list of units put on alert,
5. Staging area location(s) (if known) in case of a mobilization,
6. Time(s) of mobilization (if set),
7. A list of Uniform and equipment officer(s) will need,
8. Location of the staging area(s) that members are to report to.

An operations plan containing detailed response instructions, a list of the IC, DIC, OSC, LO, etc.; any specific unit orders, locations of the ICP, staging areas, etc.; pertinent intelligence, and a list of alerted units and agencies will be provided to the alerted units as soon as possible.

All affected members, sworn and unsworn, are required to be accessible by phone during alerts. Supervisors shall insure that their civilian members if any are notified of all alerts. Only the Chief of Police, or in his absence the staff duty Captain, can authorize a level 2 or level 3 alert. The ranking on-duty patrol supervisor, any division commander, or the Chief of Police may authorize a level 1 alert.

C1 Level 1 Alerts

Level 1 Alerts will be declared when there is knowledge of an event that may require a limited number of additional personnel.

Placing the Department on level 1 Alert warns of a possible need to: 1) hold over and redistribute on duty personnel and 2) mobilize some or all of the special operation team personnel

Level 1 alerts are only advisories and no changes in normal operating procedure takes place.

- Upon being notified that the Department has been placed on Level 1 Alert, The on-duty patrol area supervisors and special operations team leaders will insure their personnel are aware of the alert and the appropriate associated information.
- All affected supervisors should review the EOP and any specific duties they may have in a mobilization whenever a level 1 alert is placed into effect.

C2 Level 2 Alerts

Level 2 Alerts will be declared when there is knowledge of an event that may require additional personnel beyond a level 1 alert.

Placing the Department on level 2 Alert warns of a possible need to:

1. hold over and redistribute on duty personnel,
2. mobilize additional personnel up to and including a general mobilization of all personnel.

Level 2 alerts are only advisories and no changes in normal operating procedure takes place

- Upon being notified that the Department has been placed on Level 2 Alert, Division and Unit Commanders will insure their personnel are aware of the alert and the appropriate associated information.
- All supervisors should review the EOP and any specific duties they may have in a mobilization whenever a level 2 alert is placed into effect.

C3 Level 3 Alerts

Level 3 Alerts will be declared when there is knowledge of an event requires the holdover and/or redistribution of on duty personnel and will probably require additional personnel beyond a level 2 alert.

Placing the Department on level 3 Alert warns of the need to:

1. Hold over and/or redistribute on duty personnel,
2. activate some or all of the special operations team personnel, and
3. the possible need to mobilize additional personnel up to and including a general mobilization of all personnel.

Level 3 alerts require changes in normal operating procedures

- Upon being notified that the Department has been placed on level 3 alert, Division and Unit Commanders will insure their personnel are aware of the alert and the appropriate associated information.
- All supervisors should review the EOP and any specific duties they may have in a mobilization whenever a level 3 alert is placed into effect.

Level 3 Alerts shall be declared prior to or during incidents beyond the ability of normal on-duty personnel to handle and which requires the assistance of a limited number of additional agency personnel.

C4 Mobilizations

Mobilizations shall be utilized during a serious incident of such proportion that the normal on-duty personnel cannot established control and which requires the assistance of large numbers of additional agency personnel and necessitates restructuring operations of the Department by:

1. Immediate unlimited extension of the workday.
2. Deferment of time-off and mobilization of off-duty personnel.

There are two mobilization types. **Tactical Mobilizations** which mobilizes limited personnel and **General Mobilizations** which involves large-scale (over 40% of the Department) mobilizations. Additionally, this policy directive effects the civilian (non-sworn) personnel of the Department. All personnel are subject to mobilization in times of need.

NOTE: Should a mobilization occur, no matter how slight, the Chief of Police, all Division commanders, the Special Operations commanders, PIO, City Emergency Services Coordinator, and any affected support units, shall be notified.

Effective control during critical incidents depends on the immediate activation of police manpower, resources and implementation of the Incident Command System.

The rapid mobilization of personnel is a paramount objective. The longer the wait for assistance, the greater the possibility of further escalation. It is imperative that maximum effort be made as rapidly as possible to prevent escalation.

C4a MOBILIZATION PROCEDURES

1. Only the Chief of Police or in his absence the staff duty Captain can authorize a mobilization of the department beyond the special operations teams.
2. Incident Command - The Chief of Police or the staff duty Captain in his absence shall designate an Incident Commander.
3. Management- The Incident commander shall designate key personnel (the CMT) to implement and maintain management control in areas of operation, personnel, equipment, and utilization of outside resources.
4. Mobilizations shall be preplanned as far in advance as possible and department personnel shall be provided as much advanced warning as possible.
5. Alerts should be issued prior to any mobilization as time allows
6. During normal business hours - Support Service Division personnel will be assigned the responsibility to make contact with all off duty department personnel being mobilized with the exception of Special Operations team members. Contact will be attempted via home phone and cell phone.
 - Special Operations team members will be contacted per the instructions listed above and in P.D. 40-1.
 - Division and Unit Commanders shall be responsible for placing their on-duty personnel on alert status and establishing a mobilization roster.
 - A copy of the roster will be provided to the Incident Commander as soon as possible

7. After Normal Business hours - Upon being notified to initiate an emergency mobilization the Communications Center will immediately contact all off-duty lieutenants and Special Operations team members; who will be contacted per P.D. 40-1.
The desk officer will be responsible for contacting all off-duty captains.
 1. Lieutenants, upon being notified of the emergency activation, will contact the sergeants under their command and informed of the activation.
 2. Sergeants, upon being notified of the emergency activation, will then insure that contact is made with the members under their command and informed of the activation.
 3. Division commanders will be responsible for insuring that an up to date list of home and cellular phone numbers for their personnel is available to their division's supervisors.
 4. Upon reporting for duty, all sergeants will advise their lieutenants of which personnel were contacted and which were not contacted.
 - a. Each lieutenant will be responsible for providing the ranking service division supervisor with the name of officers who have not been contacted.
 - b. Service Division personnel will then attempt to make contact with those officers.
 5. Emergency mobilization of personnel will include some or all of the department's civilian personnel.
 - a. Division commanders will be responsible for planning which civilian personnel are to be mobilized to handle phone traffic and other appropriate support functions based on the reason for and scope of the mobilization.
8. When a mobilization of personnel occurs, mobilized personnel shall report to their normal duty stations, unless directed otherwise.
 - All sworn personnel shall report in uniform with the appropriate equipment unless directed otherwise.
 - All non-sworn personnel shall report in business casual attire unless directed otherwise.
9. Routine police functions may, at the discretion of the incident commander, be discontinued in the operational area.
 - To facilitate the rapid utilization of on duty officers, dispatchers at the direction of their supervisor or the senior ranking patrol supervisor, may limit calls for assistance in other areas of the city,
10. Equipment - All supervisor(s) are responsible for ensuring that their officer(s) have been issued the proper equipment and are in the proper uniform.
 - The alert notification shall include a list of equipment each officer(s) will possess when responding.
11. Personnel (regardless of assignment) not assigned to the operational area shall continue their usual duties, unless otherwise directed.
12. On-duty officers will remain on-duty until released by the IC, if appropriate, or an on-duty Lieutenant, any Division Commander, or the Chief of Police.
13. Rehearsals - Periodic rehearsals for mobilization due to unusual occurrences and critical incidents will be at the discretion of the Chief of Police or designee.

C5 Failure to Respond to a Mobilization

Alerts and mobilizations of off duty personnel have been designed for use in emergency situations. Failure to make yourself available to be contacted after being notified of an alert shall be subject to disciplinary action.

- Any department employee, having been contacted during a mobilization, and **FAILING or REFUSING** to respond immediately, shall be subject to disciplinary action.
- Such disciplinary action shall be in compliance with the Uniform Standards of Conduct and may include suspension or termination.

Section II Operational Procedures and Responsibilities

D First Responders Procedures and Safety Issues

Note: These procedures are designed to help facilitate the safe, efficient, and effective management of a critical incident. These procedures are derived from lessons learned during critical incidents in North Little Rock.

D1 Responding Officers' Responsibilities: [CALEA 46.2.1 a]

FIRST PRIORITY IS SAFETY

Protect the Public
Protect Yourself
Protect the scene

1. Officers on the inner perimeter shall find hard cover and avoid positions that offer only concealment.
2. Once a perimeter is established, with the exception of Special Operations team members, no one is permitted to enter the outer perimeter without checking in at the staging area or with the ICP.
3. No one shall enter the inner perimeter for any reason without permission from the CMT.
4. Officers assigned to a perimeter position shall not leave their assigned post without permission.
5. Officers must notify their ICS supervisor if they have to abandon their assigned post or are ordered off an assigned post by another supervisor.
6. The primary officer of a call that turns into critical incident shall be relieved from his current post as soon as possible and made available to brief the IC and Spec. Ops supervisors upon their arrival.
7. Officers relieved from a post shall report to the designated staging area
 - This does not apply to Spec. Ops. Team members who shall report to their team leader.
8. The initial officer on scene at the beginning of an incident should direct responding officers to good perimeter locations based on the type of incident, weapons involved, cover available, etc.
9. When arriving at an incident, park on one side of the road only.
 - DO NOT block access to the incident. Blocked streets can delay medical help, back up, etc.

10. Do not park directly in front of the suspect house, business, etc.
 - Park past either end of it and position your vehicle for maximum protection.
i.e. - put the engine between yourself and the suspect.
11. When parking inside the outer perimeter or in sight of a manned perimeter post - leave your vehicle unlocked and the keys in the visor but DO NOT leave your vehicle running.
12. If you have parked inside the inner perimeter; leave your vehicle unlocked and the keys in the visor. DO NOT leave the vehicle running.
13. Personnel assigned to the operational area, but not having an assignment, shall immediately report to a staging area unless directed to do otherwise.

D2 On-duty Patrol Supervisors Responsibilities: [CALEA 46.2.1a]

- D2a Immediately assess the situation based on the information available
- D2b Ensure an inner perimeter is established and if manpower allows, establish an outer perimeter. (CALEA 46.1.4)
- Establish a perimeter that insures foot and vehicle traffic is prevented from entering the area surrounding the incident location.
 - The perimeters should be established as soon as possible. Do not wait for Special Operations personnel to arrive and assume they will establish a perimeter.
 - Appoint task force or strike team leaders to manage the perimeters as appropriate.
 - Refer to the School Response plans for predetermined perimeter positions for incidents involving schools.
 - Refer to PD 40-2 for perimeter requirements at incidents involving explosives and bomb threats
- D2c Establish a secure command post and staging area.
- D2c1 Ensure that MEMS has been alerted and routed to a safe staging area.
- D2d Assume command of the incident upon your arrival to the command post until relieved by a Special Operations Lieutenant, Captain, or Chief of Police.
- D2d1 Make the appropriate notifications per P.D. 40-1
- D2d2 Be prepared to provide the reasons for needing Special Operations, including but not limited to:
- Type of incident
 - Number of suspects
 - Offenses
 - Injuries
 - Weapons
- D2e Notify communications via radio that you are declaring an emergency, are assuming the command of the Incident, and are initiating the EOP protocols if needed.
- D2f Initiate the appropriate notifications if the situation warrants:
- D2f1 During the normal duty hours, notify the other divisions to begin deploying people and equipment to the staging area.
- D2f2 Appoint a sergeant as a task force leader for the inner perimeter and/or one for the outer perimeter, Utilize senior officers if enough sergeants are not available.
- D2f3 Notify Communications to activate the OES EOC and call out the OES director, if needed
- D2f4 Appoint an officer to record all activities such as orders, intelligence, communications, etc.

- D2g Upon the arrival of additional supervisor(s), assume command of the personnel maintaining the inner perimeter and coordinate with the CMT, until relieved by a Special Operations supervisor.
- D2h Coordination and cooperation between the Special Operations teams and other operational components is essential.
To alleviate potential misunderstandings and insure the safety and efficiency of responders:
- The supervisors and initial officers on the scene shall while maintaining safety and the integrity of the perimeter be available for debriefing by Special Operations supervisors
 - Special Operations supervisors shall provide hourly briefings to the CMT concerning their operations. This information shall also be provided to the other supervisors and operational components when operational security is not a factor. [CALEA 46.2.1c]

D3 Chain of Command and Accountability Responsibilities.

- D3a Upon activation of the ICS the normal duty chain of command may no longer apply.
- D3a1 Supervisors shall not assign duties, positions, and perimeter posts to officers not directly assigned to them under the ICS, to those on another special operations team, or from other agencies without clearance from the CMT.
- Making random assignments without forethought and centralized control can result in duplication of assignments, failure to complete other assignments, unsecured perimeters, and a loss of accountability.
- D3b Supervisors and officers beyond what is needed for the successful resolution of the incident shall be released for return to normal duty.
- D3b1 Supervisors and officers who have been released to return to their normal duties shall refrain from staying in the area of the incident.
- D3c No one is authorized to enter the CP unless they are a member of the CMT or have a specific reason to be there.
- D3c1 Members of the CMT shall refrain from leaving the area of the incident command post without notifying the incident commander.

D4 Emergency Assistance: Outside Agencies (CALEA 46.1.3)

- The IC or his designee shall contact or have the 911 center contact outside agencies for assistance as needed.
- Outside agencies may be contacted when the assistance of K-9 units, Bomb squads, Dive teams, SWAT teams and other assistance is needed.
- Additional assistance may be obtained from other local, county or state law enforcement agencies, military organizations, fire department, or other appropriate agencies as needed.
- Refer to the School Response Plans or PD 40-2 Explosives and Bomb Threats when appropriate.

E INCIDENT COMMAND RESPONSIBILITIES AND EMERGENCY OPERATIONS PROCEDURES

E1 ADAPTABILITY

The incident command system is adaptable and should be modified to fit each incident as appropriate. Depending on the needs of the situation, all or some of the positions may or may not be filled during a critical incident. In some situations one person may fill two or more of the positions as the situation requires.

In situations involving multiple sites it may be necessary to assign more than one person to similar positions, each with responsibility for a specific site only. (i.e. two tornados touch down at different locations, therefore a Branch Commander or Division Leader depending on the scope of the incidents may be assigned to each area.

E2 COMMAND PROCEDURES

The Incident Command System must be adhered to. The IC is in overall command and must be briefed on a regular basis. The IC cannot be superseded by a senior ranking member of the Department, except the Chief of Police, unless that senior member of the Department formally takes command of the incident and accepts the responsibility.

Whenever a supervisor assumes incident command they must inform all personnel, via police radio on the appropriate operation channel(s), of the change in command.

E3 COMMAND STAFF POSITIONS

E3a CRISIS MANAGEMENT TEAM (CMT) B The personnel responsible for management of a critical incident. The CMT is composed of the command and general staff members. The CMT is in overall control of the critical incident. The CMT should include representatives from all of the agencies involved in managing the incident.

E3b Incident Commander (IC) - Usually the most knowledgeable and capable person available, not necessarily the most senior or highest ranking.
The Incident Commander is responsible for the overall incident.
The IC shall designate key personnel to implement and maintain management control in areas of operations, logistics, planning, finance, safety, public information, as needed.
(Title changes to Unified Commander (UC) when military and/or federal agencies are involved)

E3b1 INCIDENT COMMANDER responsibilities include but are not limited to:

- The IC is in charge of, and responsible for, all operations connected with the incident.
- The IC has the authority for making on-site decisions, approving of all tactical plans, designating key personnel as needed to implement and maintain management control, approving of all exchanges/rewards, etc.
- The senior ranking Special Operations supervisor will take over as incident commander until the arrival of the Special Operations commander, or in their absence, the staff duty Captain,
- The IC regardless of rank, cannot be superseded by a senior ranking member of the Department, except the Chief of Police or in his absence the staff duty Captain, unless that member of the Department formally takes command of the incident and informs all personnel, via police radio broadcast, of the change in command.
- During critical incidents where the police department is a supporting agency, the IC will be a member of the lead agency and the department will provide a liaison to the IC.

- E3b2 Deputy Incident Commander (DIC)(if appointed) responsibilities can include but are not limited to: overseeing the operations of the CP, advising the IC, acting IC when the IC is unavailable, and any other duties assigned by the Incident Commander.
- E3c Incident Safety Officer (ISO) - The ISO monitors operations and advises IC on operational safety. Reports directly to the IC. Required by federal law for Haz-mat and WMD incidents. Subordinate Division Safety Officers (DSO) may be appointed as needed.
- E3d Public Information Officer (PIO) - The PIO is responsible for interfacing with the press and public and/or other agencies with incident related information. Provide the media with regular and frequent press briefings. Brief the IC and the Chief of Police a minimum of hourly or as needed. Coordinate with the CMT members as needed. May appoint assistants as needed. Reports directly to the IC
- E3e Liaison Officer (LO) - The LO is either the point of contact for representatives of other agencies if NLRPD is the lead agency. May appoint assistants as needed. Coordinates communications with responding agencies. Reports directly to the IC
- E3f Additional Command Staff may be added as necessary depending on the nature, location(s), and scope of the incident(s). Examples: Medical advisor, Legal counsel, WMD advisor, etc.

E4 GENERAL STAFF POSITIONS

- E4a OPERATIONS SECTION - This CMT position shall be established when the incident operations span of control exceeds the ability of the IC to manage efficiently. The Operations Section is responsible for all tactical operations focused on the reduction of the immediate hazard, saving lives and property, establishing situational control and restoring normal operations.
- E4a1 Operations Section Chief (OSC) - reports to the IC - directly manages all operational activities. Establishes tactical objectives and has direct involvement in the preparation of the IAP. Briefs the IC every hour at a minimum
- E4a2 Prisoner Control Coordinator (PCC) (if appointed) responsibilities include but are not limited to:
1. The processing, identification, transporting, record keeping, and detention of arrested parties after they have been removed from the inner perimeter.
 2. The PCC has the additional responsibility of insuring medical treatment for detainees if necessary during mass arrest periods.
 3. The PCC will identify mobile processing facilities or field jails that may be used if needed.
 4. The PCC will make arrangements to utilize the NLR detention facility during the anticipated period of disturbance.
 6. During critical incidents the PCC may appoint and supervise a Juvenile Coordinator (JC) when needed.
 7. The IC or OSC will appoint the PCC if needed when there is a possibility of mass arrests.
 8. The PCC shall be assigned to the Operations Section and is subordinate to the OSC.

E4a3 Major Organizational Elements of the Operations Section

1. Branches - may be functional or geographic in nature.
Functional = law enforcement, fire, EMS, rescue, haz-mat, EOD, etc.)
Geographic = a city block, several blocks, section of a city, river operations, etc.
Branch Commanders are responsible for the operations of their branch.
2. Divisions and Groups - established when the number of resources exceeds the manageable span of control of the IC and OSC.
Divisions are physical geographic locations of responsibilities.
Groups are established to divide the incident into functional areas of responsibilities.
Division Leaders are responsible for the operations in their assigned area.
Physical location = division CP
(Division = a geographic area such as a floor, a building)
Group Leaders are responsible for the operations of their assigned functional area such as intelligence gathering, evacuations, outer perimeter, traffic control, EOD, etc.
3. Resources - combining personnel and equipment required to manage operations

Resources may be organized in three different manners:

- a. Single Resource - equipment items and personnel to operate them to support a specific mission (a fire engine and its crew, a swat entry team, an EOD team, a riot squad)
- b. Task Force - any combination single resources assembled together to support a specific mission (example 2 fire engines with crew plus an EOD team and a police squad)
- c. Strike Team - A combination of the same resources assigned to work together on one specific assignment. (examples 3 fire engines with crews or 4 police cars with officers, or 2 EOD teams)
- d. Use of strike teams and task forces is encouraged wherever possible to optimize the use of resources, reduce the span of control over large numbers of resources, and to reduce the complexity of incident management, coordination, and communications.(NIMS 3c1diii)

The complexity of the incident and span of control will drive the need to activate or deactivate any branches, divisions, groups, strike teams, or task forces

- E4b Planning Section - This CMT position shall be established when the incident planning, documentation, and information gathering, span of control exceeds the ability of the IC to manage efficiently.
The Planning section collects, evaluates, and disseminates incident situation information and intelligence. It prepares and disseminates and displays operational status reports, resource status reports, and prepares a documented Incident Action Plan (IAP) with input from the other Section Chiefs, as well as planning post-incident demobilization [CALEA 46.1.5 a, b, c]

E4b1 Planning Section Chief (PSC) (if appointed) responsibilities can include but are not limited to:

1. Coordinate with the CMT for gathering, evaluating, documenting, and disseminating information and intelligence; including resource status, equipment and manpower needs, incident activities and predictions of incident potentials.
2. Planning post incident demobilization.
3. Maintain resource and situation boards at the ICP

4. Brief the IC on any of the following:
 - Shooting incidents
 - Fires - burning and extinguished
 - Lost or missing persons
 - Shots fired
 - Barricaded streets
 - Officer positions
 - Locations of any undercover operations
 - Rioting
 - Looting
 - Any other information pertinent to the situation
5. Appoint subordinates as needed such as operations analysts, intelligence analysts, or recorders.

E4b2 Organizational elements of the Planning Section

- Resources unit - tracks and documents available and used resources.
- Situation unit - tracks and documents the incident
- Demobilization unit - tracks demobilizing resources
- Documentation unit - maintains and disseminates copies of all records
- Technical specialists

E4c Logistics Section - Shall be established when the incidents logistics needs exceed the capabilities of the CMT. The DIC shall oversee logistics functions if a logistics section has not been stood up. The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, to include communications and IT support, transportation, medical support for responders, ordering resources from off-incident locations, specialized team and equipment needs, and providing maintenance, fuel, and food services. [CALEA 46.1.6 a, b, c, d]

E4c1 LOGISTICS SECTION CHIEF (LSC) (if appointed) responsibilities include but are not limited to: coordinating with the CMT and the OES, to provide for logistical needs of the operational and support units. Maintain a resource list of agencies, Non-profit groups, and vendors that have supplied and can supply in the future our logistical needs during a critical incident. The list should include contact persons and phone numbers. A copy of the list shall be given to the FSC and the Spec. Ops. Commander at the conclusion of the incident. The LSC in coordination with the IC may appoint assistants as needed such as Food Unit leader, Acquisitions Coordinator, Fleet Readiness Coordinator, Supply Unit leader, logistic camp managers, staging area managers, a manpower allocation officer (MAO).

E4c2 Organizational Elements of the Logistics Section

Supply unit	Food unit	Ground Support unit
Facilities unit	Medical unit	Communications unit

E4d Finance/Administration Section is established when the department's involvement in a critical incident requires finance and other support services, such as recording personnel time, procuring additional resources, recording expenses, and documenting injuries and liability issues. Few incidents will require a Finance Section. If only one function is needed it may be assumed by the Planning Section or the DIC if no planning section is established. (CALEA 46.1.7a, b, c, d)

E4d1 The Finance Section Chief (FSC) (if appointed) responsibilities include but are not limited to: recording personnel time, procuring additional resources, recording expenses, and documenting injuries and liability issues.

E4d2 Organizational Elements of the Finance Section
Cost unit
Time unit
Compensation/Claims unit
Procurement unit

E5 Command Posts [CALEA 46.1.3 b]

1. The initial responding supervisor or the Incident Commander will designate the location of the command post as appropriate for the incident.
2. If the incident involves only one relatively limited location a single CP will be activated.
3. Incidents that involve several areas or if the incident is city wide, will generally require not only an incident command post but two or more Division CPs as well.

E6 Emergency Operations Center

1. The physical location where coordination of information and resources to support the incident management activities normally take place.
2. The EOC members decide strategic policy and direction for the management of the incident. They do not normally control or direct field assets.
3. While the EOC does not actively manage the incident the ICP and EOC should be linked to ensure effective and efficient management.
4. The Emergency Operations Center should be activated to coordinate and support activities among multiple dissimilar agencies, long term situations and major incidents

E7 Emergency Medical and Fire Procedures

1. In certain situations officers will need to be assigned to control specific roads to ensure dedicated entry and exit lanes for emergency vehicles to the incident location.
2. Ensure enough officers are detailed to keep lanes open for emergency vehicles to enter and exit the area without delay.
3. Medical staging areas and triage areas will be determined based on the needs of and in consultation with the Fire Department and MEMS; while keeping in mind our ability to control the area and maintain the safety of the civilians, firemen, and paramedics. Any decisions involving the placement of triage and medical/fire staging areas must be made with in coordination with MEMS and the fire department.
When the police department is a support unit, the incident command Liaison will coordinate with the primary agency but the final decision for the location of staging and triage areas will be that of the primary agencies IC.

E8 HAZ-MAT Responsibilities

1. As the Police Department and its members, with the exception of SRT members, do not receive specialized Haz-mat training or equipment, the Police Department will be a supporting agency during any Haz-mat incident.
2. Only trained SRT members will assist inside the warm zone.
3. No member of the NLRPD shall enter a haz-mat hot-zone.
4. Providing assistance inside the hot zone is strictly limited to SRT members and must be at the request of the lead agency and requires the permission of the CoP with the concurrence of the senior ranking haz-mat operations trained police supervisor on scene. 29CFR1910(e)(ii)
5. No Police Department personnel will participate in the containment or cleanup of a Haz-mat spill.
6. In these type of support roles NLRPD personnel with the exception of SRT members will man cold and warm zone perimeters, provide scene security and traffic control as appropriate.
7. NLRPD SRT personnel may assist with evacuations, decontamination, and hot zone perimeters.
8. NLRPD members will only provide support and will not direct or control the primary Agencies actions.

E9 Incident Action Plan (IAP)

[CALEA 46.1.5 a]

1. An Incident Action Plan will be developed by the CMT unless a Planning Section has been activated and then the Planning Section Chief will be responsible for developing an incident action plan.
2. IAPs shall include but are not limited to: Incident Objectives, Organization List or Chart, Assignment List, Communications Plan, gathering and disseminating information, Logistics Plan, Responder Medical Plan, and Incident Map.
3. IAPs may also include: Health and Safety Plan, traffic plan, medical plan, demobilization plan, evacuation plan, site security plan, investigative plan, and an evidence recovery plan.

E10 Information and Intelligence Function

The intelligence and information gathering analysis, and disseminating functions are generally assigned to the planning section but can be assigned as a branch to the Operations Section if a planning section isn't needed or as a separate general staff position if needed.

Information and intelligence to be gathered includes but is not limited to:

structural designs, building layouts, phone locations, junction boxes, contaminant levels, utilities and public works data, weather information, geospatial data, surveillance information, suspects training, experience and weapons availability, medical information,

E11 Media Relations

1. All media shall be referred to the PIO and sent to the media staging area.
2. Members are reminded that the Media has no right of access to an incident that the general public does not have.
3. Media Relations are guided by PD 7-1

E12 Public Facility Security

1. All city government facilities in the city of North Little Rock shall be afforded security as needed during periods of civil unrest.
2. The DIC will be responsible for ensuring that all city owned buildings and facilities that may be effected by the civil disorder are provided with necessary security if an OSC is not appointed.
3. The OSC or DIC will appoint a task force leader to oversee public facility security when needed.

E13 Radio Procedures

1. Channels 1 and 2 will be reserved for normal patrol operations.
2. Special Operations teams and any attached officers or units will utilize SWAT, Training, PD tac 1, and PD tac 2 as needed.
3. Support units involved in an incident may utilize channels 3, 4, PD tac 1 and PD tac 2, as needed.
4. When multiple agencies are involved in an incident PD-ASP, Agency Com 1 through 4, and the Mutual Aid Channels (MAC) may be utilized as appropriate.
5. Other city agencies may be contacted on City Common, Special Events, and Direct.
6. Radio discipline must be maintained - Keep radio transmissions short and professional.
7. When working with multiple agencies avoid use of any codes, acronyms, and colloquialisms.

E13a Communication Support

It is imperative to have communications during an emergency situation. The need for communications expands as the extent of the emergency grows. The IC may appoint a Communications Liaison (CL) to supervise the dispatcher(s) during mobilization. The CL is responsible for assisting the Communications Center to insure an orderly transition of all operational communications traffic to specific channel(s). Further, the CL will require and assist dispatchers to prioritize calls for service in the non-operational areas and may authorize not dispatching lower priority calls as needed. The CL will ensure that the citizens requesting assistance be provided reasons for any delay in responding to non-emergency calls for service and offer to make arrangements for other assistance if possible.

E14 Recorder/runners

One or more officers and/or civilian employees responsible for maintaining written logs of all activities connected with the incident; and responsible for delivering messages and running errands. Appointed by CMT members.

E15 Routine Police Functions

Patrol routine - police functions may, at the discretion of the senior ranking patrol supervisor or the incident commander, be discontinued in the operational area. Only life threatening or emergency calls will be dispatched.

To facilitate the rapid mobilization and utilization of on duty officers, dispatchers at the direction of their supervisor, the senior ranking patrol supervisor, or the IC may limit response to lesser calls for assistance in other areas of the city.

Investigations, Support Services, and the Professional Development divisions shall curtail or cease routine operations to the extent necessary to supply the manpower required by the mobilization order.

E16 Traffic Control [CALEA 46.1.4 e]

Traffic / security checkpoints shall be established by the Department or support agencies at each entrance and / or exit from the affected area whenever possible. All persons will be denied access except persons on official business. The IC or OSC may appoint a task force leader to manage traffic control operations.

E17 Transportation

The Fleet Manager or Logistics Section Chief will coordinate vehicle assignments. In cases of large-scale mobilizations it may be necessary to assign two or more officers to each car. Officers with take home cars should be prepared to turn their vehicle over to the LSC for reassignment.

E18 Reporting for Duty or Reassignment

Officers reporting for duty or reassignment shall immediately report to the staging area unless directed otherwise. Officers should not report to the command post.

E19 Staging Areas

Staging areas are location for officers to report to when arriving for duty and while on break or waiting for reassignment. The IC, DIC, LSC, or designee, depending on the nature of the situation and their assessment of need will designate primary and alternate staging areas.

E20 Victim and First Responder Assistance

The Pulaski County Crisis Response Team is available to assist victims of critical incidents and provide CISD for first responders both during and after critical incidents. The Red Cross is available to provide for victims physical needs such as food, clothing, and shelter both during and after critical incidents. The NLRPD CPA Alumni is available to provide support, such as food preparation, for first responders. CMT members may request the EOC contact the Red Cross, PCCRT, or other support entities to provide assistance for victims and first responders.

E21 Mass Arrests and Field Processing

Incident's involving mass arrests shall require the OSC or the IC to appoint a Prisoner Control Coordinator (PCC). The PCC shall insure all prisoners are processed and treated appropriately. While a completed ADR is not necessary for an officer to drop off a prisoner at a field booking site, NO prisoner shall be accepted from any officer without the arresting officers' name, list of charges and a brief summary of cause. Personnel assigned to the field booking site(s) shall be responsible for completion of the ADR's. All prisoners are to be photographed at the time they are initially brought to the site. Pictures shall include full body, facial, and any injuries or lack thereof. The NLRPD prisoner transport van shall be made available for mass arrest situations. The IC, OSC or PCC may contact PCSO, LRPD, CAT or the NLRSD for additional mass transport vehicles as needed.

PART III POST INCIDENT

F CRITICAL INCIDENT DEBRIEFING

All Unit and Division commanders will ensure that a debriefing for their personnel involved in a critical incident is held as soon after the incident as possible.

F1 Critical Incident Stress Debriefing (CISD)

The CoP, or designee, shall assess the incident=s context in exercising discretion over the mandating of post Critical Incident Stress Debriefing for operational and support staff. Members may utilize the city=s mental health provider or a mental health provider of their own choosing, at any time, at their own expense. Members may also receive free CISD if they so choose by contacting the Department=s representative to the Pulaski County Crisis Response Team for an appointment.

F2 Incident Response Report and Evaluation

All division commanders will be responsible for meeting with their supervisors and compiling a report on the response and activities of their units if their division was involved in responding to a critical incident. These reports will contain an evaluation of their division=s involvement in the incident and suggestions for improvements in the EOP and in the management of the incident. Division commanders will forward copies of their reports to the Chief of Police, in a timely manner. Copies of these reports will be provided to members of the CMT for review.

F3 After Action Report [CALEA 46.1.4 f]

Members of the Incident CMT will compile a confidential after action report detailing the handling of the incident. The after action report will include suggestions for improvements in the EOP. The CMT should review the division commanders' reports on the incident before completing their report. The report will be forwarded to the Chief of Police.

F3a AFTER ACTION REPORT - The report shall include the following:

A chronological order of major events, including:

- a. First indication of a disturbance / disaster.
- b. Notification of field units / Chief of Police.
- c. Establishment of CP, staging areas, traffic control, EOC etc.
- d. Time / location of assembly, briefing.
- e. Deployment times for personnel and equipment.
- f. Reasons for incident.
- g. Location(s) of major incident(s).
- h. Weapons used by antagonists.
- i. Special equipment requests to other agencies.
- j. Requests for assistance to any outside agencies and their response.
- k. Principle antagonists and organized groups involved if any
- l. Total number arrests
- m. Number of Casualties, to include: 1. killed, 2. injured, 3. treated / released.
- n. Date / time order restored.
- o. Critique of police actions and recommendations for changes or modifications.

F4 Review of Plan

The All Hazards EOP is a part of the Emergency Operations Plan of the City of North Little Rock. As such it is reviewed on an annual basis for any necessary corrections, addition or deletions. The CoP shall designate one or more persons to serve as his representatives on the committee that reviews these plans. These persons are the Department's liaison with Civil Defense (Emergency Management Agency) officials.

SELF-CANCELLATION

This Policy Directive will remain in effect until revoked or superseded by competent authority.

Mike Davis
Chief of Police