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- I. Policy

During unusual occurrences that threaten public safety, Park Police goals are the successful isolation, evacuation, and security of the incident area by means of a structured response.

- II. Types of Emergencies

- A. Category I

An emergency affecting the Park system that is routine in nature and resolved almost exclusively by the Division. The situation may require mobilization of the Division's personnel. Employees will be notified via phone tree and must be prepared to report for duty within one hour after notification.

- B. Category II

Emergency affecting the Park system of such magnitude, that coordination and/or consultation with the *Director* of Parks is required prior to being resolved. An emergency is imminent and off duty personnel will be needed. All affected officers and employees will be notified via phone tree that their services are required and they will report for duty immediately.

- C. Category III

Emergency of such magnitude, that coordination between the Director of Parks or the Chief, Park Police Division and other governmental agency(s) *is* necessary to resolve the situation by whatever combination of Park's Department personnel, material and equipment are deemed essential and reasonable by the Director of Parks. All affected officers and employees will be notified via phone tree that their services are required and they will report for duty immediately.

- III. Phone Tree

- A. The phone tree will be activated at the direction of the Chief, Park Police Division.

- B. The phone tree will be maintained and updated by Communications staff. At least monthly, the phone tree will be verified.

- C. The Chief, Park Police Division will direct personnel to begin calling and activating additional personnel.

- D. Personnel responding to an emergency (An actual or potential condition that poses an immediate threat to life or property) will respond as directed by the Chief, Park Police Division or the Incident Commander.

IV. Definitions

A. Incident Command System (ICS)

1. A computerized system that includes critical data and procedural guidelines to assist in critical incident management. The ICS consists of two stations; a base station located at Park Police Headquarters and a portable unit.
2. The ICS will be inspected by each Watch Commander, prior to their tour of duty.

B. Incident Management Team

The group of personnel in direct control of an incident, including the Incident Commander, assistants to the Incident Commander, and any other individuals deemed necessary in resolving the incident.

C. Incident Commander

Senior duty officer, responsible for the management of all available personnel and equipment on the incident scene, to achieve maximum benefits.

D. Command Post

Specific locations, either fixed or mobile, where selected individuals of an agency meet to plan, coordinate, implement and command strategies and logistics to resolve an emergency incident.

E. Staging Area

Specific location, separate from the incident scene and out of the danger zone, that provides good access to the scene where responding personnel and equipment would assemble for assignment.

F. Isolate

To keep all non-essential personnel and civilians away from the incident or hazardous area. (The isolation step is taken even if evacuation is to follow.)

G. Evacuation

Removal of all non-essential or unauthorized persons from the area selected by the Incident Commander.

V. Operational Procedures

A. Initial Response

1. The initial units to respond will be determined by Communications staff or a Shift Supervisor. Communications staff will designate the first unit to arrive on the scene as the field communications vehicle.

2. The field communications vehicle officer will verify and evaluate the incident, broadcast available information without delay, request additional assistance if needed, and direct the deployment of available units in an effort to isolate the incident.

B. Command Response

The Watch Commander will respond to the scene and assume the duties of Incident Commander. Incident Commander will be responsible for all police operations necessary to accomplish the following:

1. Assess the need for additional personnel and equipment:
 - a. Decide what type of equipment is required to effectively handle the situation from a law enforcement perspective.
 - b. How and from whom the equipment will be obtained.
 - c. If necessary the Incident Commander will arrange for this Division to borrow needed equipment from agencies whom this Division has loan agreements (Rockville, Takoma Park and Gaithersburg Police)
2. Establish a Command Post.
3. Establish a Staging Area, primary and alternate areas.
4. Isolate the incident or hazardous area.
5. Secure the incident or hazardous area.
6. Determine *the* need to evacuate.
7. Notify and inform higher ranking officers of the Division.
8. Make an early assessment of *personnel* needs to include requesting assistance from other agencies.
9. Appoint Assistants
10. Command and Control incident or hazard.
11. Demobilization, De-escalation and *After-Action* reports. De-escalation will be done systematically and gradually to ensure an appropriate level of staffing until all incident participants are entirely clear from the scene. Police Officers no ~~long~~ longer required on the scene will be released by the Incident Commander.

VI. Mass Arrests

A. Preparation of Detention Area(s)

1. A protected area should be designated by the Incident Commander for processing (Montgomery County Detention Center, or any other indoor/outdoor locations that are secure.)
2. Notification(s) to other agencies by the Incident Commander.
 - a. Montgomery County Police and/or other local jurisdictions should be notified of the situation in order to provide additional officers if necessary per mutual aid agreements.

- b. Montgomery County Sheriff's Department should be notified in order to secure the use of their deputies and prisoner transport van(s) and/or buses to transport arrestees to Central Processing Unit (CPU).
- c. CPU should be notified of the situation. In addition, the District Court Commissioners' Office and Montgomery County State's Attorney's Office should be notified and updated periodically.

B. Arrest/Processing

1. The processing site will be manned by Park Police officers and other designated personnel. The processing site should contain the necessary equipment to partially process an arrestee, (fingerprinting, photographing, and arrest reports.)
2. When the arrestee is processed, the officer(s) are to adhere to Division Directives.
3. Remove all items from the prisoner and secure personal items in a properly marked evidence bag. Any other evidence (weapons, contraband, etc.) will be confiscated and properly stored by a designated property officer per Division Directive, "Evidence".
4. A CPU envelope should be filled out on each arrestee. The arrestee(s) will be fingerprinted and photographed by CPU personnel.
5. If there is a question as to the proper identification of a subject, that person will be held in custody until the identity can be verified.
6. Juvenile offender(s) will be handled per the Division Directives on Juvenile Procedures.

C. Provision of Services - The Incident Commander is to ensure that proper food, water, sanitation, and medical services are provided at the detention area(s). If necessary, the authorization for the emergency purchase of food, supplies, and rental of sanitation facilities will be given.

D. Media Relations

1. Members of the press will not be *unreasonably* restricted from approaching the detention area(s), other than as required by the physical facility involved and legitimate security interests and concerns.
2. Providing the media with information will assist in the control of rumors.

VI. Resources and Reminders:**A. Mutual Aid**

1. When deemed appropriated by the Incident Commander, assistance may be requested from Montgomery County Police, Maryland State Police, as well as appropriate municipal police departments. Jurisdictions that border the incident may be able to assist, such as U.S. Park *Police*, Metropolitan *Police*, Prince George's County *Police* and Metro Transit Police.
2. Assess personnel needs early and make requests as soon as possible. In times of disaster or other emergency, arrival of additional personnel may be delayed because of traffic, weather or increased calls for service.
3. The Montgomery County Code provides for certain emergency powers granted to the County Executive. These include: curfews, restrictions on the sale and consumption of alcoholic beverages, gasoline sales, sale of firearms and ammunition, weapon possession, restricted access to certain geographical areas, unlimited use of all County facilities and personnel, the invoking of mutual aide agreements with other jurisdictions, and the renting, purchasing or hiring of any equipment, material, etc., that may be necessary. In major incidents the County Executive makes these decisions in concert with the senior police officials present at the scene.

B. Appoint Assistants

One person cannot run the entire incident alone. Key appointments needed to be made by the Incident Commander are:

1. **Operations Officer**
Individual appointed by the Incident Commander. Responsible for implementation of the strategic decisions of the Incident Commander. Responsible for de-escalation procedures, to include releasing police officers no longer required on the scene. De-escalation from any incident will be done systematically and gradually to ensure an appropriate level of staffing until all incident participants are entirely clear from the scene.
2. **Staging Officer**
Individual appointed by the Incident Commander and responsible for the assembly of personnel and equipment at the staging area.
3. **Security Officer**
Individual appointed by the Incident Commander. Responsible for securing the scene and any other facilities or areas necessary, maintaining public order and screening individuals to ensure that only authorized individuals may access the scene. Level of security will be determined by *the* Incident Commander and *the* Security Officer will ensure that *the* security level is maintained and will institute order.

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4. Resource Officer
Individual appointed by the Incident Commander and responsible for acquiring personnel, supplies and equipment as requested by the Incident Commander.
 5. Liaison Officer
Individual appointed by the Incident Commander. Responsible for working with liaison officers from other responding agencies in an effort to coordinate communications messages. When necessary act as liaison with the State's Attorney's Office, Clerk of Court and OIC at Central Processing Unit to notify of increased case load.

C. Mobile Command Post (Field Comm. 1 - Field Comm. 2)

These Montgomery County Police Department resources are available on a 24 hour basis. If a major police incident is likely to last several hours, then consideration should be given to requesting one of the units through the Commander of the Emergency Operations Center (EOC). The following resources are available in the units:

1. Radio capabilities including Fire/Rescue, Maryland-National Capital Park Police, and Montgomery County Police.
2. Telephone capability.
3. Heat, light, shelter, and air conditioning.

NOTE: When choosing a *location for* Field Comm. 1 or Field Comm. 2, consider a paved level surface with power and phone hook-ups nearby, and sufficient parking space for numerous vehicles.

D. Transportation

In the event transportation is needed from the area affected by the incident, contact the following to determine if and to what extent, service can be provided:

1. Ride on Bus
2. Metro *bus and/or Metro Rail*
3. Local Taxi Companies
4. Montgomery County Public School, Transportation Section (buses)
5. Montgomery County Police Academy (buses)
6. Montgomery County Sheriff's Department (prisoner transportation for mass arrests)

E. Rehearsals

Rehearsals of the Unusual Occurrences Plan will be conducted at the direction of the Chief, Park Police Division. These rehearsals may include, but are not limited to, coordinated training exercises between sections of the Division and outside agencies.

Issuing Authority: ABD 12/1/2016
Chief Antonio B. DeVaul
Maryland-National Capital Park Police
Montgomery County Division

End of Directive