

PITTSFIELD POLICE DEPARTMENT
PROCEDURE

POLICY & PROCEDURE: 12	SUBJECT: Incident Command	
EFFECTIVE DATE: 01/01/2008	EXPIRATION DATE: Indefinite	
THIS POLICY RESCINDS ANY PREVIOUSLY ISSUED MEMORANDUM, DIRECTIVES, NOTICES, SPECIAL OR GENERAL ORDERS IN CONFLICT WITH THIS POLICY.		
AUTHORIZED BY:	Matthew E. Harshberger Director of Public Safety	
REVISIONS: 12-01-10, 01-01-13		

POLICY:

This policy shall be followed by all Department Personnel. Adherence to any and all procedures related to this policy are required and hereby incorporated by reference for the purpose of determining compliance.

PURPOSE:

Recognizing that not all situations can be handled through the application of normal police procedures, this policy is designed to establish the authority and procedures necessary to modify the organizational structure and chain of command of the Police Department for the duration of the incident.

RESPONSIBILITIES:

It is the responsibility of the Director of Public Safety and/or his/her designee to establish the planning for the Police Department's response to unusual/critical incidents.

Personnel may, at any time, be called upon to respond to emergency situations. These may involve, but not limited to, criminal acts such as bombing, hostage situations, or snipers, or they may involve responses to natural or man-made disasters. To ensure that this department responds as promptly and efficiently as possible with the greatest benefit to public safety, procedures have been formulated for response to such occurrences. Personnel will familiarize themselves with these procedures and respond to situations in accordance with them.

PROUDLY SERVING OUR COMMUNITY WITH "HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE"

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT
PROCEDURE

I. INCIDENT OPERATIONS PLAN

This plan is a guide to all personnel handling unusually serious police incidents requiring multiple police responses and/or an established incident command.

A. Exception:

Nothing contained herein shall restrict a member from deviating from this guide when a particular situation requires it. However, justification for such deviation may be required at the conclusion of the incident.

B. Implementation:

This plan shall be implemented, either in part or in its entirety, in accordance with the requirements of the following classifications of police incidents:

1. Major Crime Scenes - hostage situations, barricaded persons, robberies, etc.
2. Civil Disturbances - demonstrations, strikes, etc.
3. Natural Disasters - flood, storm, earthquakes, etc.
4. Local Emergencies - plane crashes, fire, power failures, etc.
5. National Emergencies - enemy action, nuclear attack, etc.
6. Large Public Gatherings - parades, fireworks display, sports events, etc.

II. EMERGENCY MOBILIZATION PLAN

Reports and Communications:

Effective command and coordination are dependent upon prompt, accurate, and complete information. During an emergency operation, all personnel shall have a primary responsibility to communicate all pertinent intelligence upward to the next higher level of authority.

The Director of Public Safety or his/her designee shall have the ultimate responsibility for command and control under emergency operations, as it pertains to Department operations. The Director of Public Safety or his/her designee is responsible for:

PROUDLY SERVING OUR COMMUNITY WITH "HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE"

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT
PROCEDURE

- A. The issuance of appropriate instructions for the purpose of ensuring coordinated and effective deployment of personnel and equipment for control of the incident and for providing effective police services to the remainder of the Township.
- B. The monitoring of police activities.
- C. Informing proper authorities of police activities when appropriate.
- D. The constant evaluation of incoming information in order to keep apprised of the scope and direction of the incident.
- E. Requesting any necessary assistance from local, state, and/or federal authorities.
- F. The coordinating of police operations consistent with the Township emergency services plan.
- G. Review requests and authorization for use of special equipment (whenever possible).

III. EQUIPMENT INSPECTION

The Director of Public Safety or his/her designee shall inspect any equipment maintained by the Police Department that is designated for emergency operations after use.

IV. MUTUAL AID AGREEMENTS

The use of outside agencies will be consistent with state and federal laws, as well as negotiated Mutual Aid Agreements.

Press Releases: Emergency Operations Incidents

No emergency operations related information shall be released and/or made available to persons other than Police Department personnel without the authorization of the Director of Public Safety or his/her designee.

V. COMMAND AND CONTROL

A. Incident Command – Emergency Operations

An incident commander shall be established whenever an incident requires the response of multiple police units for the on scene coordination of police activities.

B. Primary Responsibility

PROUDLY SERVING OUR COMMUNITY WITH "HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE"

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT
PROCEDURE

The Director of Public Safety or his/her designee shall retain the primary responsibility for the command and control of resources during emergency operations.

C. Chain of Command

When necessary, a Command Post and/or a Department Command Center may be activated and staffed.

Whenever a police incident requires the establishment of a command post, the Department chain of command will be followed.

D. Assuming Incident Command

During the initial stage of an emergency incident investigation, the first officer on the scene (senior officer if more than one officer arrives simultaneously) shall assume duties of incident commander until relieved by a supervisor or command level officer

VI. ANNUAL REVIEW

The Director of Public Safety or his/her designee shall review the plans contained within this policy, annually. This may include coordination with the Emergency Services Division of the County.

VII. REVISION RESPONSIBILITY

- A. Responsibility for the continuous updating and revision of this Order lies with the Director of Public Safety. Continuous shall mean when necessary or when mandated by law.
- B. In the event that this Policy conflicts with, or supersedes, any previous Departmental Order, Procedure, or Directive, to that extent, the conflicting or superseded Order is cancelled.

PROUDLY SERVING OUR COMMUNITY WITH "HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE"

SINCE 1978.