

	SFASU POLICE DEPARTMENT	
	Policy 8.1 Unusual Occurrences and Special Events	
	Effective Date: 04/11/19	Replaces:
	Approved: John Fields, Jr. Chief of Police	
	Reference: TBP 2.22, 8.07, 8.08, 8.09 and 8.11	

I. POLICY

Unusual occurrences include emergencies resulting from natural or man-made disasters or civil disturbances, such as riots, disorders, spontaneous violence, or labor disputes. While these occurrences are uncommon, the department must always be prepared to deploy personnel in the field and to coordinate with the responses of other law-enforcement agencies and other public service agencies that might become involved. Department personnel must act quickly, decisively, and knowledgeably to mitigate disorder or disaster by restoring order and control, and by protecting lives and property.

II. PURPOSE

The purpose of this policy is to establish general guidelines for planning and deploying personnel for unusual occurrences.

III. DEFINITIONS

- A. Unusual Occurrences: Natural or man-made disasters, civil disturbances, unusual police situations, such as hostage taking or barricaded persons, and even planned or unplanned major incidents (**TBP 8.08**).
- B. After-Action Reports: A report outlining the department’s planning and response to an unusual occurrence, providing a critical look at operations and developing suggestions for future planning and policy issues.
- C. Emergency Response Plan: A university, city, county or regional emergency response plan that outlines the responsibilities of all public agencies in time of natural or man-made disasters or any other unusual occurrence that requires special action by this agency.
- D. Major Incident: In this context - An unplanned major event of significant public or community interest that requires an extraordinary response by the police.

Typically, these are unexpected mass gatherings fueled by a common concern or theme that result in multiple arrests and/or property damage. Examples include, but are not limited to: unplanned or unpermitted gatherings that lead to civil disobedience and are focused on the action(s) of police personnel (e.g.: a controversial officer-involved use of force incident), or an unexpected celebratory crowd that turns riotous or destructive (e.g.: a crowd celebrating a sports event that degrades to property damage and mass arrest).

IV. PROCEDURES

A. Administration

1. The Chief of Police is responsible for the overall planning of the law-enforcement response to unusual occurrences and for department participation in the regional emergency operation plan.
2. The Chief of Police is responsible for coordinating all law-enforcement plans with the university, municipal, county, or state officials charged with emergency activities.
3. A copy of the emergency operations plan will be maintained in the office of the Chief, the communications division, the supervisor's office, and in the patrol briefing room (TBP 8.07).
4. At least once annually, the department shall conduct training for all personnel on their roles and responsibilities under the university emergency response plan.
5. At least annually, the Chief of Police will require an internal review of the law-enforcement appendix to the emergency response plan and other departmental procedures for unusual occurrences (TBP: 8.09).

B. Special events

1. The Chief of Police is responsible for the proper planning of the law-enforcement operations for any special event held within the university.
2. At a minimum, special event plans shall include the following:
 - a. Anticipated personnel needs and assignments.
 - b. Special qualification requirements, if any.
 - c. Command structure.
 - d. Written estimates of traffic, crowd, or crime problems anticipated.
 - e. Clearly written traffic flow plans.

- f. Logistics requirements.
- g. Coordination with outside agencies.

3. Handling of Civil Disturbances is covered in Policy 8.2.

C. Unusual Police Incidents

1. Unusual police incidents include the following:
 - a. Bomb threats or incidents where an evacuation is performed or a device is located.
 - b. Hostage taking where the victim is held after police arrival.
 - c. Barricaded persons with ERT callout.
 - d. Hazardous warrant service.
 - e. Other major incidents where more than three units and a supervisor are utilized.
2. The Chief of Police is notified immediately if any unusual police event occurs.
3. Patrol standard operating procedures provide officers direction in handling many unusual police incidents.
4. The department participates in a regional emergency response team (ERT) trained and equipped to assist in the successful resolution of many unusual police incidents.
5. The management and use of the regional ERT is provided in Policy 8.3.

D. Use of National Incident Management System (NIMS)

1. The department trains all personnel in their appropriate level of NIMS courses for understanding of their role in the management of an incident (**TBP: 8.11**).
2. The NIMS process of incident command will be utilized in handling all unusual occurrences where more than three units are utilized.

E. Mobilization of Additional Resources

1. In any emergency or special operation where law-enforcement resources in addition to regular duty personnel are required, the Chief of Police may take one or more of the following actions:
 - a. Hold over the shift due to go off so that personnel from two shifts are available.
 - b. Call back additional personnel.

- c. Request assistance through mutual aid.
 - d. Request that the university president ask for state assistance through the governor's office.
2. Some special operations are planned weeks in advance and, where possible, additional personnel required will be given advance notification of time, place, uniform, duties, etc. For other operations, such as raids, security considerations may limit advanced notification to minutes.
3. All members of the department are subject to immediate recall in the event of an emergency.
4. Failure to respond to an order to report to work shall be grounds for termination (**TBP 2.22**).
5. The Chief of Police shall assign "called back" personnel as needed, using the skills, knowledge, and abilities of individual officers recalled to duty.
6. Call-back time is paid time and will be strictly controlled and accounted for, minimizing expenditure where feasible.

F. After Action Reports

1. After-action reports are required at the conclusion of any unusual occurrence within 10 days of end of the event.
2. Unless otherwise assigned, the supervisor in charge of the event is responsible for the preparation of the report.
3. The after -action report should include the following:
 - a. A detailed, chronological description of the event;
 - b. A description of the prior planning for the event, if any;
 - c. The number and identity of personnel assigned;
 - d. A discussion of the event with focus on the problems encountered or successes accomplished;
 - e. A critical review of operations and what policy, equipment, or procedures need to be changed so that the department can improve its response to a similar problem or event in the future.
4. The after-action report should be prepared in memorandum format and forwarded to the Chief of Police for review (**TBP: 8.08**).