

**Stevensville Police Department
General Orders**

Chapter 24 Critical Incidents, Special Operations, & Homeland Security

Date Effective **By The Order of:** **M. Sosa, Jr., Chief of Police**
5/10/21

Date Revised **Date Reissued** **Pages**
5/10/21 **5/10/21** **15**

As a law enforcement community, we must recognize that the traditional response of “surround and contain” may not be adequate to address the immediate need for law enforcement intervention. The rapid establishment of an Incident Command System could determine the difference between the life and death of a large number of people in certain in-progress incidents.

The purpose of this directive is to establish guidelines and procedures for the most appropriate responses to tactical situations and unusual operational incidents. Specific procedural considerations for responding to unusual occurrences and effecting special operations assignments are detailed in the Ravalli County Office of Emergency Management *Comprehensive Emergency Operations Guideline*.

24.1.1 PLANNING RESPONSIBILITY

CALEA Standard: 46.1.1

The OEM Director may impose by proclamation prohibitions and restrictions as necessary because of an emergency, to maintain an acceptable level of public order and services, and to protect lives, safety, and property.

The Stevensville Police Department shall work in coordination with the Emergency Management Plan for Ravalli County as adopted by Ravalli County Commissioners. The Chief of Police or a designee shall direct Stevensville Police Department personnel to act in cooperation with the Ravalli County Comprehensive Emergency Operations Guideline during disasters, civil disturbances, and civil defense emergencies.

Stevensville Police Department administrative and operational procedures shall ensure that Stevensville Police Department personnel can effectively respond to natural and manmade disasters, civil disturbances, special operations, and unusual occurrences.

The Stevensville Police Department Chief of Police or a designee shall be responsible for planning for response to unusual occurrences and shall be the principal advisor on unusual occurrences and special operations to the Mayor.

The Chief of Police will coordinate disaster preparedness plans with other emergency services within the county. In the event of an unusual occurrence, the on-duty supervisor shall be the incident commander until the Chief of Police assumes those duties.

FIRST RESPONDERS

The following general definitions and guidelines are for first responders to an incident. As an incident grows, escalates, or otherwise evolves, it will become necessary to expand the response accordingly. The Ravalli County Office of Emergency Management *Comprehensive Emergency Operations Guideline* provides guidelines when expansion of a response is necessary.

Single Command

The on-duty supervisor or ranking Officer shall become the single Incident Commander and is responsible for the overall management of the incident until relieved of these duties. The Incident Commander will approve any action plan and coordinate all activities.

Incident Command Post

The location where the Incident Commander will execute command functions, collect information, and brief personnel. The Command Post shall be within the area of the incident, but out of immediate danger.

Initial Briefing

Once the Incident Commander has assessed the situation, units on the scene should be quickly briefed as to the nature of the incident, response plans, and individual assignments.

Staging Area

Staging areas are locations designated by the Incident Commander within an incident area where resources available for assignment are temporarily located. Incident Commanders should identify a staging area if they are anticipating additional responding units.

Rapid Deployment of Officers

The Incident Commander may identify a situation that necessitates an immediate deployment by available personnel. Such situations could include an active shooter in a school and active shooter in a business, a hostage rescue, or an injured Officer or civilian rescue. The first Officer on the scene to a potential active shooter shall determine if there is a true active shooter. Once the determination is made that an active shooter is present, the first Officer shall call for back-up assistance to form a contact team and shall immediately notify the Chief of Police. Until relieved by a supervisor, the first Officer on the scene is the Incident Commander who shall also be part of the contact team. In the event active shooting is occurring, the first Officer should be prepared to make immediate entry without waiting for a full contact team in order to locate and stop the threat.

- Contact Team: The First line of response. Their responsibility is to locate, isolate and stop the threat.

- Rescue Team: Rescue Teams should be dispatched into the building or area as soon as injured subjects have been located. Their responsibility is to locate the injured, provide immediate necessary treatment, and evacuate.
- Perimeter Team: The responsibility of the Perimeter Team is to shrink the established perimeter, provide for safe evacuation, and cut off suspect escape routes.
- Evacuation Team: Evacuation Teams will be responsible for the controlled removal of innocent parties once suspects are contained or eliminated. The evacuation should be orderly to minimize trauma and include the establishment of a safe area.

24.1.2 ALL HAZARDS & EMERGENCY MOBILIZATION PLAN

CALEA Standard: 46.1.2, 46.1.3, 46.1.4, 46.1.5, 46.1.6, 46.1.7

The Ravalli County Office Emergency Management *Comprehensive Emergency Operations Guideline* provides procedures for responding to natural and man-made disasters. The Ravalli County Office of Emergency Management *Comprehensive Emergency Operations Guideline* serves as the Agency’s All Hazards Plan and adheres to standard Incident Command System (ICS) protocols. The incident command system is designed to be used wholly or in part, depending on the scale of the situation, to efficiently and effectively address planned and unplanned incidents that exceed the scope of normal operations. Key to the incident command system is the division of duties and responsibilities. It provides for a clear point of control and can be expanded or contracted according to the situation.

Mutual Aid Agreements for Unusual Occurrences

The Stevensville Police Department has mutual aid agreements with other local law enforcement agencies in accordance with Chapter 2 and Section 2.1.3 of the Stevensville Police Department General Orders. In the event of an unusual occurrence, Mutual Aid procedures are outlined in the Ravalli County Office of Emergency Management *Comprehensive Emergency Operations Guideline*.

System Activation

The initial responding on-duty supervisor to an incident is designated the Incident Commander until relieved of that responsibility. The Incident Commander determines the need for initiating the Incident Command System. The Incident Commander shall make the initial assignments necessary in an attempt to stabilize or control the situation. The on-duty supervisor will continue as the Incident Commander until the Chief of Police or a designee assumes command of the scene.

Initiation of the ICS can occur any time an incident occurs, with little or no notice, which requires the immediate action of responding Officers to control the situation to prevent loss of life, serious injury, or the reduction of significant property damage. An in-progress or “active shooter” call at a school or business would serve as one example.

The first step in determining the need to activate the ICS is to gather intelligence upon arrival to determine the appropriate actions to take. The Incident Commander shall identify the possible need for the following:

- Additional Law Enforcement Response
- Fire/Rescue Responses or Standby
- Need for the Establishment of Perimeters
- Notification of Command Staff
- Need for Rapid Deployment of Officers/Non-Traditional Law Enforcement Response
- Establishment of a Command Post
- Establishment of a Staging Area
- Implementation of the Agency's Emergency Operations Plan to the appropriate level

Command Function

The command function has overall responsibility for a situation. The command function normally begins with the first Officer or Supervisor on a scene. As the scene grows and/or resources arrive, the command function may be transferred to greater levels of command and accountability. Under the ICS protocols, command may be a single Incident Commander or a unified command. Most law enforcement specific incidents within the jurisdiction will be under a single Incident Commander. In less complex incidents, the Incident Commander may serve multiple roles including command, operations, logistics, planning and finance. The incident command function is responsible for addressing the following:

- Activating the incident command system to the level necessary to address the situation
- Establishing a command post at a location appropriate to facilitate future incident activities
- Determining the need or potential need for additional personnel resources and initiating the notification and mobilization of those resources
- Obtaining support from other agencies, if needed
- Determining an appropriate location for, and establishing a staging area
- Ensuring public information and media relations needs are addressed by the designated public information officer
- Ensuring responder safety needs are addressed
- Preparing an after-action report

Command Protocol following the activation of the ICS will follow the Command Authority outlined in the Agency's All Hazards and Emergency Mobilization Plan. Once the on-duty Supervisor is relieved of his or her duties as the Incident Commander, the line of succession of command of the Stevensville Police Department is as follows:

- Chief of Police
- Sergeant
- Corporal

- Officer

Operations Function

The operations function is responsible for tactical operations at an incident. Primary responsibilities of the operations function include:

- Determining the need for, and establishing perimeters (inner and/or outer)
- Conducting evacuations if or when necessary
- Maintaining scene security, command post security and other security needs
- Providing for transportation, processing, and confinement of detainees if necessary
- Traffic control
- Post incident investigations

Planning Function

The planning function is responsible for providing planning services for an incident. In most situations, a thorough operations plan and incident briefing will fulfill the planning function requirements. In others, the designated incident commander or supervisor can fulfill the duties of the planning function. For incidents that are geographically large, temporally extended, or otherwise complex, a separate planning function may be necessary to ensure the availability of resources needed to sustain operations. Responsibilities of the planning function include:

- Preparing a documented action plan for the incident
- Intelligence/information gathering and dissemination
- Planning for demobilization

Logistics Function

The logistics function is responsible for providing services that support the operational activities of an incident. A separate logistics function is generally not necessary on operations of shorter duration and can be included in the operational planning. However, in more complex incidents and incidents of longer duration, the logistics function is responsible for addressing the following needs:

- Communications needs such as communication equipment, interoperability, tele-communicators, dispatch plans, etc.
- Transportation
- Medical support
- Supplies and specialized equipment

Finance/Administration Function

The primary responsibility of the finance/administration function is the management of the financial needs of an incident. Most incidents will not require a separate finance/administration function. The incident commander or a designee will generally ensure most finance/administration duties, including recording time and expenses, and documenting injuries

or liability issues, are accomplished. Responsibilities of the finance/administration function, whether a responsibility of the incident commander or of a separate entity, include:

- Recording personnel time
- Procuring additional resources
- Recording expenses
- Documenting injuries and liability issues

24.1.3 EQUIPMENT AND TRAINING

CALEA Standard: 46.1.8, 46.1.9

Emergency Response Equipment

Inventories and inspections of emergency response equipment shall be adhered to as follows:

- Equipment designated and maintained by the Stevensville Police Department for use in unusual occurrences shall be inspected at least once each month for operational readiness by the Chief of Police's designee.

Air Support

The Stevensville Police Department does not own or maintain aircraft.

ICS Training

All sworn personnel will receive training on the Agency's Incident Command System and Rapid Deployment procedures. Annual training exercises, such as tabletop exercises, Mock Call-Outs, training involving outside agencies, or Rapid Deployment exercises will be conducted through the Agency's Training Unit.

Analysis of Incidents

Any incident that requires the activation of the Agency's ICS System will require the completion of an after-action report by the Incident Commander. These after-action reports will be forwarded through the chain of command and reviewed by Chief of Police and the Training Unit to evaluate law enforcement response and identify any training effectiveness or additional needs. The Chief of Police will be responsible for reviewing the agency's ICS policy, related training, and agency response to incidents annually in conjunction with the annual review of the All Hazards and Emergency Mobilization Plan as required by the Stevensville Police Department General Orders

24.2.1 SPECIAL OPERATIONS

CALEA Standard 46.2.1

The Stevensville Police Department's *All Hazards and Emergency Mobilization Plan* provides specific guidelines and responsibilities for personnel responding to unusual occurrences. Specific instructions and guidelines are provided for the following situations:

- Active shooter response (rapid deployment)
- Hostage/barricaded suspects
- Bomb threats
- Hostage Negotiations
- Emergency standby/mobilization of personnel
- Mass arrests

It is the responsibility of the first responding Officers and on-duty Supervisor to take immediate steps to stabilize, control, and/or contain a situation. This includes identifying the possible need for, and taking initial steps to initiate any of the following:

- Need for rapid deployment of Officers and/or non-traditional law enforcement response
- Additional law enforcement response/mobilization of additional personnel
- Fire/Rescue response or standby
- Need for the establishment of perimeters
- Notification of the Chief of Police
- Establishment of a command post
- Establishment of a staging area

Deployment of Additional Officers to Supplement Other Operational Components

The Stevensville Police Department does not have a full-time tactical operations component. The Chief of Police or a designee may assign Officers to perform some operations when normal assignments are not adequate for an event or situation. The Chief of Police shall designate a supervisor as the special operation or special event Commander as necessary. The Commander shall have the ultimate responsibility for the supervision of all personnel assigned to the special operation or special event. The Chief of Police or the designated Commander may request personnel to volunteer to work special operations activities or special events. If necessary, the Chief of Police or designated Commander may assign personnel to work special operations activities or special events.

Special operations that may require assignment of additional Officers include:

- Coverage of special events
- Coverage of civil disturbances
- Coverage of civil defense emergencies
- Search and rescue missions

Coordination of Special Event/Operation Components and Other Operational Components

The designated Commander of a special operation shall be responsible for coordinating all aspects of the special operation with the Commanders of other operational components.

Commanders of other operational components shall be informed of all special operations taking place in their areas of responsibility, unless otherwise required by operational necessity.

24.2.2 EMERGENCY RESPONSE TEAM (ERT)

CALEA Standard 46.2.2, 42.2.3

The Ravalli County Sheriff's Office shall be immediately contacted for verified hostage, armed barricaded persons, and sniper situations. In other situations, the Chief of Police or designee in Charge of the Agency shall hold or delegate the authority to notify the Ravalli County Sheriff's Office.

Emergency Response Team Staffing

The Stevensville Police Department does not staff an Emergency Response Team. However, should one be staffed in the future, the Emergency Response Team shall consist of a unit of specially qualified Officers who are selected, trained, equipped, and deployed in high-risk law enforcement situations. The members of the ERT will be assigned other full-time duties and serve on the ERT as needed. The ERT will operate under the tactical command of the ERT Team Leader. The Chief of Police or designee in Charge of the Agency shall hold strategic command of the ERT.

Assignment to the Emergency Response Team will be subject to approval by the Chief of Police. To be eligible for consideration for assignment to the Emergency Response Team, Officers will:

- Not be on any disciplinary or performance probation
- Have a minimum of one year of uninterrupted service with the Stevensville Police Department
- Meet established physical fitness, agility, and firearms proficiency standards

The selection process for Emergency Response Team personnel will include:

- Submission of written request for consideration
- Successful completion of established physical fitness, agility, and firearms proficiency tests
- Satisfactory completion of an oral interview
- Review of candidates' personnel files
- Psychological screening to assess candidates' mental suitability for ERT duties
- Satisfactory completion of a written test

Emergency Response Team Equipment

The Stevensville Police Department does not staff an Emergency Response Team. However, should an Emergency Response Team be staffed in the future, the Stevensville Police Department shall attempt to obtain a grant to provide specialized equipment for Emergency Response Team operations. Emergency Response Team personnel would be able to purchase

and use additional personal uniforms and equipment subject to approval by the ERT Team Leader and the Chief of Police. Emergency Response Team personnel will be responsible for the care, maintenance, and operational readiness of assigned personal equipment. Personal equipment assigned to ERT personnel will/would include:

- Portable communications systems
- Light systems
- Chemical agent masks
- Body armor
- Utility uniforms and boots
- Ballistic helmets
- Binoculars and spotting scopes
- Weapons systems

Additional Emergency Response Team equipment will/would be maintained in a state of operational readiness in an assigned ERT vehicle. Additional Emergency Response Team equipment will include:

- Ballistic shield
- Breaching devices (rams, pry bars, etc.)
- Chemical munitions
- Distraction devices

Emergency Response Team Training and Documentation

All Stevensville Police Department personnel assigned to the Emergency Response Team (ERT) will/would participate in training and readiness exercises on a periodic basis. The ERT Team Leader will/would be responsible for documenting the ERT training and readiness exercises and maintaining the records for future reference.

At this time, all Emergency Response situations requiring the use of a tactical team will be coordinated through the Ravalli County Sheriff's Office.

24.2.3 HOSTAGE NEGOTIATIONS

CALEA Standard 46.2.4

Hostage Negotiators

The Stevensville Police Department does not staff a Hostage Negotiation Team. However, should one be staffed in the future, it will be comprised of Officers trained in hostage and crisis negotiations. The Hostage Negotiation Team will/would operate under the tactical command of the HNT Leader. The Chief of Police or designee shall hold strategic command of the Hostage Negotiation Team.

The Hostage Negotiation Team (HNT) would be immediately activated for verified hostage, armed barricaded persons, and sniper situations. Upon deployment, the HNT would be responsible for establishing communications with suspects and coordinating their surrender and the release of any hostages.

In situations such as *high-risk* searches and service of arrest warrants where the Emergency Response Team has been requested to assist, the Hostage Negotiation Team would also be contacted. When possible two members would respond to the command post on standby in the event an armed barricaded or hostage situation would arise. In that event, the on-scene HNT member would notify to activate the remaining HNT members. In other situations, the Chief of Police or designee would hold or delegate the authority to activate the HNT.

Eligibility and Criteria for Selection of Hostage Negotiators

The Stevensville Police Department Hostage Negotiation Team would consist of a unit of specially qualified Officers who are selected, trained, equipped, and deployed in high-risk law enforcement situations. The members of the HNT are/would be assigned other full-time duties and serve on the HNT as needed. Assignment to the Hostage Negotiation Team is/would be subject to approval by the Chief of Police. To be eligible for consideration for assignment to the HNT, Officers would:

- Not be on any disciplinary or performance probation
- Have a minimum of one year of uninterrupted service with the Stevensville Police Department

The selection process for Hostage Negotiation Team personnel would include:

- Submission of written request for consideration
- Possess good verbal and problem-solving abilities
- Satisfactory completion of an oral interview
- Review of candidates' personnel files
- Psychological screening to assess candidates' mental suitability for HNT duties

Hostage Negotiation Team Training and Documentation

All Stevensville Police Department personnel assigned to the Hostage Negotiation Team (HNT) would participate in training and readiness exercises on a periodic basis. The HNT Team Leader would be responsible for documenting the HNT training and readiness exercises and maintaining the records for future reference.

Hostage Negotiation Team Equipment

The Stevensville Police Department does not staff a Hostage Negotiations Team. However, should a Hostage Negotiation Team be staffed in the future, the Stevensville Police Department shall attempt to obtain a grant to provide specialized equipment for Hostage Negotiation Team operations. Team personnel would be responsible for the care and maintenance of HNT equipment. Equipment assigned to HNT would include:

- Throw phone
- Remote camera system

At this time, all Emergency Response situations requiring the use of a Hostage Negotiations Team will be coordinated through the Ravalli County Sheriff's Office.

24.2.4 SEARCH AND RESCUE

CALEA Standard 46.2.5

For the purposes of this directive, a search and rescue mission is defined as a coordinated effort to locate individuals missing in a wilderness area, in large bodies of water, or elsewhere. Search and rescue missions usually involve use of aircraft, boats, other specialized vehicles and individuals with specialized skills and training.

The Stevensville Police Department does not maintain the personnel, equipment, or training to conduct search and rescue missions as defined above. When the need for such operations arises, the Chief of Police will assign an incident commander to request assistance from, and coordinate efforts with, appropriate agencies and organizations in accordance with the Incident Command System.

Stevensville Police Department personnel will provide immediate assistance in accordance with their qualifications and training to injured persons when performing the duties of the first responding emergency agency. Law Enforcement personnel will provide disaster sites and other scenes with surveillance and protection of damaged areas to prevent looting and other crimes.

24.2.5 VIP SECURITY/DIGNITARY PROTECTION

CALEA Standard 46.2.6

When the Stevensville Police Department is charged with the responsibility of providing security for a VIP, dignitary, or any other person in need of special security, the following provisions shall apply.

- The Chief of Police shall designate one person as the Supervisor and Coordinator of the security detail. The supervisor/coordinator of the security detail shall be responsible for the coordination of operations within the Stevensville Police Department and with outside agencies. The supervisor and coordinator of the security detail shall coordinate with Fire/Rescue to ensure that sufficient personnel and equipment are available, and that routes to the nearest hospital or appropriate medical facility has been established.
- Stevensville Police Department personnel engaged in the security detail may be required to wear a designated identifier such as color-coded identification badges. If worn, the identifier shall be located conspicuously on the outer lapel, front pocket, or collar. Stevensville Police Department personnel engaged in the security detail shall have priority access to a Stevensville Police Department radio channel under a Tactical

Dispatch Plan. The security detail shall conduct advance inspections of facilities and sites to be used by VIP's.

- The Officer assigned to the criminal intelligence function shall be responsible for compiling and analyzing intelligence and identifying possible threats to the VIPs. Travel routes and alternate travel routes should be planned and reconnoitered to determine the safest and most expedient route.
- Equipment considerations for the security detail shall include: the use of marked and unmarked vehicles, the use of body armor for the VIP's and security detail, and weapons systems available to the security detail.

24.2.6 SPECIAL EVENTS PLANNING

CALEA Standard 46.2.7

The Chief of Police shall designate one person as the Supervisor and Coordinator for the coverage of a special event. The Supervisor/Coordinator of the special event shall be responsible for the coordination of efforts inside the Stevensville Police Department and with outside agencies and organizations. Logistical requirements shall be determined based on the estimates provided by the special event Supervisor/Coordinator.

The Special Event Supervisor/Coordinator shall prepare an after-action report following the completion of the event.

Additional personnel may be assigned to work a special event when normal patrol assignments are not adequate. The use of Special Operations personnel is outlined in this directive section entitled *Deployment of Tactical Teams and/or Officers to Supplement Other Operational Components*.

Prior to the special event, the designated special event Commander shall submit a written plan for law enforcement coverage of the event to the Chief of Police that will include:

- An estimate of traffic and crowd control
- An estimate of crime problems expected for the event based on past experience or the experience of other agencies with similar events
- An estimate of Agency personnel requirements
- Specific assignments of Agency personnel

Traffic Direction and Control during Special Events

Prior to a special event, the designated event commander shall ensure that a contingency plan for traffic direction and control is developed and in place. Traffic direction and control plans should address the following problems and special circumstances:

- Ingress and egress of vehicles and pedestrians
- Provisions for parking

- Spectator control
- Public transportation
- Provisions for relief of Officers assigned to point control duties
- Provisions for news media
- Alternate routes for through traffic
- Temporary traffic controls and parking prohibitions
- Emergency vehicle access

24.3.1 HOMELAND SECURITY

CALEA Standard: 46.3.1, 46.3.2, 46.3.3, 46.3.4

All Stevensville Police Department Officers and civilian employees shall remain alert for suspicious person(s) and/or suspicious situations with potential terrorism significance. Officers on routine patrol shall be alert for suspicious person(s) or situations whose activities suggest a potential link to terrorism. Officers shall familiarize themselves with the locations of unattended water facilities, power generators, bus lots, and other potential terrorism targets within their assigned areas and shall periodically check these facilities during their tour of duty.

Terrorism Defined

Terrorism involves acts committed against individual persons and/or the general public, designed to intimidate, harass, and otherwise cripple or eliminate opposition or resistance to political, mercenary, or commercial goals.

A precise definition of all of the types of behavior that qualify for such scrutiny is impossible, given the inherent difficulty in predicting terrorist acts, however, the following are among those likely to warrant an Officer's attention.

- Persons with an unusual or inexplicable interest in, or presence near, military facilities, secure pharmaceutical facilities, government buildings, utility assets, or other critical infrastructure.
- Persons in possession of sophisticated or unusual weaponry, explosives, or suspected biological or chemical agents.
- Persons in possession of maps, engineering blueprints, photographs of government facilities or significant infrastructures, binoculars, cameras, or unusual communications equipment.
- Persons who express or imply threats, profess agreement with terrorist aims, or whose overheard conversations suggest possible involvement with terrorist planning or activity.
- Officers are cautioned that most of the above factors, by themselves, do not imply terrorist involvement.

Types of Terrorism (CBRNE-HI)

- Chemical Incident – Occurs when chemical agents are intentionally released to produce death, injury, or terror.
- Biological Incident – Involves the use of micro-organisms or toxins derived from living organisms to produce death or disease in humans, animals, or plants.
- Radiological Incident – Involves the release of ionizing radiation into the atmosphere such as from a “dirty bomb” or other radiological dispersion device.
- Nuclear Incident – Involves the detonation of a nuclear device and results in an unrestrained fission reaction that causes blast damage.
- Explosives Incident – Occurs when the detonation of explosives causes death, injury, and/or terror.
- Hostage Taking Incident – Involves the taking of hostages to further terrorize the community and attempt to force government or private action.
- Incendiary Incident – Involves intentional ignition of combustible materials designed to start fires.

Control Zones

- Cold Zone – Represents the outer boundary of an emergency incident and the area of least potential for contaminant exposure to workers and others. This area is often intended as a buffer to keep non-responders at a safe distance away from the incident and is the closest Officers should come to the emergency incident due to the lack of proper protective gear.
- Warm Zone – Some potential for contaminant exposure to workers and, also contains the decontamination area. The decontamination activity is located upwind of the exposed area. Responders must wear protective equipment while in this zone.
- Hot Zone – Contains the greatest degree of threat to responders and requires the highest level of personal protection equipment. This area must be clearly marked with caution tape or other obvious barrier by properly equipped personnel. Exit from the Hot Zone is accomplished only after thorough decontamination.

Because Stevensville Police Department Officers are only trained on hazardous materials awareness and do not have proper protective gear for CBRNE incidents, Officers shall not attempt to approach the scene of a suspected chemical, biological, radiological, or other hazardous area. To the extent possible, Officers should remain upwind at a distance of at least 500 feet and wait for response from the fire department, thus avoiding exposure of all gases, fumes, and smoke.

Hazardous material situations are usually under the direction and control of the Fire/Rescue; therefore, Stevensville Police Department personnel shall coordinate their efforts with Fire/Rescue personnel.

Liaison for Training and the Exchange of Information

The Chief of Police, or designee, shall serve as the departmental liaison for the participation in terrorism related training, inter-agency planning, and the coordination of terrorism information between the Stevensville Police Department and other local, state, and federal agencies. The Chief of Police, or designee, will also serve as the Agency's primary representative in the planning and implementation of countywide emergency preparedness measures.

Reporting and Relaying Information

Any Officer who observes suspicious activity believed to be linked to possible terrorism shall submit an incident report. The reviewing supervisor shall ensure that the Chief of Police is notified of the incident. The incident report will be reviewed by the Chief of Police to determine the appropriate action.

If an Officer or other employee feels that there is an urgency involved, the on-duty patrol supervisor will be contacted for guidance as to whether a federal or state agency should be immediately notified and/or the Incident Command System be implemented to control a situation.

Terrorism Awareness

The Chief of Police will be responsible for incorporating information on the importance of reporting suspicious activity and terrorism awareness to both community and business groups through established crime prevention programs.

Any release of information involving possible terrorist activity will be processed through the Office of the Mayor in accordance with procedures established in Chapter 27 of the policy and procedures manual.

Alert Codes

The National Terrorism Advisory System (NTAS) has replaced the color-coded threat scale and is comprised of the following threat conditions or levels:

- **Imminent Threat** –warns of a credible, specific, and impending terrorist threat against the United States
- **Elevated Threat** – warns of a credible terrorist threat against the United States
- Additionally, the NTAS Alerts contain a “**sunset provision**” indicating when a specific date when the alert expires. There will not be a constant NTAS alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert. It may be extended if new information becomes available or the threat evolves.