

46.0 Critical Incidents, Special Operations, and Homeland Security

PURPOSE: To establish guidelines for departmental operations during emergency situations. These procedures are not intended to limit initiative, judgment, or independent actions necessary for effective response.

Due to the very nature of emergencies, it is virtually impossible to prescribe for every situation. Sound judgment, experience, and flexibility must supplement these guidelines during emergency situations. The Sheriff's Office will carry out its responsibilities in cooperation with the Washington County Emergency Operations Plan, specifically Annex F of the county plan titled, "Law Enforcement Responsibilities".

46.1 Critical Incidents

Definitions

Declared Emergency: For purposes of this Order, a Declared Emergency consists of a situation being categorized as such by the President of the Board of County Commissioners or his/her designee, and the County Emergency Plan being implemented. The Sheriff's Office, however, may become involved in emergency situations in which the county plan is not activated. This Order will give operational guidelines for those situations as well.

Emergency: Events which stem from either nature or man-made origin with extensive damage or the potential for great damage or loss of life. Such events may require increased personnel and equipment from the Sheriff's Office along with combined efforts from other emergency and public service agencies in Washington County. Emergencies may include, but not be limited to:

- A. Floods/blizzards/tornadoes, etc.
- B. Earthquakes
- C. Explosions
- D. Chemical spills
- E. Mass transportation accidents
- F. Riots
- G. Other civil disturbances requiring mass arrests
- H. Nuclear attack or military invasion

Emergency Operations Center (E.O.C.): The County Emergency Operations Center, which is manned by the Emergency Plan Manager and representatives from various emergency and public service organizations. When the E.O.C. is activated, requirements for equipment and supplies not available to the department will be routed to the E.O.C.,

where a coordinated response will be formulated. The decision to activate the E.O.C. lies with the County Emergency Plan Manager.

Departmental Emergency Plan Manager: Personnel designated by the Sheriff to maintain and review the Departmental Emergency Plan, and to make recommendations to the Planning authority.

Planning Authority: Shall rest with the Chief Deputy.

Departmental Command Staff: The Command Staff consists of the Sheriff, Captain, and Patrol Commander.

Officer In Charge (OIC): Personnel in charge of departmental operations at the site of an emergency. Initially, the OIC may be the first deputy on the scene until relieved by higher authority. If at all possible, the OIC in a departmental response will be a Sergeant or above in rank. Command Staff will designate personnel to act as OIC in planned responses.

Precedence of Command: Precedence of command during an emergency will be the Sheriff, Chief Deputy, Patrol Commander, Officer in Charge (OIC) then NCO's by date of rank. The ranking enforcement Patrol personnel will be in charge except if the incident occurs at the Detention Center or Courthouse. In those instances, the ranking Detention Center or Judicial supervisor would be in charge. The senior Criminal Investigation Deputy will be in charge of the crime scene, if applicable, after the situation has been stabilized, unless specifically relieved by personnel of higher authority.

Designee: A designee is defined as personnel granted authority by a superior either directly or by virtue of the chain of command. For example, the Sheriff may designate the Chief Deputy to be his designee in a certain situation, or the Chief Deputy may be the designee in a case where the Sheriff is not available.

Logistics Officer: Personnel assigned to coordinate procurement and distribution of supplies and equipment to deputies involved in an emergency situation response. The Logistics Officer will be attached to the Command Post.

46.1.1 Critical Incident Planners

- A. The planning authority within the Sheriff's Office responsible for formulating a response to emergency situations will be the Chief Deputy with input from the Sheriff, Patrol Commander, and any other personnel deemed necessary by the Command Staff.
- B. The Planning Authority will review the emergency plan periodically and update/amend as needed in response to changing requirements and capabilities.

46.1.2 All Hazard Plan

- A. The Sheriff's Office has a plan for responding to critical incidents such as natural and man-made disasters, mass arrests, bomb threats, hostage / barricaded persons, acts of terrorism, and other unusual incidents.
- B. The plan will follow standard Incident Command System (ICS) protocols, which will include functional provisions for:
 - 1. Command
 - 2. Operations
 - 3. Planning
 - 4. Logistics
 - 5. Finance and Administration

46.1.3 Command

- A. Activating the incident command system
 - 1. The Sheriff may request the Emergency Operations Center (E.O.C.) be activated through the County Emergency Plan Manager, who ultimately makes the decision to initiate E.O.C. procedures. The Task Force manning the ECO consists of representatives from:
 - a. Emergency Plan Manager
 - b. Fire/Rescue Communications
 - c. Fire Departments
 - d. Emergency Medical Services
 - e. Washington County Sheriff's Office
 - f. Maryland State Police
 - g. Hagerstown City Police
 - h. Public Information Officer
 - i. Disabled Citizen Coordinator
 - j. Various Health Care Providers
 - k. Washington County Housing

- l. Washington County Transportation Department
 - m. Washington County Board of Education
 - n. Washington County Highway Department
 - o. Washington County Permits Department
 - p. Department of Social Services
 - q. Red Cross
 - r. Utilities (Phone, Electric, Water, etc.)
2. Representatives from the above organizations may be requested to report to the Emergency Operations Center during a declared emergency in accordance with the Washington County Emergency Plan, where activities of and requests for services and equipment will be coordinated by the group. The Sheriff of Washington County will be responsible, in accordance with the County Emergency Plan, for coordinating the law enforcement response from the E.O.C.. Contact personnel in the organizations and their corresponding phone numbers are listed in the Washington County Emergency Operations Plan. A copy of the plan will be maintained in the Communications Center.
3. Key Personnel Designation
 - a. Designation of key personnel, during an emergency situation, will be made by the Command Staff. Positions may be delegated in advance, such as Departmental Plan Manager, Logistics Officer, etc., while some positions will, of necessity, be assigned in conjunction with the response. Key positions are as follows:
 - 1) Departmental Emergency Plan Manager: A position delegated by the Sheriff to review and periodically update the Emergency manual. The Plan Manager will be a part of the planning group, and will schedule training exercises for the emergency system. During emergencies, the Plan Manager will be assigned to the Field Command Post.
 - 2) Logistics Officer: Position responsible for obtaining and distributing equipment and supplies during emergency situations.

- 3) Intelligence Personnel: If necessary, personnel designated to gather information that will assist the OIC and Planning Group in formulating appropriate responses to emergency situations.
- 4) Personnel Officer: Personnel designated to document time worked, and to adjust schedules as necessary to provide adequate response during emergency situations with a minimum of overtime expenditures.
- 5) Officer-In-Charge (OIC): Supervisor designated to be in charge of departmental operations at the site of an emergency. The OIC will direct operations from the Field Command Post, and ensure that adequate personnel are assigned to support the Command Post.
- 6) Public Information Officer: Personnel designated to act as liaison with the news media. If at all possible, the Public Information Officer will be a member of the Command Staff. If the E.O.C. has been activated, the Public Information Officer will coordinate with the E.O.C. Public Information Officer in press releases. If the E.O.C. has not been activated, the Public Information Officer will be responsible for establishing media staging areas, media briefings, and press releases.

4. Management Control Measures

- a. During Threat Level 2 or 3 situations, a member of the Command Staff will be available at the Field Command Post, the Department, or on call.
- b. During prolonged periods of a Threat Level 2 or 3 incident, the Sheriff, or his designee, will initiate scheduling of the Command Staff to ensure that a member of the staff will be available or on call at all times, if at all possible.

5. Rehearsals

- a. Whenever feasible, the Departmental Plan Manager may conduct training on the Emergency System in which the plan will be activated. Training will include:
 - 1) Initiation of the Personnel Call Up System.

- 2) Development of a simulated emergency in which the Emergency Operations Plan is placed into effect and departmental response reviewed.
- 3) The Sheriff, or his designee, has the authority to place the department into an emergency state of readiness, and activate the conditions in this manual. During such situations, it may become necessary to place the entire division on an increased alert status, or to rapidly call off duty personnel in. The Sheriff, or his designee, has the authority to activate call-up procedures as outlined in this manual.
- 4) When an emergency situation develops, the Sheriff, or his designee, will immediately be notified of the situation, along with the Patrol Commander. If deemed necessary during an emergency situation, the Sheriff, or his designee, may activate the call-up system. If instructed to do so, the Duty Officer will initiate a personnel call-up as follows:
 - a) The Duty Officer will designate personnel in the Communications Center to commence the call-up by the most efficient means available.

6. Threat Levels

- a. Threat Level One: A situation that can be resolved by on duty units. Other specialized departmental units may be used, if necessary. Command Staff will be notified of serious departmental injury, homicides, shootings involving departmental personnel, hostage/barricade situations, etc.
- b. Level Two: A situation that exceeds the capability of on duty personnel and will require assistance from other agencies or the call up of additional personnel. The Command Staff will be notified of the situation.
- c. Level Three: Level Three is the highest threat level. A situation has or is developing that seriously threatens the safety/welfare of the public. Response to a level three situation may require extensive modification to departmental operating procedures. Work hours may be extended to 12-hour shifts or more, and days off or vacation time canceled. Mutual aid may be requested from other enforcement agencies and the Sheriff may request

assistance from the State Militia via the Board of County Commissioners. Support may also be requested from other service or public organizations directly or through the E.O.C., if it has been activated.

7. Alert Stages

- a. The following are alert stages which personnel may be placed on preparatory to a personnel call up:
 - 1) General Alert Status: Personnel placed on a general alert status will be required to limit their travel to within Washington County. If not assigned a pager, personnel will remain at residence as much as possible, and when out of residence will relay their location and a phone number where they may be reached, to Communications.
 - 2) Stand-by Status: Personnel placed on stand-by status will be required to remain at their residence or location where notified and be prepared for an imminent call to duty.
 - 3) Personnel who were unavailable for contact, should notify Communications as soon as they learn that a serious emergency has occurred or is developing.

B. Establishing a Command Post

1. If possible, the command post should be situated within sight of the emergency, but not if so doing, places the post in jeopardy; i.e., sniper fire. During times of civil disturbance, the post will be positioned well out of sight of the scene, and will have personnel assigned as security for the post.
2. If possible, the command post should be located in an area that will allow for vehicle parking; i.e., schools, churches parking lot, fields, etc. If the Command Post is to be situated in a remote area for extended periods of time, portable toilet facilities and drinking water will be procured by the Logistics Officer.
3. If the Command Post is situated near structures, permission will be sought to utilize facilities and space, if available, for equipment storage and distribution, briefings, staging, etc.
4. Once the Command Post is situated, all tactical communications will be directed to the Command Post.

5. The OIC will supervise the operation from the Command Post and assign personnel to assist at the Command Post.
 6. If the E.O.C. has been activated, requests for services not available to the department will be directed by the Command Post to the E.O.C.. If the E.O.C. has not been activated, requests will be directed by the Command Post to a representative with the appropriate agency from which the equipment or service is requested.
- C. Initiating the notification and call of additional agency personnel:
1. Alert Stages
 - a. The following are alert stages which personnel may be placed on preparatory to a personnel call up:
 - 1) General Alert Status: Personnel placed on a general alert status will be required to limit their travel to within Washington County. If not assigned a pager, personnel will remain at residence as much as possible, and when out of residence will relay their location and a phone number where they may be reached, to Communications.
 - 2) Stand-by Status: Personnel placed on stand-by status will be required to remain at their residence or location where notified and be prepared for an imminent call to duty.
 - 3) Personnel who were unavailable for contact, should notify Communications as soon as they learn that a serious emergency has occurred or is developing.
 2. The Duty Officer will designate personnel in the Communications Center to commence the call-up by the most efficient means available.
- D. Support from other Agencies
1. Other Law Enforcement Agency Support
 - a. Law enforcement agencies in Washington County are committed to interagency support during emergency situations. Requests for aid from or to other enforcement agencies will be in accordance with Mutual Aid Agreements and Memoranda of Understanding.

2. Military Support

- a. If necessary, the Governor of Maryland may declare an emergency. This action is taken by:
 - 1) His own volition
 - 2) After a request from the chief executive of a county or municipality.
 - 3) After a request from the governing body of a county or a municipality.
 - 4) After a request from the Superintendent of the Maryland State Police.
- b. If the Governor declares an emergency, he may call the State Militia into active duty. If that action is taken in accordance with Article 41, Section 2-101 (e), of the Annotated Code of Maryland, then:
 - 1) The Militia shall have full power and responsibility for the area designated by the Governor as an emergency area, and all fire, rescue, and law enforcement officials in that area, including State Police, will cooperate with the Militia forces and operate under their direction.
 - 2) Any departmental request for an emergency declaration and subsequent militia aid will be made to the Board of County Commissioners by the Sheriff or his designee for presentation to the Governor.
- c. Liaison with Other Agencies
 - 1) If the E.O.C. has been activated, liaison will be established between the Field Command Post and other public service agencies via the Sheriff, or his designee, who will represent the department in the E.O.C. Group.
 - 2) Request for equipment/supplies will be forwarded from the Logistics Officer to the E.O.C. If the E.O.C. has not been activated, liaison will be established directly with other agencies that may be of assistance.

E. Establishing a Staging Area

1. Staging Area

- a. The initial staging area for a response may be designated by the Duty Officer or the OIC, depending upon the circumstances and the urgency of the situation. The staging area may be the Department, or at a location near the incident scene, again depending upon the circumstances. Various sites should be considered if staging is to occur in the field, in the event that a selected site were to become unsafe or unsuitable. Ideally, staging areas should have room for parking vehicles; i.e., business lots, school lots, church lots, or open field. Any staging on private property should be cleared with the property owner as soon as possible. If the situation dictates that the staging area be in the field, it should be as close to the incident as possible without compromising the safety of deputies or ongoing operations at the site.
- b. Communications personnel will advise responding deputies of any areas to avoid.

F. Media Relations and Public Information

1. Media Relations

- a. Cooperation to the media will be extended as much as possible.
- b. Briefings will be made by the E.O.C. Public Information Officer if the E.O.C. is operational. If it is not, personnel designated as departmental Public Information Officer will designate place and time for media briefings.
- c. Media personnel will not be allowed into a temporary detention site or be allowed to interfere with the processing or transporting of defendants.
- d. Information released to the media regarding arrest will be in accordance with policy.
- e. Timely information will be released to the public via the news media regarding conditions/arrests impacting upon health or safety.
- f. In civil disturbance situations, the Crime Prevention Deputies will make contact with community leaders and

other key individuals in an effort to isolate problems causing the disturbance and possible solutions.

2. Media Relations with E.O.C.

- a. If the E.O.C. has been activated, all media briefings will be held at that location by the E.O.C. Public Information Officer. The E.O.C. Public Information Officer, during declared emergency situations, is designated by the County Emergency Plan Manager. A member of the Command Staff or a designee will act as liaison to the Public Information Officer.
- b. Media personnel will be given maximum cooperation, but will not be allowed in close proximity or access to an emergency site when:
 - 1) To do so would jeopardize their safety.
 - 2) Their activities may destroy evidence.
 - 3) Their presence may hamper rescue or investigation efforts.
 - 4) Media relations will be conducted in accordance with policy.
 - 5) If civilian evacuation becomes necessary, deputies will be as sensitive, helpful, and informative as possible. Every effort will be made to persuade residents within the impacted area to evacuate and assistance given where possible.
 - 6) Community leaders and governing bodies will be kept informed on the status of the emergency, and civilians will be kept informed to the extent possible via accurate information from the department to the news media.
 - 7) Good community relations during emergency situations are best fostered by enforcement personnel conducting themselves in a caring professional manner to include:
 - a) Using only that force necessary in dealing with disturbance or while making arrests.
 - b) Making every effort to protect the safety and property of the populace.

- c) Taking the lead in problem solving and victim assistance.

3. Casualty Information

- a. Departmental CIU, (Criminal Investigation Unit), personnel will be assigned to record casualty information and to assist the County Medical Examiner in establishing identification of victims and the operation of a temporary morgue.
- b. Casualty information will not be released to the media until the next of kin has been notified. Departmental personnel will be designated by the OIC to personally notify the next of kin, (if residing within Washington County), of serious injury or death. Phone contact may be used for notification of non-life threatening injuries. Assistance from out of county law enforcement agencies will be requested in serious injury/death notification when the next of kin lives outside of Washington County.
- c. Emergencies resulting in great loss of life, with victims from diverse locations; i.e., plane crashes, will result in large numbers of people seeking information on casualties. In such instances, consideration may be given to requesting additional services from the phone company in establishing number(s) to be used in “clearing house” operations for requested information.
- d. No information on deceased persons will be released until identification has been established through personal effects, finger prints, visual identification, or other forensic means.
- e. Casualty information will be released as soon as possible.

4. Information Control: During emergency conditions, uncertainties and fears become hotbeds for misinformation. The most effective counter to inaccurate information is open, factual information. Information control will consist of:

- a. Personnel will be designated as liaison with the news media and will relay factual and timely information to the public. If the E.O.C. is operational, information for release will be forwarded to the E.O.C. Public Information Officer. The departmental Public Information Officer will coordinate with the E.O.C. Public Information Officer in information distribution. The Public Information Officer will alleviate inaccurate information by relaying accurate facts to the

news media as well as through personal contact with individuals and community groups.

- b. Command Staff may consider requesting additional phone services to be used solely as an information control number in which the public could call to receive information regarding injuries or fatalities.
- c. The Crime Prevention Unit will work with the Public Information Officer in contacting individual or groups, if necessary, to relate pertinent information.
- d. Misinformation will be dispelled as soon as it is known to exist.

G. Safety of All Affected Personnel

- 1. The On-Scene Commander is responsible for the safety of all personnel that are at the scene of the incident.

H. After Action Report

- 1. The Patrol Commander will decide the types of after action reports, which will be done.
 - a. Criminal offense after action reports will be the primary responsibility of the Criminal Investigation Unit. The Patrol Commander may, however, assign such reports to uniformed members at his discretion.
 - b. After-Action Reports S.R.T
 - 1) Upon completion of any S.R.T assignment, the S.R.T. Team Leader shall submit a detailed written report, in memo format to the Sheriff.
 - 2) The report shall contain at a minimum:
 - a) Circumstances of the call-out
 - b) Time, date, location, and person conducting briefing.
 - c) Target location - include address, description, interior layout, etc.
 - d) All available suspect and hostage information.
 - e) Time of entry or contact.
 - f) Description of action taken by members of S.R.T.

- g) Any injuries to law enforcement personnel, suspect(s), or hostages.
 - h) Disposition of suspect(s) and hostages.
- 3) Due to the nature of S.R.T. operations, each team member completes an after action report detailing the type, and amount of force used on any involved subjects. A separate Use of Force Report will not be required

46.1.4 Operations

A. Establishing Perimeter: Inner and outer perimeters will be established as required. Normally, uniform personnel will man the outer perimeter and the inner perimeter will be manned by the SRT. In extended periods of emergency, command staff may authorize utilization of emergency identification cards or placards to control entrance into the site.

B. Conducting Evacuations: Vehicles and other equipment will be used in whatever manner necessary to protect the citizenry during emergency situations to include evacuations and transports. The Officer in Charge will maintain a status board of vehicles dedicated to the emergency response and their location or assignment.

If additional transportation is required beyond the department's capability, a request will be made to the E.O.C. If the E.O.C. is not activated, the request will be made to the Board of Education, or the County Commuter for additional equipment and personnel.

C. Command Post and Scene Security: It is the responsibility of the first officer on the scene to establish the command post and scene security until relieved by high authority. The first officer on the scene may request additional manpower to complete these tasks.

D. Provisions for Mass Arrests

If at all possible, mass arrests will be avoided where misdemeanor crimes are involved. The final decision as to whether or not to make a physical arrest will depend upon the total circumstances. If possible, deputies will obtain proper identification, and release the subject if an in-state resident, then file charges via a criminal summons, warrant, or civil citation.

Subjects to be charged with felony violations will be physically arrested and held for an initial District Court appearance.

When multiple arrests are imminent, the OIC will contact the Detention Center Duty Officer and brief him of the situation.

1. Transportation: Transportation during mass arrests will consist of the following:
 - a. Sheriff's Patrol/Judicial vehicles, along with Detention Transport vehicles, will provide transportation. All prisoners transported will be handcuffed. Prisoners to be transported will be searched.
 - b. Vehicles for transportation may be requested from other enforcement agencies within Washington County in accordance with Mutual Aid Agreements and Memoranda of Understanding.
 - c. Requests for buses may be made to the County Board of Education or County Commuter. Buses used to transport prisoners will be occupied by at least two deputies or other law enforcement personnel.
2. Processing
 - a. Patrol/Judicial Deputies will be responsible for ensuring that subjects arrested are fingerprinted and photographed.
 - b. Additional deputies may be assigned to process prisoners, if required. Detention Center staff may be requested to assist, if available.
 - c. If the number of prisoners exceed the Detention Center's capabilities, Patrol and Administrative areas will be used as holding areas. Rooms will be selected as holding areas with security in mind as much as possible; i.e., one door and no windows. Personnel will be assigned, as necessary, to provide security at temporary holding areas. Depending upon the type of crime and the behavior of the detainee, subjects may be handcuffed/shackled while detained in the temporary building area.
 - d. In the event arrestees are held awaiting first appearance to the extent meals are required, the Logistics Officer will cooperate with the Detention Center Food Service in providing food.
 - e. Patrol/Judicial personnel will cooperate with Detention Center personnel in transporting and providing security during first appearances at the District Court Commissioner's Office.
3. Confinement

Temporary Detention

- a. If it becomes necessary to designate temporary detention areas because capabilities of the Detention Center are exceeded, the following possibilities may be considered as temporary detention areas:
 - 1) State penal institutions
 - 2) Other governmental assets such as school facilities, (gymnasiums or classrooms).
 - 3) Administrative/Patrol areas at the Sheriff's Office.
 - 4) Exterior of Detention Center in the secured fenced area, (depending upon weather and time of year).
 - 5) Private facilities but only as a last resort when all other options are exhausted and detention areas must be found.
 - b. If an area is designated and basic necessities, (water and restroom facilities), are unavailable or inadequate to support the number of people being detained, the Logistics Officer will procure them in the form of bottled water, portable restrooms, etc.
 - c. If meals are required, the Logistics Officer will work in conjunction with the Detention Food Service in providing food.
 - d. Security
 - 1) Physical arrest and detentions will not be made during emergency situations if at all possible, until adequate security is available. Security considerations will also be taken into account when selecting areas for temporary detention sites.
 - 2) Adequate personnel will be assigned to provide security at temporary detention sites.
4. Court and Prosecutorial Liaison
- a. In the event of disturbances resulting in large numbers of arrest, liaison will be established with the District Court. The District Court Commissioner's Office will be notified, in order for that office to prepare for the influx of warrant or criminal summons applications, or first appearances. If

a large number of arrests are made, the Command Staff may request that a District Court Commissioner come to the area of detention, in lieu of transporting prisoners to the District Court Building.

- b. If large numbers of charges/arrests become necessary, the OIC will establish liaison with the State's Attorney's Office for guidance on appropriate charges and other legal considerations. The State's Attorney's Office may wish to respond to the scene. The OIC will act as liaison with the District Court and State's Attorney's Office.

5. Defense Counsel Visits

- a. The Constitutional Rights of detained subjects will be safeguarded, while maintaining overall security in the detention area. Any detainee that is to be questioned about criminal activity will be given Miranda warnings. They will be allowed to have a lawyer present during questioning, if desired. Subjects who have been arrested and are not being questioned will be allowed to contact their attorney as soon as security arrangements will allow it, but before their first court appearance.
- b. If necessary, sites at temporary detention areas will be designated for attorney visits. Such areas will be secured.
- c. Identification of subjects purporting to be an attorney but who are unknown to personnel on the scene will be requested.
- d. The OIC may limit the time of attorney visits, if necessary, because of security requirements at the temporary detention site.

E. Traffic Control

- 1. In an emergency situation, as necessary, the Deputy in Charge may designate personnel to control traffic access to the area, allowing only essential personnel into the site. Inner and outer perimeters will be established as required. In extended periods of emergency, command staff may authorize utilization of emergency identification cards or placards to control entrance into the site.
- 2. During a situation requiring a large and rapid response from emergency vehicles to include fire/rescue, tactical planning may include closing down or limiting vehicular traffic to key roadways except emergency equipment.

3. Whenever detour routes are necessary, assistance will be requested from County and State Roads Departments in establishing barricades and posting detour signs. The State Highway Administration, the Maryland State Police, and Fire and Rescue Communications will be notified of any roads which must be closed.
4. Information regarding road closings or congested areas will be given wide distribution to the news media.
5. The Sheriff's Office will provide traffic control as necessary at key intersections during evacuations and returns.

F. Post Incident Investigation

1. Evidence Collection

- a. When collection of evidence is necessary, specified deputies, preferably from the CIU, will be assigned to process the scene.
- b. Prior to site processing, the location of evidence will be noted, the area safeguarded, and the collection team advised of evidence locations.
- c. Evidence obtained incident to an arrest; i.e., retrieval of a weapon or drugs, will be tagged and given to the collection team, if available. If a collection team is not available, the evidence will be processed in accordance with existing policy on evidence submission.
- d. Other deputies may assist the collection team in conducting a systematic search of an area. Pieces of evidence will be pointed out to the collection team who will retrieve the evidence in an effort to keep the chain of custody as short as possible.
- e. Once evidence collection is complete, the collection team will transport the evidence to the department and complete property reports and lab analysis requests, if necessary.

2. Identification

- a. Subjects Being Charged But Not Held: Identification will be verified as much as possible, by driver's license or other credible pictorial/descriptive identification. Where charges are going to be preferred by criminal summons or warrant application, a Polaroid picture will be taken of the suspect and labeled with information to include suspect's name,

date of birth, charge, date of incident, and investigating deputy.

- b. Identification of Enforcement Personnel: Departmental personnel assigned to a civil disturbance or other such non-routine incident will display appropriate departmental identification in a conspicuous manner, when wearing civilian clothing.

46.1.5 Planning

A. Critical Incident Plan

The Departmental Critical Incident Plan will be reviewed periodically by the Planning Group. The plan will be updated and amended as necessary to reflect additional requirements/capabilities.

The planning authority within the Sheriff's Office responsible for formulating a response to emergency situations will consist of the Sheriff, Chief Deputy, Patrol Commander, Plan Manager, and any other personnel deemed necessary by the Command Staff.

The Planning Authority will review the emergency plan periodically and update/amend as needed in response to changing requirements and capabilities.

- 1. Personnel designated by the Sheriff as the Plan Manager will periodically contact their counterpart at other agencies involved in the County Emergency Plan to keep abreast of possible support resources.
- B. The Plan Manager will gather, and disseminate information about the Critical Incident as it becomes available. The Sheriff, or his designee will decide when and what information is disseminated.
- C. De-Escalation Procedures: The Sheriff, or his designee, will be responsible for making the decision to reduce or end the department's emergency operating level as the situation is brought under control. Once the decision has been made to stand down, the OIC will:
- 1. Phase down operations as conditions allow.
 - 2. Provide damage assessment support to county damage assessment teams, if necessary.
 - 3. Return any borrowed equipment and resume normal law enforcement duties as circumstances allow.

4. Continue controlling access to affected area to prevent looting or further damage, if necessary.
5. Assist evacuees in returning to the area, if required.
6. Continue security as needed at selected public facilities.
7. Assist traffic flow at points of impediment.
8. Make assignments for non-criminal after action reports:
 - a. The necessity for, and types of after action reports will be decided upon by the Patrol Commander.
 - b. Criminal offense after action reports will be the primary responsibility of the Criminal Investigation Unit. The Patrol Commander may, however, assign such reports to uniformed members at his discretion.
 - c. If other agencies are involved in the emergency response possessing expertise in the cause of the emergency; i.e., Fire Marshal, (fires and explosives), Federal Aviation Administration/National Transportation Safety Board, (plane crashes or other accidents involving public transportation), the investigation will be deferred to that agency with expertise and jurisdiction even if the Sheriff's Office is the primary responding agency. In such events, departmental personnel will secure the area and act in a supporting role. Personnel first on the scene may photograph the area, if possible, to capture a depiction of the scene as a safeguard against items being moved by rescue or fire personnel. Departmental reports will consist of actions taken by departmental personnel and their observations during the emergency. The report may take the form of a detailed or Criminal Investigation Report.
9. Maintain records of all financial expenditures and use of law-enforcement resources.

46.1.6 Logistics

A. Communication

1. The Duty Officer will ensure that sufficient personnel are assigned to the Communications Center during the emergency. He will designate a radio channel as the tactical channel, and route other departmental communications not related to the emergency to another channel. Departmental units who routinely use this channel

as the primary frequency will be advised, and their communications switched to another channel.

2. The Duty Officer will assign responsibilities within the Communications Center.
3. The Duty Officer will be responsible for the initial direction of personnel to the scene, staging area, or other stand-by location.
4. The Duty Officer will ensure that all applicable emergency services organizations are informed of the situation.
5. The Duty Officer will ensure that the Command Staff is notified.
6. The Duty Officer will initiate personnel call-ups or readiness alerts as directed by Command Staff.
7. Monitor frequencies of other emergency agencies and coordinate with other responding agencies.
8. Ensure that immediate action is taken to assist injured and to stabilize the situation.
9. Field Communications
 - a. The deputy in charge will ensure that all personnel involved in an operation has a hand held radio, and that radios are operating on the designated tactical frequency.

B. Transportation

1. A majority of deputies in the Patrol Division have vehicles assigned to them. Deputies will ensure that assigned vehicles and other assigned equipment are properly maintained and consistently in good operating condition. Vehicles may be reassigned during emergency situations. Deputies will respond with assigned vehicles and equipment during off duty call-ups. Vehicles and other equipment will be used in whatever manner necessary to protect the citizenry during emergency situations to include evacuations and transports. The Officer in Charge will maintain a status board of vehicles dedicated to the emergency response and their location or assignment.
2. If additional transportation is required beyond the department's capability, a request will be made to the E.O.C.. If the E.O.C. is not activated, the request will be made to the Board of Education or the County Commuter.

C. Medical Treatment

1. Any subject requiring medical treatment will be transported to the Washington County Hospital Emergency Room by departmental personnel or by Emergency Medical Services if the condition warrants. Other requirements for medical needs which do not require transport to the hospital will be attended to by Emergency Medical Personnel, or by departmental personnel using standard first aid methods.
2. A subject that appears to require medical treatment but refuses, will be asked to sign a statement so stating the refusal.
3. If a detainee requires hospitalization, every effort will be made to use a criminal summons or warrant as the charging procedure in lieu of serving a statement of charges, thereby requiring security personnel at the hospital. The decision on how to charge will, of course, depend upon the totality of the circumstances.

D. Supplies and Equipment Distribution

1. Washington County Sheriff's Deputies are individually issued equipment that is used in emergency situations; i.e., weapons, first aid kits, flares, blankets, etc. Deputies issued equipment are responsible for maintaining that equipment in a state of operational readiness at all times.
2. During emergency situations issued equipment may be expended or other types of equipment/supplies required. It will be the responsibility of the Logistics Officer to resupply personnel and to coordinate procurement of basic necessities as required. If the E.O.C. has been activated, the Logistics Officer will coordinate with the E.O.C. in obtaining, through the Emergency Management System, additional equipment and supplies required by the department.

E. Equipment Requirements

1. Adequate departmental equipment, (vehicles, first aid kits, weapons, flares, etc.), will be directed to the emergency as required. Additional equipment beyond the department's capabilities may be requested from other agencies in accordance with the County Emergency Plan.
2. An inventory of Patrol Division equipment will be included in the Departmental Emergency Plan to assist in planning and response during emergency situations.

3. To ensure that departmental equipment is consistently in operational readiness, it is essential that policies reference to Property Management, and Vehicle Maintenance, be adhered to.
4. The Sheriff's Office will be responsible during emergency situations for furnishing/procuring equipment and supplies in support of departmental operations in the initial phases of an emergency operation.
5. When a situation is declared an emergency under the County Emergency Plan, a consolidated logistical support unit will be placed in operation within the E.O.C., to coordinate with the Maryland Emergency Management Agency, for the purpose of procuring additional equipment and supplies from sources outside Washington County, if needed.

46.1.7 Finance and Administration

- A. In a large scale Critical Incident it is the responsibility of the Logistics Officer to log personnel's time for the incident, for potential reimbursement by the State or Federal Government.
- B. The Logistics Officer to re-supply personnel and to coordinate procurement of basic necessities as required. If the E.O.C. has been activated, the Logistics Officer will coordinate with the E.O.C. in obtaining, through the Emergency Management System, additional equipment and supplies required by the department.
- C. The Logistics Officer shall record all expenses incurred by the Sheriff's Office and make a record to the Sheriff within tens days of the close of a large scale Critical incident.
- D. In the After Action Report injuries will be documented, to include which personnel and the extent of their injuries, and any potential liability issues will be detailed.

46.1.8 Inspection for Operational Readiness

- A. Equipment issued to deputies is subject to use during emergency situations. To ensure that equipment is in a constant state of readiness, shift supervisors will conduct inspections at least quarterly to include, but not be limited to:
 1. Weapons and ammunition.
 2. Communications equipment, hand held and mobile.
 3. First aid kits.

4. Flares/cameras/film/flex cuffs/blankets
5. Vehicles
6. Department of Transportation Hazardous Material Response Guide Book.

46.1.9 All Hazard Plan Training

Documented training will be conducted annually on the “All Hazard Plan”.

46.2 Special Operations

46.2.1 Special Operations Activities

A. SRT Operation

1. Agency Personnel’s responsibilities prior to SRT arriving on scene:

If the Patrol Supervisor/Duty Officer is on the scene, he will perform the following actions. If the Patrol Supervisor/Duty Officer is not on the scene, the on-scene supervisor will perform the following actions.

Establish:

- a. Inner perimeter
 - b. Outer perimeter
 - c. Command post
 - d. Staging area to include press liaison, press area
 - e. Develop appropriate intelligence information
 - f. Begin evacuation (if needed)
 - g. Brief the Team Commander of the situation upon his/her arrival at the scene outlining known factors.
3. In order to ensure a coordinated effort with minimum expenditure of time, it is suggested that the following preparations be made prior to the arrival of the Special Response Team:
 - a. Obtain as much information as possible about the suspect(s), including name, physical description, military background, and mental state. A record check should be

made to determine if the suspect is wanted. Station and other files should also be checked to develop the suspect(s) criminal background.

- b. Obtain, if possible, firsthand information concerning all locations involved. A diagram of these locations should be prepared showing entrances, exits, windows, inside rooms, adjacent buildings, and any additional information about the location(s) which might prove useful to the team, i.e., dogs, security alarms, etc.
 - c. Develop a comprehensive plan covering the above information, as well as unit personnel assignments and duties. The Special Response Team Commander will be responsible for developing the tactical deployment plan for his personnel.
 - d. Ensure that someone is prepared to brief the Special Response Team Commander.
 - 1) A formal briefing should be conducted for all personnel prior to commencing the operation; this will be the responsibility of the SRT Commander.
 - e. Advise other concerned independent agencies that the Special Response Team have been requested and will be responding to assist in their jurisdictional areas.
 - f. If possible, ensure that warrants (both Search and Arrest) are obtained, or are in the process of being obtained, prior to the team's arrival.
 - g. When the first report (formal report or non-formal notes) describing the incident and what has transpired is available, send a copy to the Special Response Team Commander for inclusion in the activation file.
 - h. Begin necessary evacuation (if Safe and Appropriate)
 - i. The requesting agency will assign an officer/deputy to the command post during the length of the situation.
4. The SRT Team Commander or his designate will:
- a. will be responsible for the inner perimeter and containment and apprehension of the suspect(s).

- b. after the situation is resolved, forward a written report to the Chief of Police and/or Sheriff. The report will include a critique of actions taken by the tactical team to include:
 - 1) Injuries to any persons
 - 2) Use of weapons or chemical agents
 - 3) Any property damage
- 5. Press relations at the scene and issuance of a timely press release will be the responsibility of the Incident Commander or his designee.
- 6. The decision for an assault by the SRT or planned deadly force (SNIPER) to end the situation will rest with the Sheriff or Chief of Police, depending upon jurisdiction, after consultation with the SRT Team Commander.
- B. The SRT is a part-time team and the member are assign full time to other operational components of the agency.
- C. It is the responsibility of the commanders of the agency to coordination, and create cooperation between the SRT and the other operational components of the agency.

46.2.2 Criteria for Selection of Officers Assigned to SRT

- A. 2 years police experience, and off of probation.
- B. PT Requirements:
 - 1. PT Circuit Test- Under 10:00 minutes
 - 2. Rappelling Test
 - 3. Dark/Smoke House Test
 - 4. Oral Interview with Team Leaders/Commander
 - 5. Team Compatibility (input from team members)

46.2.3 Specialized Equipment provided to SRT and their personnel

- A. Team Member Equipment:
 - 1. Ballistic Helmet
 - 2. Goggles/Glasses
 - 3. Gas Mask
 - 4. Tactical Ballistic Armor with Ballistic Ceramic Plates
 - 5. Ballistic Groin Protector
 - 6. BDU's
 - 7. Boots

8. Portable Radio with bone or headset style mic
9. Rain Gear
10. Taser/OC Spray
11. M-6 or M-3 Light
12. Gloves
13. Ear Plugs
14. Night Vision
15. Binoculars
16. Mirrors
17. First Aid Kit
18. Thigh rig holster

B. Weapons:

1. Glock Model 22 .40 cal handgun
2. Colt AR-15A3 .223 Rifle (not all members carry)
3. H & K UMP .40 cal SMG (not all members carry)
4. Snipers Only:
 - a) Remington .308 cal sniper rifle
 - b) Drag Bag
 - c) Guilli Suit
 - d) Back Packs
 - e) Ceramic Plate carrier vest
 - f) Spotting Scopes

46.2.4 Criteria for Selection of Hostage Negotiators

- A. To ensure the efficiency of the negotiating team, the negotiators must have a compatible personality to work with others in a team posture, and have good verbal and problem-solving ability.
- B. The selection of negotiators will be based on the following criteria:
 1. Satisfactory or above evaluations;
 2. Able to think clearly under stress;
 3. Be a good listener and have good interviewing skills;
 4. Have practical intelligence, common sense, and "street wise";
 5. Able to establish credibility/integrity;
 6. Be able to sympathize;
 7. Emotional maturity - This person should be able to take verbal abuse, ridicule, and insulting statements without responding emotionally;
 8. Not biased;
 9. Have a minimum of three years of law enforcement experience; and

10. May be required to pass a psychological screening examination, including testing and a clinical interview by a licensed psychologist or psychiatrist.

C. Negotiation Team Vacancies

1. Openings will be posted, listing position and requirements needed to fill the vacancies.
2. Command Personnel will review all applications to decide which deputy will fill the vacancy.
3. Personnel accepted or not accepted to the team will be notified in writing by the Sheriff.
4. Upon acceptance, the member(s) will be assigned to the next available Hostage Negotiations School.

46.2.5 Search and Rescue

- A. On occasion, people become lost, either by accident, (very young, elderly, mentally ill), or through criminal activity. The disappearance may dictate the need for a search and rescue operation, in which large areas of open and rugged terrain must be searched. If the Sheriff's Office is the primary responding agency, the following general guidelines will apply:

1. Before a large-scale search is initiated involving many people and resources, the departmental K-9 will be utilized. If the departmental K-9 is not available other departmental tracking dogs may be requested, or a bloodhound from the Maryland State Police.
2. If the area is localized as to where the missing person might be, a request may be made by the Duty Officer for an aerial search by the Maryland State Police Helicopter.
3. Before any search/rescue operations are mounted requiring overtime expenditures, the Duty Officer, or higher authority, will be notified. When extensive searches are involved requiring expanded commitments of departmental personnel and/or equipment, the Patrol Commander, or higher authority, will make the decision as to the ultimate levels of commitment. During extensive physical searches involving a specified area, the Patrol Commander, or higher authority, will make the decision as to the ultimate duration of the search, and time the search will be terminated.

46.2.7 Special Events - Many special events are held in Washington County each year on a large scale, which draw many people and present unique logistical requirements. Requirements for detailing special assignment personnel/responsibilities for such events are as follows:

- A. The Division Commander will designate a single person or position as the supervisor/coordinator for the detail of a given special event.
- B. The Division Commander may require the following information from the detail supervisor before deciding upon personnel to be allocated to a special event:
 - 1. A written estimate of traffic, crowd control, and crime problems expected at a given event. This information may be estimated using information from:
 - a. Previous events of the same or like kind. Many events in Washington County are held annually. The detail supervisor will be responsible for attending all planning meetings on the special detail that will lend more insight into requirements.
 - b. If the event has not been held in Washington County before, an idea as to its popularity and/or special requirements may be obtained from other areas where the same or like events have been held.
 - c. Most special events of magnitude are sanctioned or coordinated by the Hagerstown Convention Visitors Bureau. If there is no previous experience with the event, a “bare bones” estimate of interest may be obtained through the Hagerstown Convention Visitors Bureau from inquiries to that department about the event.
 - d. Logistics in manpower/equipment needed for an assignment after reviewing the exact nature and location of the assignment. Problems encountered may be specific or general involving entrance/egress of pedestrian and/or vehicular traffic.
 - e. The detail supervisor will be responsible for coordinating the event with:
 - 1. Other agencies, both law enforcement and civilians, who will be participating in the event.
 - 2. Operations Captain in scheduling adequate personnel for the assignment. As much lead time as possible should be given.

46.3 Homeland Security

46.3.1 Liaison with Other Agencies

The Criminal Investigation Commander will maintain liaison with Federal, State and local criminal justice agencies for the purpose of facilitating an exchange of information relative to law enforcement and terrorist activities. When possible, the Criminal Investigation Commander will attempt to establish liaison with one particular individual in an agency and work through that person to exchange information.

46.3.2 Internal Use of Intelligence and Reporting and Relay of the Information to other agencies

Recognizing that deputies have a significant opportunity to gather intelligence information, personnel are encouraged to forward pertinent information to the Criminal Investigation Commander, which may be beneficial to the Office's effort and the safety and security of the public. Information developed through intelligence and crime analysis will be provided to personnel and to other enforcement agencies in order to increase the effectiveness of enforcement and deterrence. This information will be in the form of intelligence memos submitted to the roll call board and memos read at Criminal Investigations meetings.

46.3.3 Terrorism Awareness Information and Training

The Crime Prevention Unit has continuous contact with the community. They inform the community of the types of suspicious activity to be aware of. They provide the community with methods to contact us, and report this type of activity, both criminal and terrorist.

46.3.4 Awareness Level Guidelines for Events Chemical, Biological, Radiological and Nuclear Weapons and Hazardous Materials

- A. All personnel need to be aware of substances or materials in quantities or forms that may pose an unreasonable risk to health, safety, or property when stored, transported, or used in commerce (DOT).
- B. Departmental Response
 - 1. With the amount of transportation and industry in Washington County, the possibility of a hazardous material incident is ever present. Not only are hazardous materials being shipped and used legally throughout the State, they are also present in the criminal and terrorist elements; i.e., illegal drug laboratories, illegal dumping, etc. Generally, departmental personnel will act in support of fire/rescue services and the Washington County Hazardous Incident Response Team.

These guidelines are established to assist personnel who are confronted with hazardous materials, particularly before the arrival of personnel trained in the handling of hazardous material. Department personnel will seek guidance from and cooperate with

fire/rescue personnel before taking action at a hazardous material site.

C. Notifications in Hazardous Material Incidents

1. Correct identification of hazardous material is imperative before action is taken. Until the material is identified, assume that contact could be fatal. Identification can be established through data in shipping documents, or by comparing container labeling or placards to information found in the Department of Transportation Emergency Response Guidebook (DOT).

Assistance with identification and information on the potential for danger can also be obtained from the Chemical Transportation Emergency Center (CHEMTREC) 1-800-424-9300. Basic information required by CHEMTREC in order to render assistance is:

- a. Name of caller and call back number.
 - b. Location of incident
 - c. Shipper or manufacturer
 - d. Container type
 - e. Rail car, truck, or plane number
 - f. Carrier name
 - g. Consignee
 - h. Local conditions
2. The responding deputy will relay all pertinent information to the Duty Officer; i.e., locations, observations, labels, etc. It is highly recommended that deputies carry a set of field glasses for observations at a distance. If the hazardous material is within a facility, the Duty Officer may be able to obtain information on the material and appropriate notifications by contacting Fire and Rescue Communications, as soon as possible.
 3. Fire and Rescue Services will be immediately notified of any hazardous material incident. Fire and Rescue Communications is responsible for activating the Washington County Hazardous Incident Response Team which will respond if:

- a. The incident involves a truck, van, or car transporting hazardous materials that are on fire, leaking, or if the vehicle has overturned.
 - b. The incident involves an airliner or military aircraft.
 - c. The incident involves a train derailment.
 - d. The incident involves a fuel storage facility or pipeline.
 - e. The incident involves a research facility, store, warehouse, or other building known to store substantial quantities of hazardous materials.
 - f. Fire and Rescue believes the incident warrants a response by the Washington County Hazardous Incident Response Team.
 - g. A response is requested by the Fire Command Officer.
4. When an accident/incident involves an atomic weapon or radioactive material identified as military, notify U. S. Army S1 Operations at Fort Meade, Maryland. (301-677-2557)
 5. In addition, the Maryland Department of Environment, Hazardous and Solid Waste Management Administration; (301-791-4787), and the Maryland Emergency Management Agency; (301-486-4422), will be notified. Information needed for notification includes;
 - a. Type of incident (highway, rail, plane).
 - b. Basic description (fire, explosion, spill, etc.).
 - c. Any information on containers, labels, placards.
 6. Notifications will be coordinated with Fire/Rescue Personnel to avoid duplications.

D. Deputy Response to Hazardous Incident

1. Deputies will exercise caution and take actions to protect themselves while responding to a hazardous material call. Precaution will be taken even if hazardous material is only suspected of being present. Deputies will:
2. Keep vehicles, (including departmental), at least 1,500 feet from the site. Whenever possible, position departmental vehicle upwind and/or upwind from the site.

3. Move injured persons only if they are located in a hazardous area, and then only if it can be done without jeopardy to the deputy. If people are observed unconscious in the area, immediate, unprotected entrance into the area should be avoided. Relay any pertinent information to Communications that may impact on the route taken to the scene by rescue personnel.
4. Keep open flames away from the scene to include smoking materials. Use cones, flashlights, or cyalume sticks to aid in traffic control. Reroute traffic, if necessary.
5. If hazardous vapors are escaping, evacuate people from the down wind side, if at all possible.
6. Do not eat, drink, or smoke in the area. Do not consume any material that may have been contaminated.
7. Radioactive Material
 - a. Separate and detain anyone who has been in contact with radioactive material. Avoid contact as much as possible. Administer any appropriate first aid and wait for medical assistance.
 - b. Departmental personnel having contact with radioactive materials or with contaminated individuals will remove the contaminated clothing and shower as soon as possible before coming into contact with others. Contaminated clothing will be bagged and given to Fire/Rescue personnel for disposal.

E. Hazardous Material as Evidence

If hazardous material has evidentiary value, the Patrol Commander, or his designee, will consult with the Washington County Hazardous Incident Response Team for direction. In most cases, the materials will be returned to the rightful owner as soon as possible using the following procedure:

1. The investigating deputy will photograph the items to include labels, placards, identification, etc. In such situations, photographs and other records should be acceptable in court under the "Next Best Evidence" rule.
2. A property record will be completed before release of the property, and the release section signed by the owner or by a representative of the agency removing the material.

3. Should lab analysis involving the material be necessary, members of the Maryland Department of Health and Mental Hygiene Laboratory may supply assistance. (410-767-6185).
 4. Hazardous material to be disposed of will be referred through Fire and Rescue to the State Hazardous Waste Division.
- F. Departmental actions at a hazardous material incident will be coordinated with Fire and Rescue Services and the Washington County Hazardous Incident Response Team.
- G. All deputies will be issued a copy of the Department of Transportation Hazardous Material Emergency Response Guidebook. The book will be an item for inspection.