

*Maryland-National Capital Park Police  
Prince George's County Division*

**DIVISION DIRECTIVE**

TITLE <b>UNUSUAL OCCURRENCES</b>			PROCEDURE NUMBER <b>PG405.0</b>
SECTION <b>Operational Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>02/14/08</b>	REVIEW DATE <b>01/01/11</b>
REPLACES <b>PG405.0 "Unusual Occurrences", issued 05/01/02</b>			
RELATED DIRECTIVES <b>PG405.1, 405.2, 406.0</b>	REFERENCES <b>CALEA 46</b>	AUTHORITY <b>Commander Larry M. Brownlee, Sr.- Division Chief</b>	

**I. PURPOSE**

This directive provides pertinent information to all Division personnel who must make decisions as to proper action in order to isolate, evacuate, and secure areas involving unusual occurrences that threaten public safety.

**II. POLICY**

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

**III. DEFINITIONS**

A. Types of Public Emergencies

1. **Category I:** Resolved at Division Level

Emergency affecting the Park system, that is resolved almost exclusively by the Division(s) having, the greatest capability for resolution.

2. **Category II:** Resolved at Department of Parks Level

Emergency affecting the Park system of such magnitude, that coordination and/or consultation with the Director of Parks and

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Recreations is required prior to being resolved by the Division(s) having the greatest capability for resolution.

#### 3. **Category III:** Resolved by Interagency Action

Emergency of such magnitude, that coordination between the Director of Parks and Recreation and other governmental agency(s) is necessary to resolve the situation by whatever combination of Park Department personnel, material and equipment deemed essential and reasonable by the Director of Parks and Recreation.

#### B. Incident Management Team

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

#### C. Incident Commander

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

#### D. Command Post

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

#### E. Staging Area

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

#### F. Isolate

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

#### G. Evacuation

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

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#### IV. OPERATIONAL PROCEDURES

##### A. Initial Response

1. The initial units to respond will be determined by Communications or a Shift Supervisor. Communications will designate the first unit to arrive on the scene as the field communications vehicle.
2. The field communications vehicle officer will verify and evaluate the incident, broadcast available information without delay, request additional assistance if needed, and direct the deployment of available units in an effort to isolate the incident.

##### B. Command Response

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

1. Assess the need for additional personnel and equipment.
  - Decide what type of equipment is required to effectively handle the situation from a law enforcement perspective. How and from whom the equipment will be obtained. If necessary the Incident Commander will arrange for this Division to borrow needed equipment from outside agencies if needed.
2. Establish a Command Post.
3. Establish a Staging Area, primary and alternate areas.
4. Isolate the incident or hazardous area.
5. Secure the incident or hazardous area.
6. Determine the need to evacuate.
7. Notify and inform Command Staff of the Division.
8. Make an early assessment of personnel needs to include requesting assistance from other agencies.
9. Appoint assistants.
10. Command and Control incident or hazard.
11. Demobilization, De-escalation and After-Action Reports. De-escalation will be done systematically and gradually to ensure an appropriate level of staffing until all incident participants are entirely clear from the scene. All police officers no longer required on the scene will be released by the Incident Commander.

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#### V. DEMONSTRATION PROCEDURES

- A. Upon arrival at the scene of a demonstration, the OIC shall attempt to identify the leaders and, thereafter, communicate with the mass of demonstrators through their leadership, if possible. The demonstration leader, or the group, shall be advised of the laws pertaining to the free movement of pedestrian and/or vehicular traffic while demonstrating, and any other statutes that may be violated during their presence.
- B. The OIC shall determine the number of persons likely to be arrested and the number of transporting vehicles necessary to accommodate these numbers. When the OIC determines that arrests are imminent he shall inform Communications of the circumstances and amount of equipment, personnel and assistance required.
- C. It shall then be the responsibility of Communications to inform the Department of Corrections of the situation so that additional facilities can be made available.
- D. All officers reporting to the scene of a demonstration shall be structured into squads, under the direction of a supervisor. Each supervisor shall be responsible for instructing his/her officers in the techniques of employing arrest squads, and designating arresting officers and assisting officers. Since the arrest procedure is fatiguing, more than one squad shall be made available in order that each squad may be temporarily relieved after handling a given number of prisoners.
- E. In the event that mass arrests for minor offenses appear imminent, the OIC shall approach the demonstration's leadership and explain the violation being committed. The OIC shall direct that all violations cease immediately. If they do, no further police action shall be taken. If the leaders do not comply with the explanation, the OIC shall publicly announce to the crowd (through a voice amplification system) the following announcement and dispersal order: "I am (name and rank) of the Maryland-National Capital Park Police. I hereby inform all persons assembled that you are in violation of (state ordinance or law violated, in general terms). I command all of you here assembled to disperse. Failure to do so shall subject each of you to arrest and prosecution."
  1. The OIC shall wait a reasonable length of time for compliance. If the crowd does not disperse, he/she shall repeat the order.
  2. If, after the second order the members of the crowd do not disperse, the OIC shall order the arrest of all persons remaining who are in violation.

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**VI. MASS ARRESTS**

A. Arrest Squads shall consist of the following:

1. A supervisor, OIC of the squad.
2. Arresting officers.
3. Assisting officers.
4. Sufficient report forms and related equipment.
5. Sufficient flexible plastic handcuffs.

B. Arrest Procedures

1. On orders of the OIC, the arresting and assisting officers shall approach the violators.
2. The violator(s) will be advised, "You are under arrest for (state violation being committed). You are requested to stand (if sitting or lying)."
3. If the arrestee(s) declines to stand and walk, he/she will be carried by the arresting officer and the assisting officer, one holding each arm.
4. If the arrestee(s) stand and walk, he/she shall be led from the crowd to the vicinity of the Arrest Squad, waiting a short distance away.
5. If the arrestee(s) should resist arrest, the officer will employ force necessary to affect and maintain the arrest.
6. Prior to being placed in the transport vehicle the arresting officer and arrestee will be photographed together and the Polaroid/digital photographs taken will be logged indicating photographs taken, the officers ID number and the arrestee's name placed on the back of the photograph.
7. The arresting officer, aided by the assisting officer, will complete an Incident Report, in duplicate, with sufficient information to enable completion of an Arrest Report at the processing site. He/she will also process any property as described below.
  - Weapons and evidence, contraband, or recovered property shall be removed from prisoner(s). A brief description may be entered on the Incident Report. Where several items are involved, a Polaroid/digital photograph should be taken. The property will be appropriately tagged, if possible. Either the Incident Report or Property Tag must stipulate whether the property is recovered or evidence.
8. If the arrestee(s) has been arrested for a felony, he/she will be transported to the processing facility in a separate vehicle along

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with the Incident Report and any evidence, property or contraband. The arresting officer will ensure that the transporting officers are advised that the arrestee(s) is/are a felon. The transporting officer will ensure that the processing officers are advised that the arrestee(s) is/are a felon.

#### C. Arrest/Processing Procedures

1. The Processing site will be manned by park police officers, when available, or other designated personnel. The processing site should contain the necessary equipment to partially process an arrestee, (fingerprinting, photographing, and arrest reports).
2. When the arrestee is processed, the officer(s) are to adhere to Division Directives on arrest procedures.
3. Remove all items from the prisoner and secure personal items in a properly marked evidence bag. Any other evidence (weapons, contraband, etc.) will be confiscated and properly stored per Division Directive PG1200.0 – “Evidence”.
4. Central Processing Unit (CPU) envelope should be filled out on each arrestee. The arrestee(s) will be fingerprinted and photographed by CPU personnel.
5. If there is a question as to the proper identification of a subject, that person will be held in custody until the identity can be verified.
6. Juvenile offender(s) will be handled in accordance with Division Directive PG1100.0-“Juvenile Procedures”.

#### D. Transport Procedures

1. When possible, arrestees are to be transported from the scene to the processing site via Prince George’s County Sheriff’s transport vehicles, thus enabling the arrest teams to remain on the scene.
2. When unable to secure a transport vehicle from the sheriffs department transport officers shall ensure that their vehicle is equipped with the following:
  - a. Polaroid/digital camera with sufficient film, flash bars, diskettes, and memory sticks.
  - b. Evidence Tags, Property Tags, and envelopes.
  - c. Flexible handcuffs.
  - d. Supply of Incident Reports, Arrest Reports, Field Contacts, etc.
3. Prior to transporting an arrestee(s), transport officers shall photograph the arresting officer along with the arrestee. Any large

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amounts of recovered property, evidence or contraband, should be photographed.

- E. Provision of Services – The Incident Commander/OIC will ensure that proper food, water, sanitation, and medical services are provided at the detention area(s). If necessary, the authorization for the emergency purchase of food, supplies, and rental of sanitation facilities will be given.
- F. Media Relations
  - 1. Members of the press will not be greatly restricted from approaching the detention area(s), other than as required by the physical facility involved and legitimate security interests and concerns.
  - 2. Providing the media with information will assist in the control of rumors and will be in accordance with Division Directive PG324.0 – “Media Relations”, through the departments Public Information Officer.

## **VII. RESOURCES AND REMINDERS**

### **A. Mutual Aid**

When deemed appropriate by the OIC, assistance may be requested from Prince George’s County Police, Montgomery County Park Police, Maryland State Police, as well as appropriate municipal police departments. Jurisdictions that border the incident may be able to assist, such as U.S. Park Police, Metropolitan Police, Montgomery County Police, and Metro Transit Police.

Assess personnel needs early and make requests as soon as possible. In times of disaster or other emergency, arrival of additional personnel may be delayed because of traffic, weather or increased calls for service.

### **B. Appoint Assistants**

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

#### **1. Operations Officer**

Individual appointed by the Incident Commander/OIC, responsible for implementation of the strategic decisions of the Incident Commander/OIC and responsible for de-escalation procedures, to include releasing police officers no longer required on the scene. De-escalation from any incident will be done systematically and

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gradually to ensure an appropriate level of staffing until all incident participants are entirely clear from the scene.

2. Staging Officer

Individual appointed by the Incident Commander/OIC, responsible for the assembly of personnel and equipment at the staging area.

3. Security Officer

Individual appointed by the Incident Commander/OIC, responsible for securing the scene and any other facilities or areas necessary maintaining public order and screening individuals to ensure that only authorized individuals may access the scene. Level of security will be determined by the Incident Commander/OIC and the Security Officer will ensure level is maintained and will institute the order.

4. Resource Officer

Individual appointed by the Incident Commander/OIC, responsible for acquiring personnel, supplies and equipment as requested by the Incident Commander/OIC.

5. Liaison Officer

Individual appointed by the Incident Commander/OIC, responsible for working with liaison officers from other responding agencies in an effort to coordinate communications messages. When necessary act as liaison with the State's Attorney's Office, Clerk of Court and OIC at Central Processing Unit to notify of increased case load.

C. Mobile Command Post

1. The Park Police Mobile Command Post is capable of delivering the following resources:

- a. Radio capabilities including Fire/Rescue, Maryland-National Capital Park Police, and Prince George's County Police Emergency Services Team (EST), and Conflict Management Team.
- b. Telephone capability.
- c. Heat, light, shelter and air conditioning.

2. The Prince George's County Police Department resources are available on a twenty-four hour basis. If a major police incident is

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likely to last several hours, then consideration should be given to requesting one of the units (i.e. – EST, Conflict Management Team, etc.) through the Special Operations Commander.

Note: When choosing a place for locating the Mobile Command Post consider a paved level surface with power and phone hook-ups nearby, and sufficient parking space for numerous vehicles.

#### D. Transportation

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

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

#### E. Rehearsals

Documented rehearsals of unusual occurrences and all the division's All Hazards' Plan will be conducted at the direction of the Chief, Park Police Division. These rehearsals will occur annually and may include, but are not limited to, coordinated training exercises between Operations of the Division and outside agencies. All staff that would be affected (police and civilian) in the event of a critical incident should participate in these training exercises.

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