

# Georgia Department of Public Safety

## Policy Manual

<b>SUBJECT</b> <b>UNUSUAL OCCURRENCES/SPECIAL DETAILS</b>	<b>POLICY NUMBER</b> <b>16.01</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>DATE REVISED</b> <b>6/3/2015</b>

### 16.01.1 Purpose

To establish policy to be followed in the event of a natural disaster or civil disturbance, including the preparation of Operations Plans and After-Action Reports.

### 16.01.2 Policy

- A. By Executive Order, dated August 8, 1985, the Governor is authorized to declare a state of emergency or disaster. In this event, the Department of Public Safety, assisted by other law enforcement departments or agencies, including the Georgia National Guard, shall, at the direction of the Governor, be authorized to enforce any and all criminal laws of this state, and shall not be limited to the enforcement of traffic laws.
- B. At the request of local officials, or upon orders by the Governor, the Department of Public Safety will initiate activities to protect lives and property in the event of a natural or man-made disaster, or emergency. In such situations, the Department of Public Safety will coordinate its activities with other federal, state, and local agencies to provide for such protection.
- C. Under the State of Georgia Emergency Operations Plan, the Department of Public Safety has the primary responsibility for the Law Enforcement Emergency Support Function. The department also has support responsibility for many of the other functions included in the Emergency Operations Plan. As such, the Department of Public Safety will maintain operations plans that specify how the department will respond in the event of an emergency.

### 16.01.3 Procedures

- A. Operations Plans
  - 1. The Georgia Department of Public Safety will establish and maintain current operational plans as they relate to unusual occurrences. The purpose of the Operations Plan is to facilitate the planning of the execution of the department's mission and to provide guidance to personnel assigned duties related to such occurrences.
  - 2. A written operations plan shall be prepared for each scheduled event that involves deployment of department resources for an extended period of time or details that involve multi-agency cooperation and exceed 12 hours duration.
  - 3. The operations plan shall include, but is not limited to, the following:

a. Situation

Briefly characterize the event or incident and detail the information in a narrative.

b. Mission – Outline the department’s major objectives

This mission may otherwise be simply stated as “The department will provide assistance as needed to restore or maintain order in any situation that is beyond or may be beyond the control of local agencies”.

c. Command and Control

- 1) In multi-agency operations, identify the members of the Joint Command Staff, if applicable, and designate authorized command level personnel for each agency.
- 2) Identify the detail commander and specify the proper chain of command.
- 3) Identify supervisors and insure that all personnel are aware of their immediate supervisors.

d. Execution & Concept of Operations

- 1) Clearly define the objectives of the operation plan.
- 2) The department may be called as the primary public safety agency, or in support of one or more other agencies, concerned with a public safety emergency.
- 3) Describe how the plan will be implemented, assigning specific responsibilities to department units, teams, or commanders. This should include coordinating with the Public Information Office to provide media relations and documentation for departmental use. Office of Professional Standards, budgeting, and Legal Services representatives may be involved depending on the requirements of the detail.
- 4) Identify specific stages of implementation of the plan:

a) Alert status

b) Initial Deployment

This would normally include, where applicable, reporting to lodging facilities, check-in, pre-detail briefings, etc.

c) Staging

This would involve personnel reporting for pre-shift briefings, unit assembly, etc.

d) Deployment

Personnel actually report to assigned duty stations and perform specific tasks.

- 5) Describe specific task assignments and indicate the number of personnel required.
  - a) Specify the number of supervisory level personnel by rank to provide adequate direction at each level of deployment.
  - b) Specify the number of other personnel needed to properly execute assigned tasks.
  - c) Identify duty assignments, including post assignments, patrol routes, etc.
  - d) Indicate the time and duration of deployment for each task function.
  - e) Specify the actual duties and responsibilities for each task function.
- 6) Outline a communications plan
  - a) Designate radio frequencies/talkgroups to be utilized by each operational element.
  - b) Emphasize any security concerns regarding communication of intelligence or operational information.
- 7) Explain logistical arrangements, including:
  - a) Identity and location of lodging facilities.
  - b) Identity and location of eating establishments.
  - c) Methods of transportation and departure schedules.
  - d) Specify the types of uniforms and equipment required for each specific duty assignment.
  - e) Availability and location of first aid stations and supplies.
  - f) Time and other record-keeping requirements.
- 8) Indicate anticipated demobilization plans
  - a) Demobilization plans are usually tentative, depending upon successful completion of the mission.
  - b) Provide for the return of issued equipment and completion of required paperwork.
- 9) Provide attachments which contain:
  - a) Maps and diagrams to lodging facilities, eating establishments, duty posts, etc.
  - b) Organization charts illustrating the command and control structure.
  - c) Applicable laws, policies, procedures, etc.

- d) Roster of personnel, including lodging and communications information (telephone numbers, radio ID's), etc.

B. After-Action Reports

1. The purpose of an After-Action Report is to document the detail and provide an opportunity to refine the Operations Plan for use on the same, or other, details in the future.
  2. An After-Action Report shall be prepared for any detail for which an Operations Plan was prepared.
  3. The After-Action Report will include:
    - a. A descriptive narrative of the detail;
    - b. The overall success of the detail;
      - 1) Identify areas where the Operations Plan was well executed and provided all necessary information and guidance.
      - 2) Identify key groups and individuals who made significant contributions to the success of the mission.
    - c. Areas where improvements were, or could have been, made to the Operations Plan;
    - d. Overall cost of the operations, and
    - e. Attachments that contain reports and other information which help explain or document the execution of the Operations Plan.
- C. The Commanding Officer shall be responsible for coordinating the planning functions for response to unusual occurrences.
1. The Commanding Officer will maintain a copy of all Operations Plans and After-Action Reports in Headquarters.
  2. A copy of the Operations Plan and After-Action Report shall be forwarded to Headquarters no later than 30 days after the final day of the detail.
  3. These documents will be available to Detail Commanders for use in preparing plans and reports required in this policy.

D. Natural Disasters

1. Depending on the nature of the disaster, once it is reported to the department, the Commissioner, command staff, disaster coordinator, GEMA, and other proper authorities shall be notified by their local Troop Communications Center.
2. Hazardous Roadway and Roadside Conditions
  - a. Whenever practical and applicable, sworn members of the department shall safely stop upon the site of hazardous roadway and roadside conditions and either remove (or provide for the removal of) the hazard or warn (or provide for the warning of) oncoming traffic until the situation is resolved or until such

member is relieved.

- b. Stopping at such scenes shall be required unless one of the following situations applies:
  - 1) The member is on an official detail preventing such a stop;
  - 2) The scene is already adequately protected, or
  - 3) Other such reasons which would preclude the need or practicality of stopping.
- c. Unless the situation is resolved before the member leaves the scene, reports shall be made of hazardous roadway and roadside conditions immediately to proper authorities so that proper protective and corrective actions can be taken.
- d. Procedures for Reduced-Visibility Driving Conditions
  - 1) When limited visibility conditions are reported from any source, a Trooper will be dispatched to the scene and all appropriate agencies will be notified. The Trooper, upon arriving at the scene, is responsible for assessing the situation and acting accordingly.
  - 2) If the member determines that no action is necessary, the Post shall be informed to that effect, but is responsible for monitoring the scene until the situation has dissipated.
  - 3) If the member determines that safety measures are necessary, the member shall so inform the Post and stand by in the area until the following measures are met.
    - a) The Dispatcher, upon receiving the call from the member who advises that additional safety measures are necessary, shall immediately inform the nearest Department of Transportation (DOT) office or official, or county road department, and the local news media of the impending danger.
    - b) The DOT, or county road department, official answering the call has responsibility for proper and ample placement of necessary warning signs. The DOT will respond to such calls immediately.
  - 4) In the event of extremely heavy fog situations when visibility is near zero, the last alternative before the DOT closes the road is to establish convoys with a patrol car or DOT vehicle, with revolving lights and flashers, to lead groups of vehicles through such patches or areas of fog.
  - 5) The member shall maintain adequate monitoring of the scene until the situation has dissipated.
  - 6) When smoke, which is being generated by controlled or uncontrolled fire, is present on the highway, the same general procedures shall be followed, except that the Georgia Forestry Commission shall be called in addition to the DOT.

- a) When controlled fires are being burned near a highway, and smoke can be anticipated to be a problem, the Georgia Forestry Commission shall coordinate with DOT officials to insure that proper signs are posted. They should call the Georgia State Patrol post and advise the location and number of acres to be burned.
  - b) The post will notify a Trooper who will be responsible for patrolling in the area of the controlled burn to monitor the road conditions and report any significant reduction in visibility.
  - c) The Trooper will report the conditions at the scene and the Dispatcher will record such reports on the Radio Log.
  - d) If significant reduction in visibility is observed, the Dispatcher shall notify the DOT and news media and the Trooper will continue to monitor the scene until the situation dissipates, or until properly relieved.
- 7) These procedures are not intended to circumvent a Trooper's own judgment, but are offered as a guide to compel members to utilize or modify the procedures to the extent required by such conditions.
  - 8) Post Commanders shall call all local Department of Transportation and Georgia Forestry Commission offices in their post territory in order to establish liaison toward implementation of these procedures.

#### E. Civil Disturbances

- 1. Civil disturbances include almost anything that disrupts the normal activity of any group of people. Such disturbances may be strikes, public disorders, terrorist attacks, etc.
- 2. Extended Stays
  - a. When members of the Department are required to stay for an extended period of time in an area of the state to quell disturbances, the highest ranking supervisor in the area shall be responsible for the welfare, housing, morale, meals, conditions, and general performance of each member, as well as the protection of the public.
  - b. Because of the similarity of the sounds of letters "A", "B", "C", and "D", these signals will be given as "A-Adam", "B-Boy", "C-Charles", and "D-David".
    - 1) Phase A will be given "Phase A-Adam" with the code for the designated post, which Troop is to respond and how many squads each Troop will furnish.
 

Example: Post 9 - Troops A and B, two squads.

      - a) Upon receiving a Phase A signal, all members on pass will be located and advised to stand by where they can be immediately contacted by phone.
      - b) Personnel placed on Phase A shall remain on stand-by within their assigned Post territory until released by a supervisor.

The exception to this rule would be those personnel on stand-by at their residence, living within the 50 mile driving radius and having a patrol vehicle with which to respond if called.

- c) All outside employment privileges shall be suspended for any personnel placed on Phase A until they return to normal duty.
- d) Troopers assigned to squads will inspect all their equipment and pack their suitcases with enough clothing for a stay of at least five days.

2) Phase B-Boy

Upon receiving a Phase B signal, members on pass will be called to duty. Members on squads will load all necessary equipment and patrol within the post area nearest the designated area until advised otherwise.

3) Phase C-Charles

Upon receiving a Phase C signal, all sworn members will proceed to the designated staging area. The ranking officer in charge of the detail shall designate these staging areas. Members shall not enter the troubled areas until ordered to do so.

4) Phase D-David

Upon receiving a Phase D signal, all squads will proceed at once to the designated troubled area. Phase D is of an emergency nature and may be responded to by the use of blue lights and siren. At this time the designated area may be changed to a definite location within the area.

- 3. When practical, signals shall be given in order; however, depending upon the seriousness of the situation, the first signal received may be a "Phase D-David". This will be determined by the amount and reliability of the advance information furnished to the respective Adjutant or Troop/Region Commander.
- 4. Troop/Region or Post/Unit Commanders may use their discretion on the part of "Phase B-Boy" that recalls members on pass.

5. Restraint

- a. Members on civil disturbances shall exercise special precautions and restraint. When a member is physically attacked or a crime is committed in their presence, members shall properly respond as trained, in a professional manner consistent with existing policy governing use of force.
- b. Any use of force must be reported in the same manner as during normal operations.

6. Reporting

Whatever hours are expended on civil disturbances shall be so noted by regular activity reporting procedures on DPS 612A and DPS 612B. Only the Troop/Region Commander will carry the number of civil disorders occurring.

## 7. Squads

a. Each squad should consist of 14 sworn members as follows:

- 1) One SFC as Squad Leader;
- 2) One TFC/MCO as Assistant to the Squad Leader, and
- 3) Three teams consisting of:
  - a) One NCO
  - b) Three sworn members

## 8. Command Presence and Professional Appearance

Much of the effectiveness of Civil Disorder Squads is directly attributable to the perception of competence and professionalism they create. Therefore, when deployed at the scene of a civil disturbance, civil disorder squads will utilize standard riot control formations and movement orders. Members will respond professionally to all orders issued to them, and will present a professional image indicative of a trained, effective response unit.

## F. Aircraft Crashes

1. The first member on the scene shall notify the Post/Unit within the territory in which the incident occurs. The member shall work in conjunction with local law enforcement to secure the scene and provide needed assistance. The following information shall be given to the Communications Center:
  - a. Location;
  - b. Number of injured, if known;
  - c. Number of fatalities, if known, and
  - d. Aircraft identification.
2. Once the information is received the Dispatcher shall contact the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB), and relay all the above information.
3. The CEO shall then notify the NCO on call and the Headquarters Communications Center.

## G. Train Crashes

1. The first member on the scene shall notify the Communications Center within the territory in which the incident occurs. The member shall work in conjunction with local law enforcement to secure the scene and provide needed assistance. The following information shall be given to the Communications Center:
  - a. Location;
  - b. Number of injured, if known;



- c. Number of fatalities, if known, and
    - d. Train identification.
  - 2. Once the information is received the CEO shall contact the National Transportation Safety Board (NTSB) and the Railroad Police, and relay all the above information.
  - 3. The CEO shall then notify the NCO on call and the Headquarters Communications Center.
- H. Requests for Federal Law Enforcement or National Guard Assistance
  - 1. Federal Law Enforcement Agencies
    - a. Requests for assistance from federal law enforcement agencies shall be made to the Commissioner of the Department of Public Safety, or their designee, through the chain of command.
    - b. The Commissioner of the Department of Public Safety shall make the request to the appropriate supervisory personnel of the requested agency, if the Commissioner deems the request necessary and appropriate.
  - 2. National Guard
    - a. Requests for assistance from the National Guard shall be made to the Commissioner of the Department of Public Safety, or their designee, through the chain of command.
    - b. Commissioner of the Department of Public Safety shall forward the request to the Governor of the State of Georgia, if the Commissioner deems the request necessary and appropriate.
- I. Inspection of Equipment
  - 1. All equipment maintained for use at a natural disaster or civil disorder shall be inspected at least once each month to insure operational readiness. This includes:
    - a. All individually assigned riot gear
      - 1) Post/Unit Commanders shall conduct routine inspections of this equipment.
      - 2) Troop/Region Officers should inspect riot gear as part of their regular monthly Post Inspections.
    - b. Tear gas and other munitions
    - c. Communications equipment not assigned to individuals. This includes Mobile Command Posts, portable radios maintained for issuance at a detail, etc.