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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to provide guidelines for handling Special Events and Unusual Occurrences. This procedure also includes guidelines for specific references to other man- made or natural disasters/emergencies.

For additional guidance on SWAT, See Kinston Police Department Policy and Procedure #900 – 1 (SWAT and Hostage Negotiations).

II. DEFINITIONS

- A. Unusual Occurrences: Unusual Occurrences such as fires and explosions, epidemic outbreaks, poisonings, catastrophes or major accidents which occur in or on the premises and threaten the welfare, safety or health of members, employees or visitors.
- B. Civil Disturbances: Acts of violence and disorder prejudicial to the public law and order. It includes acts such as riots, acts of violence, insurrections, unlawful obstructions or assemblages, or other disorders prejudicial to public law and order.

III. POLICY

- A. The Mayor of the City of Kinston may impose by proclamation emergency prohibitions and restrictions as necessary to maintain an acceptable level of public order and services, and to protect lives, safety and property in accordance with City Ordinances and North Carolina General Statutes.
- B. The Department shall work in coordination with the Emergency Management Plan for the City of Kinston as adopted by City Council. Periodically, Department officials will meet to identify and remedy any potential coordination problems that could arise. The Chief of Police or a designee shall direct Department personnel to act in cooperation with the City of Kinston Emergency Management Plan during disasters, civil disturbances, and civil defense emergencies.
- C. The appropriate Major or a designee shall be responsible for planning for response to unusual occurrences and shall be the principle advisor on unusual occurrences and special operations to the Chief of Police.
- D. The Chief of Police will coordinate disaster preparedness plans with other emergency services within the county. In the event of an unusual occurrence, the on-duty supervisor shall be the incident commander until the Chief of Police or a designated command officer assumes those duties.
- E. The purpose of this policy is to establish guidelines and procedures for the most appropriate responses to tactical situations and unusual operational incidents. Specific procedural

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considerations for responding to unusual occurrences and effecting special operations assignments are detailed in the City of Kinston Emergency Management Plan.

F. Natural and Man-made Disasters

1. The City of Kinston Emergency Management Plan provides procedures for responding to natural and man-made disasters.
2. The Emergency Management Plan includes provisions and guidelines for the following factors: risk & vulnerability analysis; special facilities/populations; evacuees/sheltering; transportation; hazard analysis; planning assumptions; policies; local state of emergency; proclamation imposing prohibitions & restrictions; concept of operation; assignment of responsibilities; plan activation and directions & control.

G. The Department Policy and Procedures detail guidelines for responding to civil disturbances and emergency situations at public institutions, including provisions for: communications; situation maps; field command posts; chain of command (including other agencies); community involvement/public information/media briefings; court and prosecutorial liaison; legal considerations; support from other agencies; military support(martial law); public facility security; traffic control; equipment requirements; post-occurrence duties; after-action reports; transportation; court & prosecutorial liaisons; media relations & public information; personal needs of arrestees; medical treatment of arrestees.

1. The Lenoir Community College Disaster Contingency Plan does not provide for specific involvement by the Department. However, the Department shall provide assistance to Lenoir Community College.
2. The UNC-Lenoir Hospital Disaster Plan does not provide for specific involvement by the Department. However, the Department shall provide assistance to the UNC-Lenoir Hospital.
3. The operating procedures of the Lenoir County Sheriff's Department and the Lenoir County Jail do not provide for specific involvement by the Department in the event of an unusual occurrence. However, Department shall provide assistance to the Lenoir County Sheriff's Department pursuant to existing mutual aid agreements.

H. The Department shall seek alternatives to mass arrests during unusual occurrences. However, mass arrests may be used when necessary to restore order. The Department's Policy and Procedures provide guidelines for conducting mass arrests and includes provisions for the following elements: arrest; processing; and confinement procedures (booking); juvenile offenders; transportation of police officers and arrestees; detention of arrestees and detention facilities; collection of evidence; security needs; identification of arrestees; interagency agreements; defense counsel visits; defense counsel visits; court and prosecutorial liaisons; media relations and public information; personal needs of arrestees to include food, water, and sanitation, medical treatment of arrestees.

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- I. The objective of all personnel involved in a hostage or barricaded person situation is to neutralize the situation while minimizing dangers to all persons involved. Every attempt possible shall be made to avoid confrontation in favor of controlling the situation until the arrival of trained tactical and/or hostage negotiation personnel.
 1. Responsibilities of the first officers arriving on the scene include:
 - a. Evaluate the situation and notify the communications center and on-duty supervisors that a possible barricaded person or hostage situation exists.
 - b. Establish a perimeter to contain the situation.
 - c. Establish safe-routes for responding units.
 - d. Evacuate injured persons and bystanders, and isolate witnesses for identification and debriefing.
 2. Responsibilities of the on-scene supervisor include:
 - a. Verify that an armed barricaded person or hostage situation exists and notify the on duty or on call appropriate Division Major.
 - b. Have the officers involved in the situation to switch their radios to an alternate channel.
 - c. Establish a staging area for the Incident Command Post.
 - d. Activate the SWAT Team and the Hostage Negotiations Team and make immediate contact with the Administrative On-Call.
 - e. Attempt to initiate communication with the suspect(s).
 - f. Supervise the apprehension of the offender(s) if practical.
 - g. Maintain command until relieved by the appropriate incident command personnel.
 - h. Brief incident command personnel upon their arrival.
 - i. Upon completion of a SWAT operation the crime scene becomes the responsibility of the Incident Commander.
 3. Responsibilities of the SWAT Team include:

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- a. Deploy to the inner perimeter, relieve all personnel within the inner perimeter, and assume tactical command and control of the inner perimeter.
 - b. Assess the situation and develop plans for tactical perimeter.
 - c. Communicate with the Incident Commander and the Hostage Negotiation Team to coordinate efforts.
 - d. Conduct tactical intervention operations.
 - e. Team members will make written statements as soon as practical. Statements will be filed with the case in the Office of Professional Standards.
4. Responsibilities of the Hostage Negotiation Team include:
- a. Establish and maintain continuous communications with suspect(s).
 - b. Attempt to obtain the release of any hostages.
 - c. Attempt to arrange the surrender of suspect(s).
 - d. Keep the Incident Commander apprised of the situation.
 - e. Communicate with the SWAT Commander as necessary to coordinate efforts.
 - f. Develop intelligence and gain time for decision makers.
- J. Responsibilities of the Incident Commander include:
1. Arrange for the services of other necessary Department personnel and specialized units such as canine units, additional uniformed personnel, Investigations Division personnel, Internal Affairs personnel and additional command staff personnel.
 2. Designate an area for the news media to assemble.
 3. Designate an officer for security of the Incident Command Post.
 4. Request ambulance, rescue, fire, or other professional personnel and equipment as needed, including pursuit and surveillance vehicles.
 5. Establish an inner and outer perimeter. The outer perimeter focus is to restrict access to the inner perimeter; establish traffic control points and control travel routes; and prevent the reinforcement of suspect(s). The inner perimeter focus is on the containment and control of the hostile environment.

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6. Provide for unified communications and coordinate the efforts of all personnel at the scene on the established channel for the situation.
 7. Communicate with and coordinate efforts of other involved agencies with department personnel.
 8. Identify specific areas for critical incident functions and assign personnel to staff those areas. Critical incident function requiring specific areas shall include intelligence gathering; debriefing; holding area for relevant witnesses and/or family members directly involved in the incident; and areas to be used by news media.
 9. Evaluate negotiable requests or demands made by suspect(s). The exchange of police officers or any other persons for hostages, supplying of weapons or ammunition, drugs, controlled substances, or alcohol are not negotiable elements and shall not be allowed.
 10. Keep all operations units continually appraised of changes in the situation.
 11. Maintain command and control until the situation is resolved or is otherwise relieved of command responsibility.
 12. Determine when and if use of force becomes necessary; authorize appropriate use of force and weapons to be used, including chemical agents.
 13. Prepare After-Action report.
- K. Inventories and inspections of equipment and munition used in unusual occurrences shall be adhered to as follows:
1. Equipment designated and maintained by the Department for the use in unusual occurrences shall be inspected at least once each month for operational readiness. The equipment required to be inspected is as follows:
 - a. The SWAT Van
 - b. The Peace Maker armored personnel carrier
 - c. The portable electric generators

Note: See the equipment inspection form for the above items of equipment in reference to location and quantity.
 2. The use and maintenance of chemical munitions are the responsibility of the SWAT Team. The chemical munitions and protective masks of SWAT Team members shall be inspected at least quarterly by the SWAT Commander.

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- L. The Department provides procedures for the emergency mobilization of personnel for unusual occurrences, including provisions for: communications; alert stages; primary and alternate staging areas; equipment distribution; special task force activation; key personnel designations; coordination with emergency management personnel; transportation requirements; management control measures; rehearsals.

- M. The Department has mutual aid agreements with other local law enforcement agencies in accordance with North Carolina General Statute 160A-288.