

MENOMONEE FALLS POLICE DEPARTMENT

DEPARTMENT DIRECTIVE: 5801.01

DATE: November 15, 2018

SUBJECT: Emergency Response Procedures

I. PURPOSE

Implementation of the Emergency Response Plan (ERP) is warranted when an unusual occurrence of extensive magnitude has required the Menomonee Falls Police Department (MFPD), as well as other Village departments, to mobilize a large amount of personnel and equipment to provide security, rescue, emergency medical and public works services. The unusual occurrence may be the result of natural hazards (i.e., severe weather) and/or technological/man-made hazards (i.e., mass transportation accident, a hazardous materials spill, or a civil disturbance). The purpose of this Directive is to provide standard operating procedures for MFPD response to such occurrences.

II. EMERGENCY OPERATIONS CENTER

In the aftermath of natural and man-made disasters or other unusual occurrences, the Village of Menomonee Falls may establish an Emergency Operations Center (EOC) to provide a centralized unit responsible for overall strategy and plan development in resolving the crisis. It is from this Center that direction and control of Village personnel and resources originates. Personnel making up the EOC will generally be Command level staff of Village departments and, when appropriate, other agencies assisting in the operation and may include:

- A. Village Board President or designee.
- B. Village Manager - Emergency Management Director.
- C. Director of Protective Services/Fire/Police Chief.
- D. Assistant Fire Chief or designee.
- E. Assistant Police Chief or designee.
- F. Heads of other Village departments.
- G. Emergency Medical Services staff, head of schools or private entities.
- H. Waukesha County Emergency Management representative.
- I. Wisconsin Emergency Management (WEM) representative.
- J. Federal Emergency Management Agency (FEMA) representative.

DEPARTMENT DIRECTIVE: 5801.01

DATE: November 15, 2018

SUBJECT: Emergency Response Procedures

III. COMMAND POST

At the discretion of the Duty Supervisor or an officer of higher authority, a Command Post may be established and perform duties as described in General Order 2303-Incident Command and related Directives. It should be noted that the Command Post may be established in the field (Mobile Command Post DD 4304.05) or at MFPD, whichever provides the greatest advantage in resolving the problem. The Command Post will serve as a centralized location for the direction and control of all law enforcement functions and shall direct such activities toward the achievement of the following objectives:

- A. Gather accurate information regarding casualties and property damage for dissemination under General Order 6105-Press Relations as a method of rumor control. Appoint a Public Information Officer (PIO) and issue public announcements as required.
- B. Identify public hazards and take appropriate action to prevent further harm; to include traffic and crowd control, public warning as required.
- C. Provide security of affected areas and any public facilities being used as shelter, medical or detention facilities. This may include security perimeters and traffic control points.
- D. Procure and deploy equipment needed by field officers.
- E. Issue security passes to medical, security, rescue and clean-up personnel, if needed.
- F. Maintain liaison with other agencies involved in the operation, as well as the courts, District Attorney's Office and the Village Attorney's Office for consultation in legal matters.

IV. COMMUNICATIONS

A. Police Radio

Special consideration should be exercised when selecting radio channels for these types of incidents. An immediate need for a dedicated channel should be directed to A2 WKLEOPS5. As any event expands in size or requires other

DEPARTMENT DIRECTIVE: 5801.01

DATE: November 15, 2018

SUBJECT: Emergency Response Procedures

disciplines such as Fire or Public Works, channels may be utilized. Zone A-Z/Channel 1 should be used by the telecommunicators in communicating with field units maintaining normal police service. All Department radio equipment will be utilized, as well as compatible equipment from other law enforcement agencies assisting in the operation.

Guide to channel selection:

Menomonee Falls Specific Events: Area 5/MFPD channels (i.e., WKLEOPS5, MFPDTAC1, MFPDTAC2 and MFGTAC)

Law Enforcement Events: "LAW" channels (i.e., WKLAW 1-4, MCLAW 1-4)

Multi-Governmental Incidents: "GTAC" government tactical channels (i.e., MFGTAC, OAGTAC 1-12)

B. Cellular Phones

Cellular phones provide an alternative form of communication, especially when communication is limited to one other person or location. Lengthy conversations with specific persons or sites may be better handled through use of cellular phones. Cellular phones should be utilized as necessary to help minimize interference with emergency radio communications. The radio is a better alternative for sharing information to multiple locations simultaneously.

C. Mobile Data Computers

Mobile Data Computers (MDCs) provide another means of alternate communications. Utilizing a wireless communications network, MDCs provide relatively secure communications with groups of people or any single individual that is logged into the network. Because this network does not use voice communication, it is less easily intercepted by outside sources seeking to monitor police activities. As with the police radio, all communications are routinely and accurately recorded for future reference. These records are generally considered a "public record" for the purposes of disclosure under the State's open records law.

DEPARTMENT DIRECTIVE: 5801.01

DATE: November 15, 2018

SUBJECT: Emergency Response Procedures

V. MOBILIZATION PLAN

A. Emergency Response Levels

Incidents may be typed on the following five levels of complexity in order to make decisions about resource requirements.

Level 5: This incident can be handled with one or two single resources.

Level 4: The incident requires more than two single resources and other Village departments; Duty Commander is contacted only if needed.

Level 3: The incident exceeds four single resources and involves other Village departments. Complexity of the incident requires the Duty Commander to be notified. The incident may extend into multiple operational periods.

Level 2: This type of incident expands beyond the capabilities for local control and is expected to go into multiple operational periods. The circumstances may require the response of resources out of area. SMART/MABAS/Mutual Aid, to effectively manage the situation. A Command Post is established and the EOC may be activated; call-back or hold-over of less than ten (10) Department personnel may be considered.

Level 1: This type of incident is the most complex, extending into multiple operational periods, and will require County/State/Federal resources to safely and effectively manage the situation. A Command Post is established and the EOC is activated. All command and staff positions are activated, call-back or hold-over of more than ten (10) Department personnel; twelve (12)-hour shifts may be considered.

B. Additional Resources

The Duty Supervisor shall arrange for additional personnel and equipment to initially deal with circumstances under the ERP. Limited immediate assistance can be requested from neighboring departments through mutual aid. The Suburban Mutual Assistance Response Team (S.M.A.R.T.) should be utilized to summon additional officers per the S.M.A.R.T. guidelines and specifying the level of

DEPARTMENT DIRECTIVE: 5801.01

DATE: November 15, 2018

SUBJECT: Emergency Response Procedures

response required. When it appears a significant number of personnel are required or assistance will be necessary for an extended period of time, the Duty Supervisor shall call back sworn and non-sworn personnel as needed from the Emergency Call-back List. If the situation arises at the time of normal shift change, the Duty Supervisor may hold over the previous shift.

C. Assembly Area

1. The MFPD Roll Call Room shall be the primary assembly area for our Department personnel. Unless advised differently upon notification of an emergency operation, Department personnel shall report to the MFPD Roll Call Room as soon as reasonably possible for briefing, distribution of equipment and assignment.
2. When invoking a S.M.A.R.T. response, one of the four pre-designated staging areas should be utilized (Menomonee Falls High School, **Village of Menomonee Falls Department of Public Works facility**, Willowood Park or Village Hall/MFPD.)

D. Assignment and Deployment of Personnel

To efficiently make use of available personnel and their individual skills, the Incident Commander shall assign personnel to sections under the Incident Command System organization structure to perform specific activities and designate key personnel as responsible for specific duties. In an effort to maintain the chain of command, personnel should be advised as to their immediate supervisor. Transportation for personnel and equipment shall be by Department vehicles, by other Village department vehicles and, lastly, by private common carrier agencies when authorized by the Director of Protective Services/Chief of Police.

VI. DE-ESCALATION PROCEDURES AND POST-OCCURRENCE DUTIES

A. Natural and Technological Man-Made Disasters

As all emergency medical, rescue and clean-up personnel complete their duties, residents and property owners of the affected area may be allowed to return in a

DEPARTMENT DIRECTIVE: 5801.01

DATE: November 15, 2018

SUBJECT: Emergency Response Procedures

controlled manner. A high level of security shall be preserved by maintaining the inner perimeter and mobile and foot patrols in the area. As circumstances permit, personnel and equipment shall be removed from the area and at the direction of the Director of Protective Services/Chief of Police or designee, a normal level of police service shall resume.

B. Civil Disturbances

When leaders of a disturbance have been identified, crowds have dispersed, and emergency medical, rescue and clean-up personnel have completed their duties, a sufficient level of security shall be maintained to prevent a flare-up of the disturbance. This may be achieved by continued inner perimeter and mobile patrols. At the direction of the Director of Protective Services/Chief of Police or designee, a normal level of police service shall return to the area.

VII. MASS ARREST PROCEDURES

Although police personnel should actively seek alternatives to mass arrests, there may be incidents occurring under the ERP that make a large number of arrests necessary. The Department will, by necessity, arrange for an expeditious booking and transport procedure, as well as temporary holding facilities. As this process relates to the ERP, an Auxiliary Command Post will be established to oversee the process. The following are guidelines in managing the arrest and processing of a large number of people:

- A. Assure sufficient personnel are available through the Department's Emergency Call-back Plan or mutual aid.
- B. All prisoners shall be thoroughly searched and secured with handcuffs or flex cuffs behind the back.
- C. Upon arrest, prisoners will be brought to the Auxiliary Command Post as soon as practical.
 - 1. Personal information, charges, arresting officer, time and location of arrest should be documented.
 - 2. Evidence should be labeled and temporarily held **securely** until it can be transported to a more secure area.

DEPARTMENT DIRECTIVE: 5801.01

DATE: November 15, 2018

SUBJECT: Emergency Response Procedures

3. Prisoners should be transported from the Auxiliary Command Post to the designated booking and holding facility.
- D. Arrange for booking and detention of arrestees according to the following guidelines:
 1. Although MFPD will be the primary facility for the booking process, it is likely that accommodations will be insufficient.
 2. The Waukesha County Jail should be solicited to assist in the booking and detention of all or some of the arrestees. The Jail should be given at least a one-hour notice and provided estimates of the number of prisoners and the level of charges.
 3. Consideration should be given to the use of jails in surrounding counties to assist in the process.
 4. When circumstances do not permit the use of jail facilities, an alternate mass arrest processing facility may be ordered by the Director of Protective Service/Chief of Police or designee.
 - a. Village school buildings or other public facilities may be considered.
 - b. The facility should provide sufficient holding areas for non-violent defendants, and allow for separation of juveniles, males and females.
 - c. It should contain an area for booking and photographs.
 - d. Working water and sanitation facilities shall be provided.
 - e. Emergency medical personnel shall be available to respond to health matters warranting attention.
 - f. Adequate staffing shall be maintained to assure security at the holding facility.
 5. When a temporary holding facility is to be utilized for an extended period of time, the basic necessities, as well as procedural rights, must be afforded those in custody.

DEPARTMENT DIRECTIVE: 5801.01

DATE: November 15, 2018

SUBJECT: Emergency Response Procedures

- a. Arrangements shall be made for the provision of food and water.
 - b. The EOC shall maintain liaison with the District Attorney's Office, the Village Attorney's Office and the Municipal and Circuit Courts. Consideration should be given to moving the court to the temporary holding facility to expedite court proceedings.
 - c. After consultation with the District Attorney's Office, and if it is deemed necessary, prisoners should be allowed to contact and meet with defense counsel.
- E. The Department shall arrange for transportation of arrestees from the Auxiliary Command Post to the designated booking and detention facility according to the following guidelines:
 1. Prisoners should be transported using Department vehicles and vehicles of other law enforcement agencies.
 2. If additional transportation is required, a command officer or (in his absence) the Duty Supervisor may authorize the use of private mass transportation (i.e., Johnson Bus Company, Safeway Bus Company). The vehicles shall be operated by appropriately licensed Department personnel (see Special Skills of MFPD Personnel) to the extent possible and by operators assigned by the company. No less than two officers shall be assigned to security duties on each bus.
- F. The processing of juvenile offenders shall be done as under normal conditions.
 1. Alternatives to arrest shall be considered.
 2. Release to a parent or guardian if the violation involves a Village ordinance or a misdemeanor. A juvenile intake worker should be contacted in felony cases.
 3. Juveniles shall be held in an area separate from adults.

DEPARTMENT DIRECTIVE: 5801.01

DATE: November 15, 2018

SUBJECT: Emergency Response Procedures


Anna M. Ruzinski
Chief of Police

Retention:	Permanent
Distribution:	All Police personnel
Supersedes:	DD 5801.01 (09/09/2015
Review Date:	09/2021
WILEAG:	1.4.2, 7.3.13, 13.1.1, 13.2.1,