

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 246-P

REFERENCE STANDARDS: 46.1.2 46.1.10 46.2.1 46.2.4 46.2.5 46.2.6
46.2.7

SUBJECT: Special Operations

PURPOSE: To establish procedures for special operations activities that may be needed in advance of, or in combination with, implementation of the Emergency Operations Plan and/or Directive 248-P (Incident Command System).

POLICY: When confronted with situations outside the normal routine of law enforcement, the department will follow special operations guidelines, and may deploy those specially trained and will implement special policies and procedures.

I. MASS ARRESTS SITUATIONS

A mass arrest situation exists when a number of persons to be arrested in a single incident exceed the department's ability to perform normal arrest, booking, and reporting procedures. The following procedures shall be followed:

A. Control of the Scene

1. In situations of substantial magnitude, the on-duty supervisor shall respond to the scene to assess and direct the operation until relieved by higher authority.
 - a. Mutual aid shall be requested, if warranted, and appropriate notifications made to include, at a minimum:
 - 1) The Patrol Lieutenant;
 - 2) Deputy Chief of Operations; and
 - 3) The Chief of Police.
2. The shift supervisor will direct the safety and security of the officers that are already on the scene.
 - a. If practical, officers will be paired together at all times. If the situation dictates, the supervisor may assign officers to larger teams. Each of the teams will be given assignments that may include but are not limited to:
 - 1) Maintaining law and order,
 - 2) Protection of property,
 - 3) Providing security for the staging area and command post,

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- 4) Control of traffic in and out of the area where the incident is occurring,
 - 5) The arrest of person(s) when deemed necessary,
 - 6) Evidence collection and property control.
3. In all cases, all personnel on the scene will adhere to the policies and procedures of the Hanover Park Police Department.

B. Persons Taken into Custody

1. Persons who are taken into custody in mass arrest situations will be transported to the Hanover Park Police Department or other holding facility by members of the Hanover Park Police Department whenever possible.
 - a. Outside agencies that have responded can be utilized for transportation assignments if warranted.
2. Security for these transports will be the responsibility of the Hanover Park Police Department.
3. Guidelines established in DIR 575-S, Holding Facility, pertaining to Mass Arrest, Section XXX, shall be adhered to for all booking, processing and confinement operations.
4. In the event both juvenile offenders and adult offenders are arrested together and it is not possible to separate the two during processing, arrangements will be made by the supervisor to have the juveniles transported to another facility to be processed and detained.
5. For those offenses for which a bond has been set by either a judge or by state statute normal bonding procedures will be followed.
6. Any prisoner held in the Holding Facility has the right to consult privately with an attorney pursuant to Illinois Compiled Statutes 725 ILCS 5/103-4.
 - a. Exceptions may be made in situations where the prisoner poses an imminent danger of escape.
7. If contact is necessary with the State's Attorneys Office, the supervisor will immediately contact the Felony Review Unit for the county in which the incident occurred.
8. The supervisor on duty will be responsible for ensuring that arrangements are made for briefing the news media and providing timely and accurate information on the situation accordance with existing DIR 582-S.

9. All subjects taken into custody in a mass arrest will be properly identified as soon as possible. The arrestee's possessions, to include identification will be inventoried as specified in DIR 575-S.

C. Care and Handling of Arrestees

1. At all times arrestees will be given proper food, water and sanitation facilities. If necessary, additional meals can be catered to the holding facility as well as portable sanitary facilities as required.
2. In the event that an arrestee is in need of medical attention, the arrestee will be treated at the Hanover Park Police Department by paramedics from the Hanover Park Fire Department. If there are a large number of arrestees who are in need of medical attention, arrangements will be made with the Fire Department to set up a trauma assessment area.

II. HOSTAGE NEGOTIATIONS/BARRICADED SUBJECT

- A. In hostage/barricaded person situations it shall be the policy of this Department to conduct a coordinated response to enhance the prospects of a peaceful resolution. To assist the officer in the decision-making process safety priorities shall be followed. Involved officers must recognize that they do not control the suspect; but they do control their own actions and should focus their initial effort on avoiding unnecessary suspect confrontation, absent a compelling reason to do otherwise. This coordinated response should include containment, negotiations, tactical responses, and in hostage situations, every reasonable effort to effect the safe release of the hostages will be made.

B. Definitions

1. Hostage – A hostage is a victim, held against his/her will by the threat of, or actual use of force. No distinction should be made as to how or why the victim was taken hostage
2. Barricaded Person – Any individual in a stronghold position who is reasonably believed to be a threat to commit serious physical injury or death to themselves, officers, or others in the community.
3. Incident Commander – Chief of Police or his designee with ultimate supervisory responsibility for the operation in progress.
4. CRT - Crisis Resolution Team
5. N.I.P.A.S. – Northern Illinois Police Alarm System

C. Procedure

1. Patrol Officer Duties

- a. Patrol officers confronting hostage/barricaded person incidents shall not initiate tactical actions other than those necessary to protect the lives and safety of others. Officers shall then:
 - 1) Notify a patrol supervisor of the incident and circumstances.
 - 2) Contain and isolate the incident scene to as small an area as is safe and practical by establishing inner perimeter containment. As time and resources permit, outer perimeter containment should be established to control pedestrian and vehicular traffic into the area.
 - 3) **EXCEPTION:** In the event of an in-progress violent situation, officers should take appropriate and immediate action to stop the suspect from any further assault behavior.
 - 4) Evacuate injured persons or those in immediate danger as soon as possible.
 - 5) Evacuation of affected residents and businesses within sight and range of the suspect should be accomplished as soon as practical. These persons should be moved to a point beyond the outer perimeter.

2. Patrol Supervisor

- a. The ranking officer on scene shall be in command until relieved by a higher authority. The Patrol Supervisor shall:
 - 1) Select an initial command post site (considering location, accessibility, and safety) and safe approach route for all responding officers.
 - 2) Select an initial staging area, near the command post, for amassing responding personnel and equipment.
 - 3) Ensure that N.I.P.A.S. Emergency Services Team (EST) has been notified along with the Chief of Police, Deputy Chief of Operations, Deputy Chief of Support Services, and the CRT Commander, if necessary.
 - 4) Ensure that evacuation to include injured parties, traffic, and crowd control responsibilities are established.
 - 5) Make provisions for recording personnel assignments and developing a chronological record of events at the command post.
 - 6) Ensure that Fire, Rescue, Ambulance, Red Cross, etc. services is available at the staging area, if appropriate.
 - 7) If appropriate, establish a restricted area for media relations beyond the outer perimeter. The procedure for working with the news media shall be in accordance with DIR 582-S Public Information.

3. Incident Commander

- a. The highest-ranking officer at the scene shall assume the role of Incident Commander and will do the following:
 - 1) Coordinate and direct the activities involved in the situation.
 - 2) Maintain communications with all operational components involved.
 - 3) Ensure that further notifications in the Chain of Command are made.

- 4) At the resolution of such incident, ensure that a thorough preliminary investigation is conducted.
 - 5) Ensure that an incident debriefing is conducted and After Action Report is completed.
 - 6) Establish appropriate communication with all other agencies involved with the incident.
4. Crisis Resolution Team Commander
 - a. Evaluate the situation to determine CRT staffing and equipment needs, ensure their deployment, and assume perimeter containment.
 - b. Coordinate police observer deployment, if necessary.
 - c. Establish tactical operation center, if necessary.
 - d. Maintain contact with the Incident Commander.
 - e. Contingency plan for suspect's options, including surveillance and control of travel routes.
 - f. Coordinate the establishment of video and audio surveillance equipment.
5. Deputy Commander CRT
 - a. Assist the CRT Commander in assessing the situation and assume the role of CRT Commander in his/her absence.
6. Use of Force
 - a. The level of force used by officers will be consistent with Department policy and State Statute.
7. Hostage Situations
 - a. During a hostage situation, the jeopardy to the hostage is continuous and uninterrupted until they are released. The hostage(s) should never be considered safe until authorities secure them. Although tensions may rise and fall, it is only an indicator of the temporary status of the hostage.
 - b. Because the victim is in constant danger while being held hostage, the Hanover Park Police Department will make every attempt to secure the hostage(s) release at the earliest opportunity.
 - 1) It may become necessary to rescue the hostage at the expense of the hostage taker.
 - 2) If a hostage rescue is necessary, the primary mission will be to rescue the hostage(s). All other missions, i.e. arrest, securing evidence, etc., are subordinate.
 - 3) Once released and hostages are in police custody, an officer will be assigned to maintain direct control over them until they have been debriefed. They will then be removed from the area by a police escort and released to a responsible party (family member, clergy, social services, support groups, etc.)

8. Crisis Negotiation Team

- a. The primary function of the Crisis Negotiations will be provided by N.I.P.A.S. However in the event that our department does establish a Crisis Negotiations Team, their functions shall include, but not be limited to:
 - 1). provide certain logistical functions at the scene of hostage/barricaded subject situations.
 - 2) Operational support to the command post.
 - 3) Facilitate and perform bargaining and communication negotiations with the offenders.
 - 4) The team shall act under direct supervision of the Deputy Commander of the CRT or designee.
- b. The team shall consist of a minimum of two (2) members:
 - 1) Negotiator
 - 2) Coach/Recorder
 - 3) Others as assigned
- c. The criteria to be a Crisis Negotiator will be: (46.2.4)
 - 1) Volunteers of the rank of Sergeant or below;
 - 2) Minimum of five (5) years police experience;
 - 3) Successfully complete all assigned training;
 - 4) Display the following skills:
 - a) ability to respond well under pressure in changing situations;
 - b) ability to work well with other members;
 - c) be an active listener;
 - d) be patient and withstand long periods of waiting;
 - e) ability to exercise extreme levels of good judgment under situations of stress;
 - f) be emotionally mature, with capacity to absorb verbal abuse without reacting negatively;
 - g) ability to conceal and control emotions;
 - h) be recommended for the position by the CRT Deputy Commander.

9. Request for Mutual Aid (46.1.10b)

- a. A request for assistance shall be made if the Incident Commander determines that the situation has escalated beyond the agency's resources and further assistance is warranted.
 - 1) ILEAS can be activated for extra manpower or traffic control
 - 2). The Illinois State Police Tactical Response Team can also be notified.
- b. The N.I.P.A.S. Incident Commander will meet with the department Incident Commander and coordinate efforts to deal with the incident.

10. Debriefing

- a. A debriefing meeting of all involved officers, supervisors and the Incident Commander will occur immediately following this incident.
- b. The Incident Commander will be responsible for establishing and conducting this debriefing.

11. After Action Reports

- a. Formal reporting of the incident will be the responsibility of the primary assigned officer as delegated by the Incident Commander.
- b. All officers having individual knowledge of pertinent facts will complete supplemental reports. Guidelines for Use of Force reports apply.
- c. The CRT commander will complete a CRT after action report.

III. BOMB THREAT AND BOMB DISPOSAL

A. Reception Of Bomb Threats

1. Central Dispatch Center

- a. The original point for bomb threats, either from a victim or the actual offender, will most often be communicated via DuComm central dispatch center.
- b. DuComm telecommunications shall respond to these complaints in accordance with standard operating procedures specified in their manual.

2. Police Department

- a. If a bomb threat is made to the Police Department, via the administrative telephone line, the person receiving the call shall attempt to get as much information as possible before transferring the call to DuComm.
- b. The information received shall be immediately relayed to DuComm for dispatch to police units.

B. Initial Response

1. Dispatch shall notify the following:

- a. Shift Supervisor;
- b. Patrol Unit;
- c. Fire Department.

2. Assigned Patrol Unit

- a. Shall notify the person in charge or control of the building of the bomb threat;
- b. Shall gather additional information if the threat was made directly to the facility.

3. Shift Supervisor

- a. Will make preliminary assessment of the circumstances;
- b. Will contact the Chief of Police, Deputy Chief of Operations and the Patrol Lieutenant;
- c. Will establish a command post;
- d. Will assist and advise the building occupant regarding evacuation;
- e. Will coordinate building searches.

C. Evacuation Procedures

1. Evacuation is not necessary for all bomb threats.
2. The person responsible for the building/facility shall make the final decision regarding evacuation.
3. The shift supervisor may advise and make a recommendation for evacuation based upon evaluation of the following:
 - a. Type of device;
 - b. Location;
 - c. Degree of details provided;
 - d. Time considerations;
 - e. Operation of the target facility.

D. Security Perimeter

1. In the event that a bomb threat warrants the evacuation of a building or facility, steps should be taken by the shift supervisor to establish a security perimeter.
2. All evacuees, as well as the command post, shall be located beyond the limits of the security perimeter.
3. Guidelines for the security perimeter:
 - a. Should be a minimum of 300 feet from the building/facility;
 - b. Additional distance should be added if the facility contains any propane bottles, natural gas lines, toxic material or any other volatile material.

E. Building Search Procedures

1. Building searches should not be undertaken when there is a clear and present danger that there is a risk to searching personnel.
2. The Hanover Park Police Department will not participate in any search of a building/facility until at least thirty (30) minutes have elapsed from the specified time for the detonation. If no time was given, a buffer time of at least sixty (60) minutes will be given from the time the call is first received.
3. Building searches should be conducted by teams of two people who are familiar with the facility being searched. It will be acceptable for a Hanover Park Police Officer to be the second person of a search team.
4. When a member of the Hanover Park Police Department is involved in the search of a building/facility, the following procedure will be adhered to:
 - a. The search progression shall be as follows:

- 1) building/facility exterior;
- 2) public access areas, such as lobbies, restrooms, waiting areas, etc.;
- 3) limited access areas, such as basements, roofs and storage areas.
- b. External area searches must cover all feasible areas where a device may be planted.
 - 1) they must be done systematically;
 - 2) special consideration shall be given to:
 - a) window ledges;
 - b) garbage cans;
 - c) bushes;
 - d) automobiles;
 - e) flower arrangements;
 - f) air conditioner units.
- c. Interior searches are conducted from the lowest level of the facility to the highest and from common access areas to more restricted access areas. The following should be searched in progressive order:
 - 1) public access areas;
 - 2) offices with public access;
 - 3) general office areas;
 - 4) storage areas;
 - 5) areas of restricted public access.
- d. Room searches shall be conducted as follows:
 - 1) Do not turn on/off the lights; use a flashlight if needed.
 - 2) Upon entry into a room, stop, look and listen for any unusual sounds or items.
 - 3) Divide the room into four levels as follows:
 - a) Level 1 - Waist To Floor - search items such as desks, chairs, garbage cans;
 - b) Level 2 - Waist To Top Of Head - search items such as filing cabinets and tabletops;
 - c) Level 3 - Head To Ceiling - search picture frames, shelves, cupboards, windows and vents.
 - d) Level 4 - Beyond The Ceiling - search all vents, pipes, and ceiling supports beyond the ceiling.
- e. In the event that a device or suspicious item is actually located, the following measures shall be taken:
 - 1) Do not touch the device under any circumstances.
 - 2) If evacuation is not already accomplished, do so immediately.
 - 3) Discontinue the search and immediately leave the building/facility.
 - 4) Make a mental note of the precise location of the suspected device.
 - 5) Contact the DuPage or Cook County Bomb Disposal Unit.

F. Coordination With The Fire Department

1. DuComm will notify the Fire Department of all bomb threats being responded to by the Police Department.

2. The Fire Department will respond to the scene and stand by at a safe distance.
3. A medical team and ambulance should be at the scene whenever a decision is made to search the building/facility.
4. A Fire Department command officer will locate at the police command post to insure effective and efficient coordination and information flow.

G. After Action Procedures (Post)

1. After a device has been rendered safe or has detonated, the area shall be sealed and considered to be a warranted crime scene.
2. The scene will be processed by Evidence Technicians and the Investigation Bureau shall further investigate the matter.
3. The Investigations supervisor and on-call investigator will be notified.
4. The scene commander or designee shall fill out an Incident Report and forward it to the F.B.I. Bomb Data Center in Washington, D.C.

H. Communication Procedures

1. The Police Department command post shall serve as the primary center for all communications regarding the incident.
2. Radio transmissions should not be made within 300 feet of the affected area.
 - a. The following methods of communication shall be used between search teams:
 - 1) Runners;
 - 2) Whistles;
 - 3) Hand and arm signals.
3. Hard line telephones should be used whenever possible at the command post. The mobile phone may be used if the distance requirement of 300 feet is met.

IV. MISCELLANEOUS SPECIAL OPERATIONS SITUATIONS

A. Other Unusual Occurrences

1. Efforts and resources of the department and its personnel should be coordinated so as to assure efficient and effective police services.

- a. Any officer or supervisor in charge of a special detail will make sure that other components of the department are apprised of relevant information pertaining to that detail.
 - b. The coordination may take the form of:
 - 1) distribution of operational plans to all supervisors and watch commanders;
 - 2) briefing the shift supervisor of any special detail that may take place during their tour of duty.
2. The allocation of department personnel for any decoy operation, undercover surveillance/stakeout, V.I.P. protection detail, or special event is under the direction of the Deputy Chief of Operations or designee.
3. Until relieved by a higher authority, the ranking officer on the scene of any disaster, civil disorder, or civil defense emergency is responsible for the following actions as may be appropriate:
 - a. selection of a preliminary command post;
 - b. summoning of emergency medical treatment for any injured personnel;
 - c. summoning of Fire Department personnel and other public resources;
 - d. notification of the Chief of Police (ESDA Coordinator), Deputy Chief of Operations and Deputy Chief of Support Services;
 - e. coordination and deployment of responding mutual aid personnel;
 - f. initiation and coordination of evacuation measures;
 - g. notification of the Patrol Lieutenant.
4. When adequate time allows for preparation for a special event, the Deputy Chief of Operations or designee will prepare and distribute a written plan of operation, outlining at a minimum: (46.2.7)
 - a. Designation of a single person or position as supervisor and coordinator of the event.
 - b. Ingress and egress of vehicles and pedestrians.
 - c. Parking space.
 - d. Spectator control.
 - e. Public transportation.
 - f. Relief of personnel assigned.
 - g. News media relations.
 - h. Alternate traffic routes.
 - i. Temporary traffic controls and parking prohibitions
 - j. Emergency vehicle access.
 - k. Use of special operations personnel.
 - l. Other logistical requirements.
 - m. Coordination inside and outside the agency.
5. At the conclusion of any special event, disaster, civil disorder, etc., the scene commander shall:
 - a. coordinate the preparation of official written police reports as may be necessary;

- b. prepare a written report, directed to the Chief of Police, describing the following:
 - 1) estimates of crowd size;
 - 2) traffic and crowd control measures;
 - 3) unusual crime problems encountered;
 - 4) outside assistance provided;
 - 5) equipment used;
 - 6) basic costs;
 - 7) recommendations for future events.

V. SEARCH AND RESCUE MISSION (46.2.5)

- A. The on-duty patrol supervisor shall determine the scope and magnitude of any search operation. Based upon the circumstances, the supervisor shall take into consideration, at a minimum, the following:
 - 1. Threat to the general public
 - 2. Urgency of the search
 - 3. Weather conditions
 - 4. Availability of department personnel, including the canine team.
- B. The on-duty supervisor shall determine if additional personnel are needed and make the appropriate requests.
 - 1. If outside agencies respond, the appropriate documentation shall be recorded and notifications made.
- C. Rescue operations, i.e.: water, confined spaces, rooftops, shall be the responsibility of the Fire Department.
 - 1. The on-duty patrol supervisor shall coordinate all efforts through the shift supervisor designated by the Fire Department.

VI. SECURITY OF VIPs (46.2.6)

- A. The Deputy Chief of Operations or his designee, shall be responsible for the coordination and supervision regarding any details for the security of any designated VIP.
- B. The assigned supervisor of the event shall be responsible for construction of a security plan that will include, at a minimum:

1. Equipment requirements to include:
 - a. Specialized vehicles,
 - b. Additional body armory for assigned personnel and the VIP, and
 - c. Weapons for sworn personnel.
 2. Instructions for planning and surveying the travel routes as well as alternative routes.
 3. Advanced inspection for gathering intelligence information.
 4. Coordinating the operation within the department and with outside agencies.
 5. Coordinating emergency medical treatment with the fire department.
 6. Coordinating communications with DuComm communications.
 7. Preparing and issuing appropriate identification material for all personnel involved.
- C. Upon completion of the security detail, the assigned supervisor will prepare an after action report and forward it to the Deputy Chief of Operations and the Chief of Police.

VII. COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

- A. The Community Emergency Response Team (CERT) is comprised of trained volunteers who assist emergency responders within the Village in the event of a major emergency or disaster. CERT is activated and directed by the Emergency Management Agency Coordinator, who is the Hanover Park Chief of Police. In the absence of the Chief, both Deputy Chiefs have the authority to activate the team.
- B. In the event CERT activation is needed, the incident commander or other police supervisor will contact the Chief of Police, or in the Chief's absence, a Deputy Chief, and make the request. If the Chief or Deputy Chief order CERT activation, the following procedure will be followed:
1. The Chief or Deputy Chief issuing the order shall inform on-duty records personnel to notify the CERT Director with the following information:
 - a. CERT is being activated in response to a major emergency or disaster.
 - b. The designated staging area where CERT members are to respond.
 - c. The identity of who is activating CERT and where they can be reached via telephone.
 2. In the event the CERT Director cannot be contacted, a telephone message will be left at the number called, if possible, with the following information:

- a. The dated and time of the message.
 - b. CERT is being activated in response to a major emergency or disaster.
 - c. A request to contact the Police Department at the non-emergency reception desk phone number.
3. In the event the CERT Director is not contacted, the Deputy CERT Director shall be notified of the activation of CERT as described in VI. B. 1. above.
4. In the event the Deputy CERT Director cannot be contacted immediately, a phone message will be left, if possible, as described in VI. B. 2. above.
5. All notifications, successful or unsuccessful, will be document on an Emergency Callout Report for Non-Police Services Form. A copy of the approved report will be forwarded to the Chief of Police and both Deputy Chiefs.
- C. Contact information for the CERT Director and Deputy CERT Director shall be maintained in the Emergency Notification binder located in the Radio Room. A listing of the CERT staging areas will also be maintained with the CERT Director and Deputy CERT Director information.
- D. Any change in contact information for the CERT Director or Deputy CERT Director will be provided to the Chief of Police, who will ensure the corrections are made in the Emergency Notification binder.
- E. In the event phone calls are received at the police department from CERT members requesting additional information regarding the callout, they will be informed that no additional information is available, and be directed to the CERT Director or Deputy CERT Director for additional information.