

# WINTER HAVEN POLICE DEPARTMENT

## GENERAL ORDER 46.1

### UNUSUAL OCCURRENCES

**ACCREDITATION STANDARDS:** CALEA – 46.1.1, 46.1.2, 46.1.3, 46.1.4, 46.1.5, 46.1.6  
CFA –17.01

**EFFECTIVE DATE:** January 17, 1996

**RESCINDS:** G.O. 46.1 February 5, 2018 and all applicable Amended/Temporary Orders prior to February 4, 2019

**LAST REVISED DATE:** February 4, 2019

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#### **POLICY**

It shall be the policy of the Winter Haven Police Department to establish a comprehensive emergency management response plan with the primary objective of minimizing the loss of life and property within the geographical boundaries of the City of Winter Haven. This primary objective shall be accomplished by implementation and execution of the Department's Critical Incident Response Manual (CIRM) during the Department's response to natural and/or man-made disasters, civil disturbances, critical incidents, mass arrests, and other unusual incidents.

#### **PURPOSE**

The purpose of this General Order is to develop a comprehensive emergency management response plan and operational responses to civil disturbances, mass arrests, critical incidents, natural and/or man-made disasters, and other unusual incidents.

#### **SCOPE**

This General Order shall apply to all Department members.

## **DISCUSSION**

Thorough planning is a fundamental requirement in responding to natural and/or man-made disasters, civil disturbances, critical incidents, mass arrests, and unusual incidents. Therefore, it is vital for the Department to establish a comprehensive emergency management response plan during times of natural and/or man-made disasters, civil disturbances, critical incidents, mass arrests, and other unusual incidents. Proper implementation and execution of these plans shall assist in minimizing the loss of life and property.

## **PROCEDURE**

### **I. Administration**

- A.** Florida State Statutes 252 and 870 govern emergency management and civil disturbance issues within the State of Florida.
- B.** The Chief of Police retains responsibility for planning, organizing and directing all law enforcement activity during an emergency occurring within the city limits.  
(CALEA 46.1.1) (CFA 17.01)
- C.** The Department shall complete a Critical Incident Response Manual (CIRM) and shall have provisions for the following:
  - 1.** Communications; (CALEA 46.1.6a)
  - 2.** Situation maps; (CFA 20.01c)
  - 3.** Field command post; (CALEA 46.1.3b, 46.1.4c)
  - 4.** Chain of command (to include other agencies); (CALEA 46.1.2)
  - 5.** Casualty information;
  - 6.** Community relations; (CALEA 46.1.3f)
  - 7.** Public information; (CALEA 46.1.3f)
  - 8.** Rumor control;
  - 9.** Other agency support and liaison; (CALEA 46.1.3c)
  - 10.** Military support;
  - 11.** Martial law;
  - 12.** Public facility security;
  - 13.** Traffic control; (CALEA 46.1.4e)
  - 14.** Equipment availability; (CALEA 46.1.6e)
  - 15.** Transportation; (CALEA 46.1.4d)

16. De-escalation procedures;
  17. Court and prosecutorial liaison;
  18. Legal authority;
  19. Post occurrence (aftermath) duties; and (CALEA 46.1.4f, 46.1.5c)
  20. After action reports. (CALEA 46.1.3h)
- D.** The Chief of Police shall be responsible for the overall planning and execution of the Department's response to critical incidents/unusual incidents in accordance with the Department's CIRM, with all affected agencies, to include the City of Winter Haven and Polk County Emergency Management personnel.  
(CALEA 46.1.3) (CFA 17.01 b, c)
1. The Deputy Chief shall be the principal planner and advisor on critical incidents to the Chief of Police. (CALEA 46.1.1)
- E.** The Support Services Bureau in conjunction with Accreditation shall publish the CIRM, which shall describe all operational protocols and procedures required for implementation and execution of the CIRM. The CIRM shall include, but not be limited to: Incident Command System (ICS) structure, ICS protocols, the Emergency Mobilization Plan, operational orders, forms, checklists, member and equipment resources, command post needs, external resources, available communications, security and safety measures, intelligence matters, media relations, and on-site operations. (CALEA 46.1.3a, b, c, d, e, f, g) (CFA 17.01c)
- F.** The Accreditation Administrator shall ensure a documented annual review of the CIRM is completed and updated as needed. The review will be completed by the Uniform Services, Support Services, and Tactical Operations Commanders.
- G.** The Accreditation Administrator shall distribute the CIRM as follows:
1. An electronic version shall be made available to sworn members and designated civilian support personnel via PowerDMS.
- H.** The Department shall provide printed and electronic situation maps which shall be available for use in plotting operational commitments during Department response to critical incidents/unusual incidents. The maps should be of a scale small enough to permit ease in plotting logistical installations, high priority protective areas, staffing commitment, command post, and similar items of interest.  
(CALEA 46.1.2, 46.1.5a)
- I.** The bureau commanders shall ensure that all specialized equipment described in the CIRM, and designated for use during critical incidents/unusual incidents, is inspected for operational readiness through quarterly inspections and documented in the prescribed manner.
- J.** Polk County Sheriff Office Telecommunications Section maintains a current resource directory of all Department members, to include local, state, and federal agencies who may be contacted in case of an agency response to a critical incident/unusual incident in conjunction with the Department's EMP. (CALEA 46.1.2, 46.1.3c)

- K. When there is a reasonable expectation of an Department critical incident response to a natural or man-made disaster/critical incident, and it appears the emergency American Red Cross shelters will be open, or an evacuation of City residents from any geographical area of the City is going to occur, members shall be placed on standby status in accordance with the City of Winter Haven's Comprehensive Emergency Management Plan (CEMP) and the Department's EMP.
- L. Polk County Emergency Management provides fire and emergency medical services support. The level of response for Emergency Medical Services (EMS) and Polk County Fire Services is determined through Polk County Emergency Management.

## **II. Emergency Mobilization Plan (EMP)**

- A. The CIRM shall incorporate the EMP, which shall include the following:
  - 1. Communications; (CALEA 46.1.6a)
  - 2. Alert stages;
  - 3. Primary and alternate assembly areas;
  - 4. Equipment distribution; (CALEA 46.1.6e)
  - 5. Special task force activation; (CALEA 46.1.6e)
  - 6. Key personnel designations;
  - 7. Coordination with emergency management personnel;
  - 8. Transportation requirements; (CALEA 46.1.6b)
  - 9. Management control measures;
  - 10. Rehearsals; and
  - 11. Facility security

## **III. Incident Command System Structure**

- A. The Department's CIRM shall include all necessary protocols for establishing an ICS structure, in accordance with General Order 46.7. The Department shall follow an incident command system structure as follows: (CALEA 46.1.3)
  - 1. System activation criteria; (CALEA 46.1.3a) (CFA 17.01a)
  - 2. Command protocol; (CFA 17.01b)
  - 3. Written plans and procedures utilized; (CFA 17.01c)
  - 4. Training of affected agency personnel (e.g. supervisors, ERT supervisors, ERT members); (CALEA 46.1.9) (CFA 17.01d)

5. Documented after-action report; (CALEA 46.1.3h) (CFA 17.01e)
6. Documented annual training exercise; and (CALEA 46.1.9) (CFA 17.01f)

#### **IV. Mass Arrests**

- A. The Department's CIRM shall include mass-arrest procedures for carrying out the following: (CALEA 46.1.4d)
  1. Arrest/processing/confinement procedures (to include booking); (CALEA 46.1.4d)
  2. Juvenile offenders;
  3. Transportation; (CALEA 46.1.4d)
  4. Detention facilities; (CALEA 46.1.4d)
  5. Evidence collection;
  6. Security; (CALEA 46.1.4c)
  7. Identification;
  8. Interagency agreements;
  9. Defense counsel visits;
  10. Court and prosecutorial liaison;
  11. Media relations/public information;
  12. Food, water and sanitation; and
  13. Medical treatment. (CALEA 46.1.6c)

#### **V. General Operational Guidelines**

- A. Situational assessment of the incident by the first responder shall be conducted and proper notifications made as to the nature and type of event.
- B. In accordance with the Department's EMP, the supervisor shall determine the appropriate level and type response required.
- C. The Uniform Services Bureau Commander shall ensure appropriate security level procedures have been implemented, in accordance with the security level checklist contained in the CIRM.
- D. The designated Incident Commander shall implement the ICS, in accordance with General Order 46.7 and the Department CIRM.

- E. The Support Services Commander or their designee shall be responsible for coordinating with Polk County Emergency Management.
- F. The Support Services Commander or their designee shall be responsible for all specialty vehicles and shall ensure all specialty vehicles are in a state of operational readiness.
- G. When these incidents involve criminal acts, the Investigative Bureau Commander shall be responsibility for the investigative branch within the Operation Section of the ICS.

## **VI. Civil Disturbance Incident**

- A. The on-duty supervisor shall immediately notify the Tactical Operations Commander and brief them on the incident.
- B. The on-duty supervisor shall organize their members into a mobile field force, as outlined in the CIRM.
- C. The Tactical Operations Commander shall determine any additional level of mobilization, as needed, and respond to the incident to assume the duties of Incident Commander.
- D. The Incident Commander shall have a member of the Investigative Services Bureau assigned to the Command Post for coordination of criminal information pertaining to the incident.
- E. The Support Services Bureau Commander or their designee shall ensure that all members are provided PPE for use by all first responders. The equipment shall include gas masks with OC/CS filter and protective helmet. Shields shall be available and issued by the on-duty supervisor or designee. (CALEA 46.1.6d)
- F. All bureau commanders shall ensure the operational readiness of all assigned mobile field force equipment on a monthly basis.
- G. The Training Officer shall ensure that a minimum of four hours of training for mobile field force is provided bi-annually. (CALEA 46.1.9)
- H. Mutual Aid Responses: (CALEA 46.1.3d)
  - 1. Upon receipt of any local request for assistance, the CIC, or the Telecommunications Section shall notify the on-duty supervisor, who shall contact the on-call command staff officer and the Tactical Operations Commander.
  - 2. On any out-of-county requests for assistance, the Tactical Operations Commander shall be notified immediately. The Tactical Operations Commander shall assess the request and notify the Chief of Police, who shall authorize the appropriate response.

## **VII. Hurricane Preparedness**

- A. When the City is at risk of being affected by a hurricane, the hurricane preparedness shall be implemented.

- B. Emergency Standby Status:** All members shall be placed on standby to respond should the need arise. All scheduled leave time shall be subject to cancellation based on landfall projections, as they are received. Decisions on canceling leave time shall be made as the projected track for the hurricane is more apparent.
- C. Sworn/Certified Members:** After the hurricane clears, if a member is unable to contact their supervisor or assigned bureau commander via telephone or radio communications, the member shall report to the Police Department for assignment.

#### **VIII. Natural Disaster and Other Unusual Incidents**

- A.** The Department's Disaster Response Plan, as outlined in the CIRM, shall be implemented.
- B.** The on-duty supervisor shall assess the nature of the incident and the area(s) impacted. This information shall be relayed to the Uniform Services Bureau Commander or the on-call command staff officer, who shall determine the need for additional resources.
- C.** The on-duty supervisor shall ensure the completion of the natural disaster checklist, as outlined in the CIRM, and shall implement an ICS, as outlined in General Order 46.7.
- D.** The Uniform Services Bureau Commander or the on-call command staff officer shall respond and assume the role of Incident Commander.

#### **IX. Request for Military Assistance: (CALEA 46.1.3d)**

- A.** During a peacetime emergency where public or private resources are not adequate to ensure the safety and economic well-being of persons in an affected area, the use of military resources can be requested. These requests shall be made to the Governor, by the Polk County Director of Public Safety.
- B.** Military response is limited to supporting civil authorities and is not intended to be a substitute for civilian law enforcement.
- C.** Military support forces may be authorized to assist civil authorities on a request basis.
- D.** Requests for military support shall be made to the Governor and the Commanding General, Florida Area Command.
  - 1.** The Florida National Guard is activated by approval of the Governor through an Executive Order. National Guard forces are deployed on a mission-by-mission basis and used for defensive activities. National Guard members are to be accompanied by representatives of state law enforcement agencies while inside an affected area. If used outside an affected area, the National Guard shall be assigned a local law enforcement representative, who shall be in communication with the command center to ensure coordination of the function.
  - 2.** The National Guard must maintain its integrity at all times. Individual units, consisting of specific numbers of members and equipment, are not to be separated.

#### **X. Definitions**

- A. *Critical Incident* – Any natural or man-made disaster, act of terror, weapons of mass destruction (WMD), civil disturbance, or any occurrence of an unusual or severe nature which threatens to cause or causes the loss of life or injury to citizens and/or severe damage to property and requires extraordinary measures to protect lives, meet human needs, and achieve recovery.
- B. *Critical Incident Response Manual (CIRM)* – An emergency operations manual developed for utilization by all Department members assigned to respond to a critical incident/unusual incident, which delineates the operational protocols and procedures for the implementation and execution of the Incident Command System.
- C. *Emergency Mobilization Plan (EMP)* – An emergency operational plan for the timely notification and deployment of agency personnel during an agency critical incident/unusual incident response.
- D. *Man-Made Disaster* – Any event involving domestic terror, weapons of mass destruction, or act by human beings causing great bodily harm, death, or property damage.
- E. *Natural Disaster* – Any event causing great bodily harm, death, or property damage. These events include floods, hurricanes, tornadoes, explosions, and fires.
- F. *Special Order* – A directive affecting only a special segment(s) of the organization or a statement of policy or procedure regarding a specific circumstance or event that is temporary in nature.
- G. *Unusual Incidents* – Emergency situations resulting from natural or man-made disasters, and/or civil disturbances.
- H. *Weapons of Mass Destruction (WMD)* – Any destructive device, nuclear, radiological, chemical, biological, or explosive in nature (as defined in Section 921 of Title 18 US Code) capable of causing the loss of life or injury to citizens and/or severe damage to property.

APPROVED



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**Charles E Bird**  
**CHIEF OF POLICE**