	<b>Winchester City Sheriff's Office</b> <b>Manual of General Orders</b>  <b>Operations</b> <b>303</b>	<b>Effective Date:</b> May 1, 2014
		Accreditation Standards: <b>OPR .05.01</b> <b>OPR .05.02</b> <b>OPR .05.03</b> <b>ADM .13.01</b>
<b>Subject: Unusual Occurrences</b>		<b>Original Policy:</b> May 1, 2014 <b>Last Review Date:</b> October 31, 2023 <b>Next Review Date:</b> October 31, 2024
		<b>By Authority of:</b> <hr/> <b>William E Sales, Sheriff</b>

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
09-19-16	XI V	Added "XIV. Mutual Aid The Winchester City Sheriff's Office does participate in mutual aid agreements. The decision for this Office to enter into or dissolve an agreement is at the sole discretion of the Sheriff. Agreements will follow Virginia Code §15.2-1728, 44-146.19, and 44-146.20."	EAS	LRT
09-19-16	XV	Added section XV	EAS	LRT

### I. POLICY

Unusual occurrences include emergencies resulting from natural or man-made disasters or civil disturbances, which include, but are not limited to, riots, disorders, violence or labor disputes. Special operations include tactical situations, barricade/hostage situations, bomb threats/disposal, VIP protection, special events, and civil defense. While such situations are not common occurrences, the Winchester City Sheriff's Office expects its personnel to respond to them in a manner consistent with the Sheriff's Office's professional image.

### II. PURPOSE

The Sheriff's Office must respond effectively to any unusual/special events. The many variables involved prevent precise development of plans for specific situations; however, basic planning can be performed to guide deputies. The Sheriff's Office must be prepared to participate in the city emergency operations plan that covers disasters, civil defense, and civil disorder.

The Winchester City Sheriff's Office Emergency Operations Plan shall be referred to in the event of a disturbance in the JJC. A copy will kept by all employees.

### III. PROCEDURE

This policy is divided into sections of unusual occurrences, as follows. In any event that involves the JJC Building; please refer to the "Emergency Procedures Plan".

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1. **Gas Leak/Fire**
  2. **Bomb Threat/Suspicious Package**
  3. **Power Loss**
  4. **Severe Storm**
  5. **Active Shooter**
  6. **Hostage Situation**

#### **IV. UNUSUAL OCCURRENCES / SPECIAL EVENTS**

1. Administration

The Sheriff is responsible for overall planning of law enforcement response to unusual occurrences and special operations and for Sheriff's Office participation in the city emergency operation plan. All deputies and supervisors will familiarize themselves with all such plans in order that they may readily perform assigned responsibilities. The Sheriff is responsible for coordinating all law enforcement plans with the city or state official charged with emergency service activities. Aid to other jurisdictions in unusual situations, special events, and mutual assistance is covered under Mutual Aid.

2. Operations

The Winchester City GIS Services has a computer database showing all key utility sites and public buildings and areas. The Emergency Communication Center's CAD system also has updated maps in the system. A variety of maps and aerial-maps are available to serve in plotting operational commitments including:

- A. City map in briefing room.
- B. A copy of the Winchester City Emergency Operations Plan: This will be accessible to all command/supervisory personnel; a copy will be located in the Sheriff's Office, the Supervisors Office, and the Emergency Communications Center (ECC).

3. Special Operations

Supervisors must know the abilities of assigned personnel and shall use this information in assigning or calling out deputies for use in special operations. They shall use deputies they know by skill qualification, training, physical fitness and agility, psychological stability, and interpersonal communication skills that are best suited for special operations such as hostage/barricade, decoy/surveillance, etc. Deputies selected for such special operations will be under the command and control of the commander directing the special operation until properly relieved.

#### 4. Special events

Special event plans will include, at a minimum:

- A. Special personnel qualification requirements, if any;
- B. Command and control;
- C. Estimates of traffic, crowd, or crime problems anticipated;
- D. Logistics requirements; and
- E. Coordination inside and outside of the Sheriff's Office.

#### 5. Mobilization/call-back

In any emergency/special operation where additional departmental law enforcement resources are required, the Sheriff or his designee may:

- A. Hold over the shift currently on duty;
- B. Call back additional personnel;
- C. Mobilize any special units.

Some special operations are planned weeks in advance and, where possible, additional personnel required will be given advance notification of time, place, uniform, duties, etc. For other operations such as raids, etc., security considerations may limit advance notification to minutes. The Sheriff or his designee will assign personnel called back as required, using the skills, knowledge, and abilities of the deputies.

### **V. NATURAL/MAN-MADE DISASTERS**

The following plan for handling disasters is an outline of duties and responsibilities that generally apply. This document establishes procedures for responding to a natural or man-made disaster.

#### Definitions

1. Natural Disaster: any hurricane, tornado, storm, flood, high water, wind driven water, earthquake, drought, blizzard, ice storm, fire or other natural catastrophe resulting in damage, hardship, suffering or possible loss of life.
2. Man-Made Disaster: any industrial or transportation accident, explosion, conflagration, major power failure, resources shortage, or other such sabotage, oil spills, and other injurious environmental contamination which threaten or cause damage to property, human suffering, hardship or loss of life.

#### A. Authority for activating plan

1. The on-duty supervisor will notify ECC of the situation. ECC will notify the Sheriff's Office command staff and the Director/Deputy Director of Emergency Services.
2. The supervisor will then be responsible to implement the Sheriff's Office's section of the plan until relieved by the Sheriff, or his designee.

#### B. Sheriff's Office Resources

- 1) Supervisors may determine that additional Sheriff's Office resources are required.
  - 2) Off-duty personnel will be called to respond.
  - 3) For additional equipment, etc., contact the Sheriff or his designee.
- C. Disaster Operations

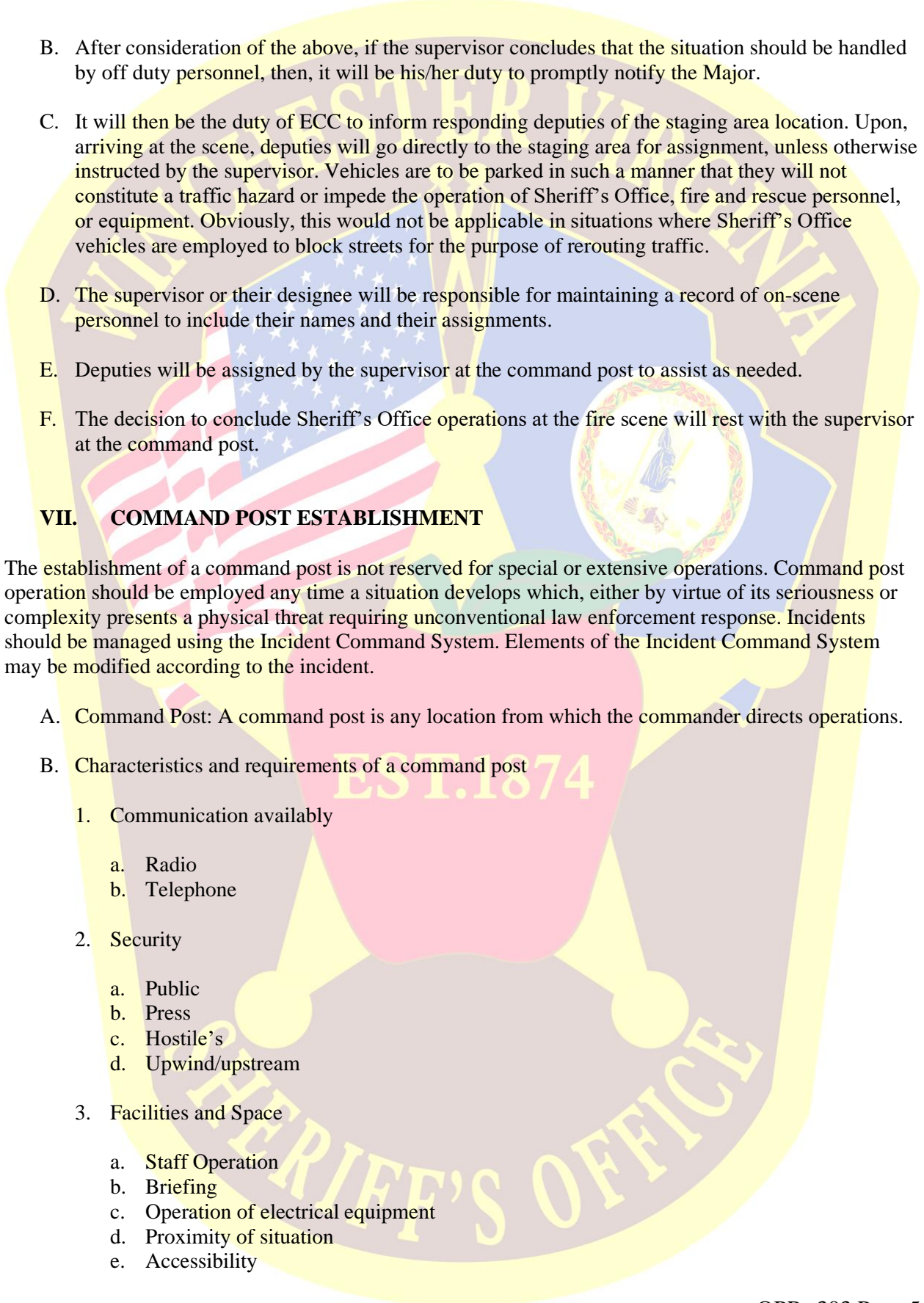
The exact nature of the disaster, buildings, or area affected, location, and potential danger will determine the response.

- 1) All deputies at the scene of a disaster must provide information concerning conditions found, so the supervisor can evaluate the magnitude of the required response.
- 2) Depending on the nature of the disaster, a command post may be established in the vicinity of the disaster. The command post may be the vehicle of the ranking officer at the scene.
- 3) The supervisor must communicate necessary information to ECC so that it can be disseminated to emergency services, other city departments, and public utilities.
- 4) In any situation involving casualties, provision of individual casualty information will be the responsibility of the hospital and public inquires will be so directed.
- 5) The Emergency Services Coordinator will have area media agencies notified and establish a media briefing point.
- 6) Media agencies will be advised that no telephone inquiries will be responded from the ECC in order to reduce the burden on the ECC and telephone lines.
- 7) The involvement of one or more buildings, public or private, can generate a need for additional personnel and equipment for the provision of security to prevent looting, theft, or trespass.
- 8) It may be necessary to block roads and reroute traffic away from the affected area. Emergency service units shall be advised and an announcement shall be made over local radio stations.
- 9) The supervisor or Sheriff will ensure an orderly de-escalation of controls, personnel, as appropriate, as the disaster is reduced.
- 10) Any special transportation needs may be requested from appropriate departments or emergency services.
- 11) All command staff/supervisors involved will prepare after-action reports concerning all Sheriff's Office activity during the disaster as well as recommendations concerning the handling of any future incidents.

## **VI. MAJOR FIRES**

Guidelines are needed to govern Sheriff's Office operations at the scene of major fires to ensure more effective and coordinated operations between members of Fire and Rescue and the Sheriff's Office. With this in mind, the following guidelines are hereby established.

- A. The first supervisor on the scene is to contact the senior on-scene fire official at the command post to determine, if possible, the extent of the fire, whether or not fire-fighting efforts will be prolonged, manpower needs for traffic diversion and crowd control, etc. In determining whether a specific situation will be handled by on duty personnel, the on-scene patrol supervisor will also consider the location and time of fire. A fire may be so located that crowd and traffic problems would be minimal or non-existent. On-duty personnel may handle these incidents, unless there are extenuating circumstances; i.e. calls for services at the time are numerous and all patrol personnel are needed; on-street patrol personnel are too few in number to provide required services, etc. While it is intended that off duty personnel will only respond to major fires, the location of a non-major fire may well dictate the recall of off-duty personnel. If the patrol supervisor feels, after accessing the situation, that it can be handled by on duty deputies, then the supervisor will assume responsibility for all related tasks.

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- B. After consideration of the above, if the supervisor concludes that the situation should be handled by off duty personnel, then, it will be his/her duty to promptly notify the Major.
  - C. It will then be the duty of ECC to inform responding deputies of the staging area location. Upon, arriving at the scene, deputies will go directly to the staging area for assignment, unless otherwise instructed by the supervisor. Vehicles are to be parked in such a manner that they will not constitute a traffic hazard or impede the operation of Sheriff's Office, fire and rescue personnel, or equipment. Obviously, this would not be applicable in situations where Sheriff's Office vehicles are employed to block streets for the purpose of rerouting traffic.
  - D. The supervisor or their designee will be responsible for maintaining a record of on-scene personnel to include their names and their assignments.
  - E. Deputies will be assigned by the supervisor at the command post to assist as needed.
  - F. The decision to conclude Sheriff's Office operations at the fire scene will rest with the supervisor at the command post.

## **VII. COMMAND POST ESTABLISHMENT**

The establishment of a command post is not reserved for special or extensive operations. Command post operation should be employed any time a situation develops which, either by virtue of its seriousness or complexity presents a physical threat requiring unconventional law enforcement response. Incidents should be managed using the Incident Command System. Elements of the Incident Command System may be modified according to the incident.

- A. Command Post: A command post is any location from which the commander directs operations.
- B. Characteristics and requirements of a command post
  - 1. Communication available
    - a. Radio
    - b. Telephone
  - 2. Security
    - a. Public
    - b. Press
    - c. Hostile's
    - d. Upwind/upstream
  - 3. Facilities and Space
    - a. Staff Operation
    - b. Briefing
    - c. Operation of electrical equipment
    - d. Proximity of situation
    - e. Accessibility

### C. Incident Command System Functions

#### 1. Incident Commander/Unified Command:

- a. Provides authority for all efforts necessary to resolve the situation.
- b. Responsible for all operations and being constantly aware of status of the situation.
- c. Must authorize all action except emergency reaction.

#### 2. Command Staff

- a. Public Information Officer: provides information to public and press.
- b. Safety Officer: monitors and assesses hazardous and unsafe situations.
- c. Liaison Officer: responsible for interacting with the assisting and cooperating agencies.

#### 3. General Staff

- a. Operations Chief: responsible for the management of all operations directly applicable to the primary mission, also is responsible for staging.
- b. Planning Chief: responsible for the collection, evaluation, dissemination, and the use of information about the development of the incident.
- c. Logistics Chief: responsible for providing facilities, services, and materials for the incident.
- d. Finance Chief: responsible for tracking incident costs and reimbursement accounting.

### D. Response

The first deputy on the scene of any incident shall immediately assess the situation by doing the following:

1. What do I have?
2. Location of the incident?
3. Number of suspects?
4. Type of weapons?
5. Type of chemical?
6. Remember simple information may be hard to obtain, stress brings confusion.

Identify the "Danger Zone"

1. Once identified, communicate the boundaries to ECC.
2. Have the boundaries communicated to the general public
3. No one should be allowed to enter the danger zone until is authorized by the Incident Commander. Establish the inner perimeter, the outer perimeter, the command post, and the staging area. Request whatever additional resources the initial assessment has determined will be needed. The initial responding deputy is the Incident Commander until he/she is relieved from that position.

## VIII. HAZARDOUS MATERIAL INCIDENTS

A variety of hazardous materials are constantly transported through the city. Therefore, the possibility of an accident involving hazardous materials has become a regular occurrence. The extent of damage from an accident involving one of these vehicles depends largely on the response of emergency personnel and their ability to correctly deal with such an incident.

### A. General

Because of the hazard that might exist or may develop through an accident, especially a derailment or overturned vehicle transporting hazardous materials, deputies must exercise extreme caution. Therefore, deputies must take the following actions:

1. Any evidence of leaking liquid or vapor will be sufficient that deputies shall seal off the area until positive identification can be made by the Fire Department, which shall be immediately called. The Fire Department will assume authority and responsibility for emergency procedures.
2. Identification of hazardous materials may be accomplished by:
  - a. Placards are displayed at the front, rear, and both sides of all vehicles (including rail cars) hauling hazardous materials; however, experience has shown that placards are sometimes either not displayed or misidentified. Placards are made of paper so if the vehicle catches on fire, placards may be burned. Deputies shall carry the Emergency Response Guide (small orange book) in their vehicle.
  - b. When the accident involves a truck, the driver of the truck may be able to supply the information about the load transported; however, the driver is not required to be knowledgeable about the cargo or emergency measures for handling it. In the case of explosives, the driver is required to have in his/her possession, and be familiar with, documents containing procedures to be followed in the event of accident or delay.
  - c. Where the hazardous material is transported by truck, the driver is required to have a copy of the shipping papers that show the name of the materials, classification, and quantity. By using these papers and the Emergency Response Guide, the deputy can identify the hazard associated with the material and ways of handling the incident.
  - d. Where the hazardous material is transported by rail, a manifest is located in the engine listing each car on the train in order from the engine back to the end of the train, and the contents of each car. Deputies shall try to find the conductor because he will have the documents in his/her possession.
3. Approach the accident scene up wind, if possible. If radiological materials are involved, do not approach. Wait for Fire and Rescue personnel or HAZ MAT teams who have special monitoring equipment.

4. The supervisor shall respond and ensure appropriate notifications are made.
5. Normal accident investigation procedures will be suspended until such time as appropriate clearance has been received, whereupon the accident will be investigated and reported.

#### B. Evacuation

The chief official of the on scene Fire and Rescue Department will make the decision to evacuate the area. The supervisor on scene will then be in charge of evacuating the contaminated area. The supervisor should consider:

1. Manpower Requirements;
2. Method of notifying persons to be evacuated (door-to-door, P.A. system, local radio stations, etc);
3. Size of the area and number of people living in the area (area maps);
4. Use of mass transportation to move evacuated people;
5. Housing evacuated people, where possible (local schools, churches, etc);
6. Security of evacuated areas to prevent looting and premature return;
7. Fire and Rescue will make the decision when it is safe to return.

#### C. Key contact agency information requirements

ECC has the telephone number of all the key contact agencies and persons that are available for evacuation and assistance in handling of hazardous material incidents. Every effort must be made to obtain the following information before contacting the ECC:

1. Location of the accident;
2. Hazardous Material involved and shipper;
3. The color and number on any labels on the carrier or cargo;
4. Type of environment (residential, rural, business, etc);
5. Size of the container and amount of product leaking.
6. If rail, location of the hazardous material car from the head of the train, car number and description of car (tank car, box car, etc)
7. If aircraft, number from tail.

### **IX. CIVIL DISTURBANCES**

Civil disturbances may take various forms and vary in size and amount of danger to the general public. Civil disturbances include riots, disorders, and violence arising from dissident gatherings, concerts, political conventions, labor disputes, etc. The primary importance in any civil disturbance is to defuse the situation and restore general public order. Deputies must be able to respond to any civil disturbance, isolate it from the remainder of the community, protect life and property, and maintain control.

#### A. Authority for plan implementation

1. The supervisor is authorized to implement this plan. Appropriate notification of implementation must be made to the Sheriff and the Command Staff.



2. The supervisor shall be responsible for implementing the plan until relieved by the Sheriff or his designee.

B. Sheriff's Office resources

The supervisor implementing the plan shall determine what, if any, additional resources are required.

1. Additional personnel may be called back.
2. For additional equipment needs beyond what is readily available, contact the Sheriff or his designee.
3. All deputies will have the following civil disturbance equipment assessable to them, as needed: ASP baton, OC spray.
4. The Emergency Response Team has gas, smoke, and less lethal equipment.

C. Duties of first deputies on the scene

1. Observe the situation from a safe distance and determine if crowd is peaceful or violent.
2. Notify ECC concerning the seriousness of the situation and request the supervisor and additional back up to respond.
3. Try to identify, by observation, the leader of the group.

D. Duties of the on-scene supervisor

Upon arrival at the scene, the supervisor will assume command until relieved by a higher authority. The duties shall include:

1. Assessing the situation for seriousness and danger. If it is minor, it may be handled with existing resources.
2. Maintaining communication with ECC providing information such as:
  - a. Estimating the size of crowd and area involved.
  - b. Gauging the mood of the crowd.
  - c. Weapons, if any;
  - d. Any property being destroyed.
3. Establish a command post from a vehicle, using the police radio for communication.
4. Deciding on the amount of personnel/equipment needed. If a call back is begun, the supervisor will determine the assembly point and equipment to be worn.
5. Request ECC to make proper notifications, to include as needed:
  - a. Sheriff's Office Emergency Response Team;
  - b. Fire & Rescue - to stand by in area;
  - c. Hospital Emergency Department;
  - d. Neighboring Jurisdictions
  - e. State Police;
  - f. Ethnic/civic group leaders;
  - g. New Media – to provide public information;
  - h. Commonwealth's Attorney- to provide legal advice on arrest/confinement;

- i. Northwestern Regional Jail/Magistrates - arrest/confinement;
6. Instruct deputies about traffic control in disturbance area.
7. If possible, have the incident video taped.

#### E. Operations

Once appropriate and adequate personnel are in place, the supervisor will:

1. Approach the crowd and inform the leader or leaders that the assembly is unlawful and they have to disperse. If the crowd is violent, use the P.A. system or a bullhorn.
2. A time limit for dispersal should be established and no extensions allowed.
3. If the crowd fails to disperse and continues its activity, the supervisor will, after consultation with the Sheriff, or his designee:
  - a. Authorize the use of tear gas or use of force.
  - b. Order the formation of police lines and move into the crowd for control.

#### F. Transportation

All Sheriff's Office vehicles will be available for transportation of deputies and equipment to the scene, and for prisoner transport from the scene. If additional transportation is required, it shall be requested from other agencies.

#### G. Public Facility Security

Attempts will be made to provide security to all public facilities threatened by any crowd to include:

- a. Water Supplies;
- b. Fire / Rescue / hospital buildings and access to these;
- c. Schools;
- d. Courthouse;
- e. Hospitals, etc.

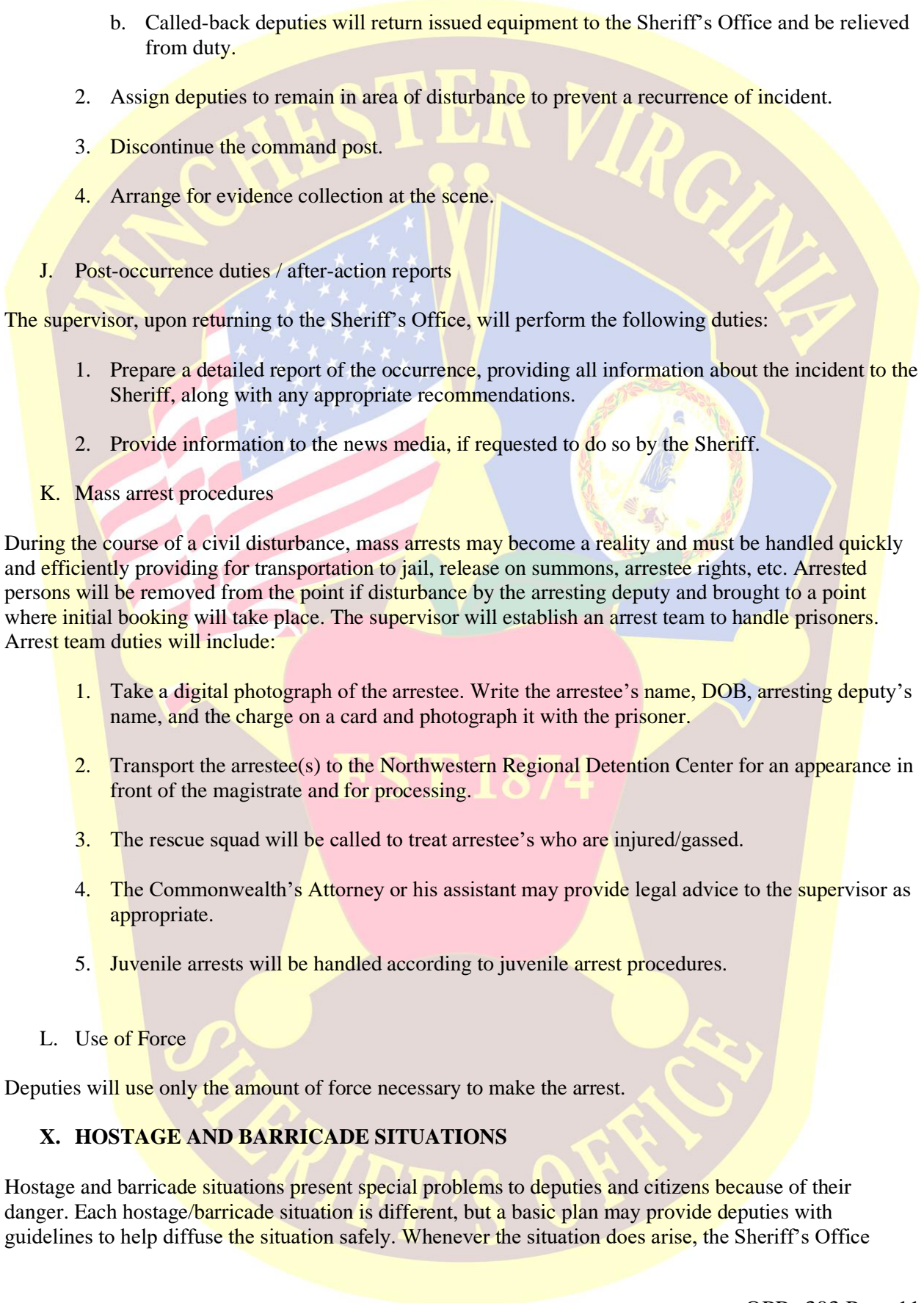
#### H. Public Information

The Sheriff or his designee will respond to appropriate news media requests in order to keep the public informed, safe, and to dispel rumors.

#### I. De-escalation procedures

Once the disturbance has been brought under control and the situation has returned to normal, the supervisor will begin de-escalation procedures to include:

1. Disengage deputies as appropriate.
  - a. On-duty deputies will return to normal operations.

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- b. Called-back deputies will return issued equipment to the Sheriff's Office and be relieved from duty.
  2. Assign deputies to remain in area of disturbance to prevent a recurrence of incident.
  3. Discontinue the command post.
  4. Arrange for evidence collection at the scene.

J. Post-occurrence duties / after-action reports

The supervisor, upon returning to the Sheriff's Office, will perform the following duties:

1. Prepare a detailed report of the occurrence, providing all information about the incident to the Sheriff, along with any appropriate recommendations.
2. Provide information to the news media, if requested to do so by the Sheriff.

K. Mass arrest procedures

During the course of a civil disturbance, mass arrests may become a reality and must be handled quickly and efficiently providing for transportation to jail, release on summons, arrestee rights, etc. Arrested persons will be removed from the point of disturbance by the arresting deputy and brought to a point where initial booking will take place. The supervisor will establish an arrest team to handle prisoners. Arrest team duties will include:

1. Take a digital photograph of the arrestee. Write the arrestee's name, DOB, arresting deputy's name, and the charge on a card and photograph it with the prisoner.
2. Transport the arrestee(s) to the Northwestern Regional Detention Center for an appearance in front of the magistrate and for processing.
3. The rescue squad will be called to treat arrestee's who are injured/gassed.
4. The Commonwealth's Attorney or his assistant may provide legal advice to the supervisor as appropriate.
5. Juvenile arrests will be handled according to juvenile arrest procedures.

L. Use of Force

Deputies will use only the amount of force necessary to make the arrest.

**X. HOSTAGE AND BARRICADE SITUATIONS**

Hostage and barricade situations present special problems to deputies and citizens because of their danger. Each hostage/barricade situation is different, but a basic plan may provide deputies with guidelines to help diffuse the situation safely. Whenever the situation does arise, the Sheriff's Office

expects its personnel to react logically and sensibly. Above all, deputies shall not fuel a hostage taker's stress but should strive to contain or limit the situation.

The first 10-20 minutes of a hostage/barricade situation are the most emotionally charged and, therefore, offer the greatest danger. Stress is high among deputies and the persons involved. Normally, there is no need to rush to a solution; time may reduce stress and allow communication to begin. Additionally, time is needed to assess the situation and to secure the surrounding area.

#### A. Responsibilities of the first responder and supervisor on scene

The duties of the first responder include:

1. Assess whether a hostage/barricade situation exists.
2. Inform ECC and request the supervisor's assistance and additional back up.
3. Contain the situation to its present location.
4. Safely remove all innocent persons from the danger area. Those who cannot be safely removed shall be instructed to seek protection where they are if gunfire is taking place.
5. Inform the supervisor of all pertinent facts upon arrival.
6. Assist the supervisor in gathering as much information as possible about the situation, including:
  - a. Suspect;
  - b. Location;
  - c. Weapons;
  - d. Who? (Suspect: mentally ill, militant, etc) Complete physical and mental condition;
  - e. What is suspect's purpose or motive?
  - f. What crime has been committed?
  - g. Hostage: Physical description and condition;
  - h. Location description to include:
    - (i) Interior and exterior descriptions;
    - (ii) Identify all possible escape routes;
    - (iii) Determine locations of service (water, electric, etc);
    - (iv) Determine in which rooms telephones are located;
    - (v) Determine if there is a police scanner in the location.

#### B. Supervisor's Responsibilities

Upon the arrival at the scene, the supervisor will assume command of all Sheriff's Office personnel and make appropriate decisions until relieved by a higher authority. These duties shall include:

1. Decisions to notify appropriate personnel within the Sheriff's Office and support agencies.
  - a. The supervisor shall notify the Sheriff and the Command Staff.
  - b. After determining the dangers of the situation, the supervisor, or designee will make the appropriate notifications.
    - (i) Call-back of off-duty personnel
    - (ii) Mobilization of the City Emergency Response Team;
    - (iii) Notify the Crisis Negotiating Team;
    - (iv) Fire & Rescue, on stand-by;
    - (v) Hospital Emergency Department, for possible injuries;
    - (vi) News Media, to inform public to stay out of the area, if needed.

2. Establish an inner and outer area to ensure a safe area in which to operate.
3. Establish a command post in a safe area while maintaining observation of the scene.
4. Arrange for the evacuation of injured persons.
5. Arrange for and supervise the evacuation of any bystander in the danger area. If bystanders cannot be evacuated, they will be instructed to seek protection where they are located.
6. Establish communications with the suspect(s) to determine the demands or intentions. Some guidelines to be followed in establishing communications.
  - a. Attempt to locate relatives, friends, or neighbors.
  - b. The Telephone Company will assist if a number is needed. See Virginia Code § 18.2-50.2, "Emergency control of telephone service in hostage or barricade situation."
  - c. If unable to contact the suspect by telephone, use a P.A. system or bullhorn.
  - d. Attempt to persuade the suspect to surrender voluntarily before using force.

#### C. Special Equipment

Hostage/barricade situations may require the use of specialized equipment.

1. Special Phones
2. Chemical Weapons.
3. Less Lethal Weapons.

#### D. Negotiating with the barricade suspect or hostage taker.

1. Negotiation involves establishing a dialogue between the Hostage Taker and the Negotiator.
2. Only certain things are negotiable. Listed below are things that are not negotiable:
  - a. Weapons;
  - b. Additional hostages;
  - c. Trading hostages;
  - d. Allowing the Hostage Taker to become mobile.
3. The Crisis Negotiation Team shall proceed with the negotiations.

#### E. Chase/surveillance vehicle/control of travel route

The supervisor will ensure that, should the hostage taker secure a vehicle, deputies will cover all possible routes of travel. Additionally, surveillance vehicles may be assigned in order to observe activity.

#### F. De-escalation

Once the hostage taker has decided to surrender, plan the surrender routine. The routine should be explained to the hostage taker so there are no oversights. Make sure that the person that is coming out is the suspect, and that all personnel on the scene know the hostage taker is surrendering.

1. The suspect shall be immediately removed from the scene.
2. The suspect shall be searched and his/her rights explained to them. The suspect may be taken to the Sheriff's Office, unless medical treatment is necessary.
3. Hostages shall be removed immediately upon capture of the suspect.
4. All personnel at the scene should be informed when the hostage(s)/suspect(s) are coming out.
5. Provide medical treatment as needed.
6. Find a secure area where the hostage(s) may be with their families. If there is more than one hostage, keep them separated until they are interviewed.
7. Each hostage needs to be interviewed to obtain statements.
8. The crime scene shall be preserved until processed for evidence.
9. The area will remain sealed off until the supervisor declares it open.
10. The supervisor shall clear deputies that are no longer needed.
11. An investigation shall be made into any surrounding property damage (bullet holes in neighboring buildings, destroyed lawns, etc.).

#### G. Reports

A report on all hostage/barricade situations shall be completed.

### **XI. BOMB THREAT/BOMB EMERGENCIES**

Bomb threats and actual bomb emergencies present a serious threat to deputies, citizens, and to property. Presently, more actual bombings of both public and private buildings have occurred. Law enforcement must be able to effectively respond to all bomb threats, assesses them, and handle each efficiently to provide for the safety of the general public. Winchester City has the office of Fire Marshal. Virginia Code § 27-34.2:1 states "The investigation and prosecution of all offenses involving hazardous material, fires, fire bombings, bombings, attempts or threats to commit such offenses, false alarms relating to such offenses, possession and manufacture of explosive devices, substances and fire bombs shall be the responsibility of the fire marshal or his designee." The Winchester City Sheriff's Office has agreed to assist the Winchester City Fire Marshal's Office, as needed, investigating these incidents.

#### A. Response

1. The supervisor or his/her designee will respond to the scene and meet with the Fire Marshal and provide assistance.
2. Radios and cell phones shall be turned off.
3. The supervisor or his/her designee shall assess the situation and make the determination to notify the Sheriff and the Command Staff.
4. Inform the Winchester City Police Department.
5. Have the Fire Marshal's Explosives Detector Canine Team respond, if needed.
6. Interview the person who received the original call. All details, such as the caller's voice, mannerisms, background noises, and the time shall be gathered. Play back the tape recording of call, if one was made.
7. Instruct deputies about traffic control in the general area.
8. Establish a security perimeter around the scene.

#### B. Evacuation

1. The building will be evacuated if it is the JJC. If the building is in other areas of the City, the Police Department and the Fire Marshall's Office will make the decision on evacuation.
2. If the decision is made to evacuate the building, deputies may assist in the process.

#### C. Searching the premise

1. The decision to search a building is also the Fire Marshal/management's decision. Since building employees are most familiar with the building and the space therein, part of the building management responsibility includes providing assistance to Sheriff's Office/Fire Marshal building search teams.
2. When the decision to search has been made, the supervisor will coordinate forming search teams with the Fire Marshal's Office.
3. Searches should be coordinated to avoid repetition. Care should be exercised to impress upon the searchers, the important of not disturbing any suspected bomb. A floor plan of the building should be obtained for immediate reference.
4. All areas open to the public shall be given special attention: restrooms, trashcans, stairwells, elevators, etc. Custodians should be directed by their own supervisors to check their closets and storage areas for any unusual objects and supervisors should ask their subordinates to check their work areas for unusual objects.
5. Nothing shall be done to change the environment of the area searched, such as turning on light switches or thermostats until the area has been searched thoroughly using flashlights. **DO NOT TRANSMIT ON RADIOS OR CELLULAR TELEPHONES** when approaching or searching the area. **DO NOT SMOKE**.
6. If the search reveals an unusual device or bomb, deputies shall not attempt to disarm or move it in any manner. The explosive may contain an anti-disturbance device and should be approached only by an explosive expert. Any deputy finding a device will notify the Fire Marshal of the device.

#### D. Communications

Due to the danger of possible bomb detonation from radio transmissions all deputies on the scene may not transmit from their radio. Communications between the supervisor and dispatch will be through a telephone, not a cellular phone.

#### E. Scene protection/evidence collection

If an explosive has been detonated, the scene will remain protected. The Sheriff's Office will assist the Fire Marshal's Office with the investigation, as needed.

#### F. Report

Offense reports will be completed on each bomb threat/emergency.

## **XII. VIP SECURITY**

The Winchester City Sheriff's Office may be involved in security matters dealing with VIP's such as politicians, visiting dignitaries, or celebrities. The Sheriff's Office shall respond to the protection of any VIP when asked to as well as coordinate with any private or government agents or agencies. The many variables involved prevent precise development of plans for specific situations; however, basic planning can be performed to guide personnel.

A. Administration

1. The Sheriff or designee is responsible with coordinating with other agencies involved in the protection of the VIP(s).
2. The Sheriff or designee may relay to all Sheriff's Office personnel involved, an established plan of protection for the VIP as well as duty assignments and responsibilities of the personnel involved.
3. The involved personnel will familiarize themselves with any such plans in order that they may readily perform assigned responsibilities.

B. Special Operations

1. Supervisors should know the abilities of assigned personnel and shall use deputies they know by skill qualification, training, physical fitness and agility, psychological stability, and interpersonal communication skills which are best suited for the VIP security operations.
2. Deputies selected for such special operations will be under the command of the supervisor directing the special operation until properly relieved.

C. Plans

Plans may include any of the following:

1. Special personnel qualification requirements, if any.
2. Command and control.
3. Estimates of traffic, crowd, or problems anticipated.
4. Logistics requirements.
5. Coordination inside and outside the Sheriff's Office.
6. If possible, the operations should be planned in advance. Advance notification may include the time, place, uniform, duties, etc.

D. Security Considerations

1. Advance planning, normally involving a VIP representative and security team coordinator must consider the following:
2. VIP itinerary and schedule - Review for conflicts with other activities scheduled during the same period.
3. Travel Routes - Plan and reconnoiter quickest and safest routes, as well as alternative routing. Identify possible hazardous locations. Determine if there is any planned construction or maintenance on travel route.



4. Emergency “safe house” locations - Identify public buildings or other places where VIP could be taken in case of emergency, if needed.
5. Medical - Identify any medical needs, which might necessitate treatment, hospitalization, availability or emergency service personnel and equipment.
6. Hotels/Restaurants - Determine plans, needs, make recommendations based on security considerations.
7. Communications - If VIP has security personnel, communications arrangements may include the loan of a Sheriff’s Office radio.
8. Physical Inspection of Buildings - Areas to be visited should be physically inspected to ensure familiarity with layouts, exits, stairways, etc. Media Representation- Determine the media’s requirements/needs/arrangements.
9. Intelligence - Any information concerning possible sources of trouble or problems should be obtained. Information as to threats received or persons who may cause problems should be obtained.
10. VIP Party Composition - Information as to whom will be included in the VIP party, vehicles to be used, security arrangements normally used, security equipment, and identification devices normally available/used must be obtained and/or planned. Names of contact personnel, security personnel, and license numbers are essential.
11. Coordination of operations within the agency and with outside agencies will be as required.
12. Equipment - Requirement will be determined regarding equipment needed such as vehicles, body armor, weapons, etc. for both security personnel as well as VIP party.

#### E. Basic Protection Principles

All personnel on duty during a VIP visit should be made aware of the visit and general visit itinerary and security plans. Exact timing and precise security details may be restricted on a need-to-know basis. Security will generally be tightest when the VIP is moving either on foot or in vehicle or when stationary during a public appearance. In general, it may be necessary to also protect the VIP’s residence location and any party vehicles. When traveling by car, there may be an advance vehicle, VIP vehicle, and a follow-up-car; and the three vehicles should not normally be separated.

1. Personal security procedures should try to minimize the impact on the lifestyle of the VIP. Protection may be planned on a double ring concept, with the outer ring of security designed to limit access to the VIP while the inner ring prevents personal contact.
2. In the event of an emergency, the duty of security is to protect and remove the VIP from the scene, and not to assist other deputies in quelling disturbances or apprehending perpetrators.
3. Sheriff’s Office personnel assigned to security duties may be carefully selected for mental calmness and stability.
4. Close in security personnel should remain near enough to the VIP, so that in one large step they can reach out and touch the VIP. The VIP should never be actually touched except as an emergency signal of impending danger, and the VIP should not be “crowded”. Radio traffic

should be limited with no direct references to times or places unless part of the essential emergency traffic. During times when the VIP is stationary, security personnel should focus all attention outward to spot potential trouble.

5. Dress of security personnel will be consistent with the event, either appropriate civilian attire or uniform. In civilian attire, all Sheriff's Office equipment should be kept out of sight.
6. Deputies assigned to stationary posts will not leave those posts; supervisors must plan adequate relief for deputies. While on a post, unauthorized intrusions and deliveries will not be allowed. Deputies should be polite with the public but not allow any distracting conversations or release any confidential information. No special recognition should be given when the VIP passes the post.
7. During any VIP foot movement, the security/body guards form a protective formation around the VIP, the exact shape determined by the number of personnel assigned and the route followed. For tight security, four persons are used, right front and rear, left front and rear, with the VIP in the middle. In case of an emergency, the four will collapse around the VIP, and will bend the VIP over to reduce target size, and then immediately remove from the area. If an assailant is close by, any weapon will be attacked, and the suspect smothered to the ground by other security personnel.

### **XIII. SPECIAL EVENTS**

The Sheriff's Office is asked to provide law enforcement services for different special events that occur throughout the year in Winchester City and Winchester. Examples of such events are the Winchester City Fair, the Apple Blossom Festival, the reenactment of the Battle of Cedar Creek, etc. The Sheriff or his designee will review these requests for law enforcement services, approve or deny the request, and if approved, assign personnel as needed to handle the request.

### **XIV. Mutual Aid**

The Winchester City Sheriff's Office does participate in mutual aid agreements. The decision for this Office to enter into or dissolve an agreement is at the sole discretion of the Sheriff. Agreements will follow Virginia Code §15.2-1728, 44-146.19, and 44-146.20.

### **XV. Missing Persons**

- A. If a missing person is reported to a Winchester City Sheriff's Office Deputy, the Deputy will contact the Winchester Police Department to handle the situation.
- B. If the missing person is part of the Winchester City Sheriff's Office "Project Lifesaver" program, the Winchester Police Department will still be contacted to handle the situation.
  1. The Winchester City Sheriff's Office will assist in the search for all "Project Lifesaver" Client and use tracking equipment at its. Disposal.