
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Incidents Requiring Supervisory Response</b>		
	<b>GENERAL ORDER</b>	<b>603.2</b>	
<b>Effective Date</b>	<b>04/21/2015</b>	<b>41.2.5, 55.2.6, 61.2.3, 81.2.4.</b>	
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE	DATE

**I. DEPARTMENT POLICY**

It is the policy of this department that Shift Supervisors will be notified to respond to the types of crimes and incidents described in this directive. Supervisory personnel are accountable for the performance of officers under their immediate control. GPD personnel will comply with the Memorandum of Understanding we have with the Montgomery County Police Department at all times.

**II. INCIDENTS REQUIRING PATROL SUPERVISOR RESPONSE**

**A. Officer Seriously Injured/ Killed**

1. Supervisors must ensure that the scene is secured for safety and evidentiary concerns.
2. The weapons and credentials of an involved officer will be taken into custody by the supervisor and placed in safe keeping or submitted as evidence.
3. All notifications to Command Staff, specialized units and next-of-kin will be made in accordance with General Orders in the 607series.
4. If a police vehicle requires towing it should be taken to Public Works unless security or chain of custody is required. In the latter instances it will be stored at a police facility as directed by a command staff member.
5. No one will release the involved officer's name to the media unless authorized to do so by a command staff member.
6. Requests for the PIO assistance will be made as soon as possible to coordinate the release of information to ensure no sensitive information or information that may hamper an investigation is released.
7. Supervisors will ensure that the required reports are completed and submitted prior to the conclusion of the tour of duty (*see Section*

*III reference Reporting Requirements).*

**B. Traffic Collisions Involving a Police Vehicle**

1. If the collision has resulted in a fatality or serious injury, the supervisor should request the response of the MCP Forensic Services Section (F.S.S.) and the Collision Reconstruction Unit (CRU).
2. Supervisors will ensure that quality photos are taken and labeled to show:
  - *Actual and/or claimed damage;*
  - *Positions of the vehicles;*
  - *Geographic location of the collision;*
  - *Tag numbers of the vehicles involved; and*
  - *Additional information that would help to explain the collision.*
3. Supervisors will ensure that City officers refrain from discussing or engaging in conversations at the scene regarding liability issues and that a command staff notification is made.
4. Supervisors will ensure that LGIT forms are completed and sent to the Office of Human Resources.

**C. Traffic Collisions Involving Other City Vehicles**

1. Supervisors are not required to respond to collisions involving vehicles assigned to other City of Gaithersburg departments, unless the collision is serious, or they are requested by another Department Head or the investigating officer.
2. Notifications must be made as outlined in the General Orders 607 series.
3. All City Department-Heads will be notified in a timely fashion when one of their employees is involved in a collision.
4. Arrange for an officer with appropriate jurisdiction to investigate the collision, and assist as needed.

5. Request that the City employee, and/or any occupant of the City vehicle, refrain from discussing liability issues.
6. All information about the collision must be obtained for reporting and insurance purposes. This information includes:
  - *Names, addresses, and phone numbers of all drivers, passengers, and witnesses; and*
  - *Vehicle information including year, make, model, color, tag number, VIN number, registration information, insurance company name, policy number, agent's name/address/phone number, etc.*
7. Photographs must be taken of actual or claimed damage.
8. If the City vehicle requires towing, it shall be towed in accordance with the procedures described above for police vehicles.

**D. Officer Involved Shootings**

1. The scene(s) must be secured and coordinated.
2. Notifications must be made as outlined in the General Orders in the 607series.
3. Appropriate specialized units shall be requested via the Public Safety Communications Center to respond.
4. F.S.S. should be requested via the Public Safety Communications Center to process the scene.

**E. Major Crimes**

1. Scene security and coordination is essential. Supervisors shall direct officers accordingly to ensure the scene is not compromised.
2. Notifications are made as outlined in the General Orders 607 series.

**F. Hostage/Barricade Situations**

Supervisors shall:

1. Ascertain the facts that led to the required supervisory response and request activation of the Emergency Response Team (ERT)

via the Public Safety Communications Center if it appears they are needed.

2. Establish measures that attempt to avoid confrontation in favor of controlling and containing the situation until the arrival of ERT and/or hostage negotiators.
3. Request an alternate radio frequency on which the City and County officers involved in the incident can communicate with each other.
4. Determine the need for, and safest way to, evacuate bystanders and injured persons.
5. Establish a temporary Command Post a safe distance from the scene and evaluate the need for Field Comm 1 or Field Comm 2 for the purpose of establishing a more long-term command post.
6. Ensure that notifications are made as outlined in the 607 series General Orders.
7. Establish inner and outer perimeters by assigning appropriate personnel and contain the situation until relieved by tactical officers.
8. Ensure that only personnel who have been trained in hostage negotiation initiate negotiation with suspect(s).
9. Appoint an officer to receive and record critical information regarding the incident to ensure that significant incidents are documented so that an after-action report can be submitted and a critique can be conducted.
10. Ensure that adequate personnel are requested to control the movement of vehicular and pedestrian traffic to secure the outer perimeter and to control bystanders.
11. Ensure that subordinate officers follow Department policies regarding the release of information and are instructed to refer members of the media to the Department PIO or an MCP Media Relations representative.
12. Allow members of the media access to the degree that it is safe to do so.
13. Request via the Public Safety Communications Center the stand-by of appropriate emergency and specialized vehicles and equipment

at a designated area (e.g. ambulance, fire, rescue, surveillance).

14. Brief higher ranking officers, ERT members, and hostage negotiators upon their arrival to ensure coordination and effective interaction.
15. Relinquish command of the scene to the Response Team Manager.
16. Ensure that all required reports, including the after-action reports are completed and submitted as soon as possible.

**G. Bomb Threats / Explosive Devices**

1. Supervisors must evaluate the need to search a building or premises. The person in-charge of the premises will not dictate when a search should be conducted.
2. In determining the need to conduct a search, consider factors such as the time remaining before possible detonation, size of building/area to be searched and the validity of the threat.
3. If the circumstances indicate that the threat is so great that an immediate search would unreasonably jeopardize anyone's safety, a request will be made through the Public Safety Communications Center (a safe distance away) for a County/State Fire Marshal, a bomb detection canine team/ and a bomb disposal unit to respond.
4. If a supervisor determines that a search is warranted, a bomb detection canine team should be requested and supervisors will ensure that the area remains secure until the canine's arrival.
5. When officers are used to search, the building must have been evacuated of all persons, and searching officers will search only with their eyes and ears and will not touch, move, or open anything.
  - *Supervisors should attempt to obtain a floor plan of the building to track and deploy officers effectively.*
  - *Search areas should be prioritized such as the target area or specific location identified by the caller; or if an individual is the target of the threat, search areas occupied/ frequented by that person; outside perimeter of the building; or public areas (i.e., lobbies, corridors, stairwells, elevators, restrooms, etc.; and the remainder of the building.*

6. In the event of an explosion, supervisors shall assume command of police operations and:
  - *Initiate appropriate disaster response procedures;*
  - *Ensure all notifications are made; and*
  - *Request that a bomb detection canine team, bomb disposal unit, and/or County/State Fire Marshal ~~to~~ respond.*

**H. Disasters and Catastrophes**

1. Supervisors should contact the Public Safety Communications Center for designation of an appropriate radio frequency and request that radio traffic be limited to emergency communications.
2. Establish a long-term command post/staging area at a safe distance (upwind and updrift from a HAZMAT incident whenever possible).
  - *A Fire/Rescue officer will function as the overall Incident Commander); and*
  - *Assume the position of Incident Commander (pursuant to the provisions of the GPD/MCP Memorandum of Understanding) until relieved and ensure that officers deployed know who is in command and the location of the command post.*
3. Supervisors will ensure that notifications are made to GPD and MCP Command Staff and evaluate the need for Field Comm 1 or Field Comm 2.
4. Supervisors shall establish inner and outer perimeters and request additional personnel to:
  - Cordon off the area affected by the disaster;
  - Control and divert traffic; and
  - Provide security for public facilities and other critical infrastructure to include public utilities.
5. In conjunction with the ranking fire official on the scene supervisors will evaluate the need for evacuation and assign officers accordingly.

6. Supervisors will activate the Department's Emergency Mobilization Plan when directed to do so by a command staff member.
7. Supervisors will determine the type and amount of equipment needed by officers at or near the scene and arrange to have extra equipment (such as portable radios, batteries, flashlights, flares, traffic cones, etc.) delivered to the command post.
8. Supervisors should ensure that there is an individual (Preferably the Department PIO) on-scene assigned to provide timely information to the media and the public and ensure that all officers have been directed to refer all inquiries to this individual.
9. Supervisors must direct subordinate officers to the extent necessary to carry-out de-escalation procedures to ensure that the de-escalation is accomplished systematically.
10. Ensure that officers complete reports describing what actions they took during their deployment for inclusion in the After-Action Report.

**I. Emergency Evaluations**

1. While supervisors are not required to respond to the scene of incidents of this nature *they are bound by Maryland law (Article 10, Sections 629 through 629 of the Health-General Article) to direct officers to remain at the medical facility if an evaluatee they brought in on an EEP is violent and if the examining physician requests the officers to stay* (see [General Order 601.1](#)).

**II. Missing Persons**

1. Supervisors, when notified that a search is necessary to attempt to locate a critical missing person, will respond to the scene for purposes of assuming command.
2. See General Orders 608.1 and 902.1.

**III. Miscellaneous Incidents**

1. The Shift Supervisor will respond, whenever practical, to any other incident that they deem appropriate or when requested by another officer or civilian requesting their response.

