



**OFFICE OF THE DIRECTOR
THE UNIVERSITY OF TEXAS SYSTEM POLICE
POLICIES AND PROCEDURES MANUAL**



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| TITLE: UNUSUAL OCCURRENCES AND SPECIAL OPERATIONS | | |
| POLICY NUMBER: A-5 | EFFECTIVE DATE: 09/01/07 | RESCINDS / AMENDS: A-5 (09/01/04) |
| RELATED LAWS: | | RELATED STANDARD(S) / RULE(S): CALEA 46.1; IACLEA 14.1; UTS 14.1 |

I. PURPOSE

To insure each institution police department has a policy and procedure dealing with unusual occurrences and special operations.

II. DEFINITIONS

- A. Unusual occurrences include situations, generally of an emergency nature, resulting from disasters—both natural and man-made, civil disturbances, and special operations.
- B. Disasters include fires, floods, hurricanes, earthquakes, explosions, and tornadoes.
- C. Civil disturbances include riots and other illegal activities arising from dissident gatherings and marches.
- D. Special operations encompass activities for responding to certain kinds of emergencies or unexpected situations that might be resolved more satisfactorily by using a specialized unit rather than by using conventional operational units.

III. UNUSUAL OCCURRENCES

- A. Institution police departments should have a written policy that specifies a position within the agency responsible for planning responses to unusual occurrences.
- B. All institution police departments must have a written plan for responding to both natural and man-made disasters which includes, at a minimum, provisions for:
 - 1. Establishing and maintaining communications
 - 2. Situation maps
 - 3. Field command posts
 - 4. Chain of command (to include other agencies)

5. Obtaining, verifying and disseminating casualty information
 6. Other agency support
 7. Requesting military support (E. O. D., National Guard, etc.)
 8. Facility security
 9. Traffic control
 10. Equipment requirement
 11. De-escalation procedures
 12. Rumor control
 13. Post-occurrence (aftermath) duties
 14. After-action reports
 15. Transportation
 16. Media requests, press releases
- C. Thorough planning is a fundamental requirement in responding to natural and man-made disasters. Of particular importance is the unified command of personnel from other agencies responding to the unusual occurrence. When appropriate, unit integrity of individual agency personnel should be maintained throughout the mission assignments.
- D. To ensure the readiness of equipment to be used in support of emergency operations, unusual occurrence plans should show the numbers and types of equipment and supplies needed for various emergencies. At a minimum, plans should provide for the location, inventory, maintenance, and inspection of items of equipment. Equipment designated for use in unusual occurrence situations should be inspected at least **quarterly** for operational readiness.

IV. EMERGENCY MOBILIZATION PLAN

- A. The institution police departments should have a written emergency mobilization plan, to include provisions for:
1. Communications
 2. Alert stages
 3. Primary and alternate assembly areas
 4. Equipment distribution,
 5. Special task force activation
 6. Key personnel designations
 7. Coordination with emergency management personnel
 8. Transportation requirements

9. Management control measures
10. Training and rehearsals

B. In the event of an unusual occurrence, the planned response of institution police department personnel is imperative. In larger departments, the mobilization of personnel may be phased or initiated according to a series of alerts.

V. MASS ARRESTS

The institution police department's civil disturbance plan will include the following provisions for carrying out mass arrests:

1. Arrest, processing, confinement procedures (to include booking)
2. Equipment
3. Juvenile offenders
4. Transportation
5. Detention facilities
6. Evidence collection and preservation
7. Security
8. Identification (photographs)
9. Interagency agreements
10. Defense counsel access
11. Court and prosecutor liaison
12. Media relations/public information
13. Food, water, and sanitation
14. Medical treatment

VI. ACTIVE SHOOTER(S) SCENARIO

A. The institution police departments must have a written plan for responding to an active shooter scenario, to include, at a minimum, provisions for the following priorities:

1. The capture, containment or neutralization of the suspect as soon as possible
2. Saving lives of those in proximity of the shooter
3. Saving lives and safety of citizens in the area
4. The safety of police officers
5. Transition to a Hostage, Barricaded Person Situation if and when events dictate

6. Notification of appropriate persons within and outside the agency
7. Establishing and maintaining communications with other assisting agencies
8. Establishing and maintaining inner and outer perimeters
9. Evacuation of bystanders
10. Evacuation of injured persons
11. Establishing a central command post and appropriate chain of command
12. Requesting ambulance, rescue, fire and surveillance equipment
13. News media access and news media policy
14. Obtaining, verifying and disseminating casualty information, including notification of family
15. After event investigation

- B. Guidelines for active shooter responses should be developed and tested before their use. Once in effect, they should be subject to annual review and modification as necessary.

VII. HOSTAGE, BARRICADED PERSON SITUATION

- A. The institution police departments must have a written plan for responding to a hostage, barricaded person situation, to include, at a minimum, provisions for the following:
1. Avoiding confrontation in favor of containing and controlling the situation until the arrival of trained tactical and/or hostage negotiation personnel
 2. Notification of tactical and hostage negotiation personnel, if these functions exist
 3. Interaction between tactical and hostage negotiation personnel and responsibilities of each
 4. Notification of appropriate persons within and outside the agency
 5. Establishing and maintaining communications with other assisting agencies
 6. Establishing and maintaining inner and outer perimeters
 7. Evacuation of bystanders
 8. Evacuation of injured persons
 9. Establishing a central command post and appropriate chain of command
 10. Requesting ambulance, rescue, fire and surveillance equipment
 11. News media access and news media policy
 12. Authorization for use of force and chemical agents
 13. Use of trained negotiation and support staff
 14. Pursuit/surveillance vehicles and control of travel routes; and
 15. After-action reports

- B. Guidelines for hostage/barricaded person situations should be developed and tested before their use. Once in effect, they should be subject to annual review and, if necessary, modification.

VIII. BOMB THREAT SITUATION

- A. The institution police departments must have a written plan for handling a bomb threat or bomb emergency, to include, at a minimum, provisions for the following:
 - 1. Gaining access to a bomb disposal unit
 - 2. The role of personnel in ascertaining details from the threat caller
 - 3. Notification of appropriate persons within and outside the agency
 - 4. Establishing and maintaining inner and outer perimeters
 - 5. Communication procedures
 - 6. Organization of search teams
 - 7. Search procedures
 - 8. Equipment required by search teams
 - 9. News media access and news media policy
 - 10. Notification procedures for bomb disposal personnel, and
 - 11. Coordination with fire/rescue personnel and with investigators or evidence specialists responsible for gathering physical evidence
- B. The plan should be accessible to all command personnel and reviewed annually.
- C. An evacuation policy should also be established.

IX. V. I. P. PROTECTION

- A. The institution police departments should have a written plan for handling the security of VIP's, to include, at a minimum, provisions for the following:
 - 1. Designation of a single person or position as supervisor and coordinator of any given security detail
 - 2. Equipment requirements, to include consideration of vehicles, body armor for VIP's and security officers, and weapons for officers
 - 3. Instructions for planning and reconnoitering travel routes and alternates
 - 4. Advanced inspection of routes and facilities for the purpose of gathering intelligence information

5. Coordination of operations within the institution police department and with outside agencies
6. Identification of emergency first-aid, ambulance, and medical facilities
7. Communications, and
8. Identification by designation, e.g., lapel pins

- B. In addition to these requirements, institutions having frequent responsibilities for coordinating operations with the U.S. Secret Service should establish specific arrangements with that organization for purposes of planning and coordination

X. SPECIAL EVENTS

- A. The institution police departments should have a written plan for handling special events, to include, at a minimum, provisions for the following:
1. Designation of a single person or position as supervisor and coordinator for the coverage of a given event
 2. Written estimate of traffic, crowd control, and criminal activities expected for any given event
 3. Contingency plan for traffic direction and control
 4. Use of special operations personnel, if any
 5. Logistical requirements
 6. Coordination inside and outside the institution police department
 7. After-action report(s)
- B. The intent of this section is to encourage the development of an overall plan setting out requirements, in turn, for specific planning and operation for each individual event. Special events may include parades, entertainment/sporting events, demonstrations, etc. All plans should address the following problems and special circumstances: ingress and egress of vehicles and pedestrians, parking space and prohibitions, spectator control, public transportation, relief of officers assigned, news media demands, alternate traffic routes, temporary traffic controls, and emergency vehicle access.

XI. SPECIAL OPERATIONS

Institution police departments may by written policy, establish procedures for the following special operations activities:

1. Full-time or part time tactical teams, i.e. SWAT, crowd control, etc.
2. Deployment of tactical teams to supplement other operational components
3. Coordination and cooperation between tactical teams and other operational components

XII. SPECIAL OPERATIONS UNITS

- A. Smaller institution police departments may or may not have a special operations (or tactical) unit. Regardless, these types of emergency situations arise in jurisdictions of any size and every institution police department will be the "first responder" even when another, larger agency may be called in to assist or even resolve the incident. For this reason, every institution police department must have a written plan(s) that outlines the procedures for how these situations will be handled.
- B. For those special operations the institution police department does not perform, the plan should identify where such assistance is available, procedure for requesting, and what responsibilities institution police department personnel are to assume until assistance arrives. Guidelines should also be established for use of special operations officers to supplement other operations, such as patrol, as the need arises. The intent of "coordination and control" is to establish procedures to alleviate potential misunderstandings among all institutions, to provide for the safety of officers, and to ensure the success of the operation. Discretion is advised in disseminating information to local commanders or operational components when operational security is critical to success.

XIII. TACTICAL OPERATIONS

- A. If an institution police department conducts tactical operations, either on a part-time or full-time basis, a written plan should establish criteria for the selection and training requirements of officers assigned to those operations.
- B. Officers who are assigned to tactical operations, whether full-time or part-time should be carefully selected. Special criteria for selection should be identified, such as a stipulation that the assignment is voluntary; physical fitness and agility; and ability to function as a member of a team.
- C. Special equipment is needed to provide tactical officers with proper protection and to facilitate successful resolution of tactical operations. The equipment may be issued to officers for storage at home, in institution police department vehicles, or in some other accessible location. Such equipment is not limited to, but may include:
 - 1. Portable, handheld radio transceiver with ear piece and/or throat microphone
 - 2. Flashlight
 - 3. Chemical agent mask
 - 4. Body armor, a utility uniform
 - 5. Ballistic helmet
 - 6. Binoculars
 - 7. Sidearm and other firearms as dictated by the position of assignment (rifle with telescopic sight, shotgun, automatic rifle, or submachine gun)

XIV. HOSTAGE NEGOTIATORS

If an institution police department has hostage negotiators, a written policy must specify criteria used for selection of personnel. Criteria may include passing a psychological screening examination, including testing and a clinical interview by a licensed psychologist or psychiatrist, and good communication skills and problem-solving abilities. These individuals should receive specialized training in hostage negotiation techniques before assuming the role of a hostage negotiator.

XV. REQUESTS FOR ADDITIONAL ASSISTANCE

- A. A chief of police may request assistance from other institution police departments in order to fully utilize the resources of the University of Texas System Police in an emergency situation which exceeds the capabilities of an affected institution's police department. Emergencies would include, but not be limited to, the following: civil disruptions, natural and man-made disasters, and special security situations in which additional resources are needed.
- B. Chiefs of Police at all institutions shall be responsible for formulating operational plans to resolve emergency situations and special security problems.
- C. To request additional System police personnel and/or equipment, the president, or designee, shall notify the Chancellor or Vice Chancellor for Administration and, if necessary, these persons in the following order:
 - 1. John T. Slettebo, Director of Police
Home Telephone: (512) 836-7225
Cell Phone: (512) 217-0663
 - 2. Michael D. Tacker, Assistant Director of Police
Home Telephone: (512) 721-5503
Cell Phone: (512) 983-4044
- D. The Director of Police shall have the following areas of responsibility:
 - 1. Upon notification of the request, contacting the Chief of Police at the institution requesting assistance for a determination of the personnel and/or equipment needed.
 - 2. Contacting the remaining U.T. System Chiefs of Police and obtaining the necessary resources.
 - 3. Coordinating with the Chiefs of Police affected by the request all transportation needs.

- E. The Chief of Police of the requesting institution shall be responsible for the following:
1. Informing the Director of Police of the number of additional personnel and equipment needed.
 2. Making arrangements for lodging and meals for the temporarily assigned officers.
 3. Directing on-the-scene operations.
 4. Establishing a command post.
 5. Countersigning the records pertaining to hours worked by temporarily assigned officers.
- F. The Chiefs of Police of assisting institutions shall be responsible for the following:
1. Cooperating with the Director of Police in furnishing personnel and/or equipment.
 2. Designating one supervisor or officer to record each officer's duty hours including regular and overtime hours during the special assignment.
 3. Making sure all officers assigned are properly equipped.
- G. The following expenses will be paid by the Office of the Director of Police:
1. Transportation
 2. Lodging
 3. Food
- Unless otherwise agreed upon, these expenses shall not exceed the maximum allowable for State employees on per diem.**
- H. Officers on temporary assignment shall conform to the following guidelines:
1. Completing a Travel Reimbursement Data Sheet (DP Form #29, copy attached) and keeping a record of hours spent on-duty, stand-by and overtime worked while on the special assignment. For the purpose of determining an employee's working hours, the following definitions will be used:
 - a. "On-Duty" - when actually assigned police duties.
 - b. "Stand-by" - when instructed by a supervisory officer to remain in a uniform at a specific location for a specified time period, so as to be available for immediate assignment.
 - c. "Off-Duty" - those periods when officers have no assignment and may leave the campus or place of lodging, although officers are always expected for furnish a telephone number or location where they can be reached.

2. Eating all meals and making use of lodging as pre-arranged. No entertainment, beverage or other additional charges will be paid by the Office of the Director of Police.
3. Functioning within the chain of command established by the requesting institution while on temporary assignment.
4. Each institution furnishing officers for temporary assignment will be reimbursed by the requesting institution for overtime expenses incurred during the assignment. The following policies will be followed:
 - a. Salaries - Officers will continue to receive their regular salary during the assignment.
 - b. Overtime - Employees in a non-exempt status who are required to work in excess of forty hours per week shall be reimbursed in accordance with applicable Rules and Regulations of The University of Texas System Board of Regents.

John T. Slettebo
Director of Police

REVIEWED BY OFFICE OF GENERAL COUNSEL:

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APPROVED:

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