



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **CIVIL DISTURBANCES**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. **POLICY**

- A. The Department has limited resources with which to handle a major civil disturbance occurring entirely or partially within the Cottage City boundaries. The Department therefore, will establish a Civil Disturbance Plan and this general order to provide officers with procedures and guidelines from the perspective of a first responder so that they can attempt to contain a situation upon their arrival at a location.
- B. The Department's Civil Disturbance Plan will also be written to provide guidance to the event that Department members will have to handle a situation exclusively because of the commitment of PGPD support. An example of when the Department's Civil Disturbance Plan may apply would be in a situation involving small-scale picketing, demonstration, or a rally on Cottage City-owned property that must be monitored during its duration, but does not require activation of the PGPD Plan.
- C. Upon activation/implementation of the PGPD Civil Disturbance Plan, Cottage City will defer to the PGPD Plan and the Cottage City Officers will adhere to the direction of the officer-in-charge of the disturbance, pursuant to the Memorandum of Understanding.

II. **PROCEDURES AND GUIDELINES**

- A. Communications

1. PG Public Safety Communications will be the primary source of communications and will assist all communications-related issues and notifications in accordance with their S.O.P.
2. After assessing the overall situation, the first arriving officer should consider requesting a 10-3 and request communications to notify the on-duty patrol supervisor.
3. Communications will provide a radio operator to monitor the radio frequency used in conjunction with the disturbance, and the frequency used should be one which is tape recorded and not the "talk-around" channel.
4. Officers will be very specific when communicating with communications and transmissions of a sensitive nature should be made via telephone.

B. Field Command Post

1. A field command post will be established as soon as practical by the first responding officer who shall assume command until relieved by an officer of higher rank.
2. The command post should be centrally located, yet a safe distance from the scene, and secure.
3. It should contain adequate lighting, a telephone, and the Department's situation maps. (PGPD has a command post for this purpose if needed.)
4. The police field command post should be located in close proximity to any Fire/Rescue Command Post established to ensure security and accurate information exchange.

C. Legal Ramifications

1. At the scene of a major civil disturbance, the first arriving officer should avoid making an arrest without appropriate back-up.
2. After arrests have been made, appropriate charges, and the methods by which they are placed, should be discussed with the supervisor and a representative from the State's Attorney's Office.

D. Notification of, and Support from Other Agencies

3. The first arriving officer will request via communications whatever assistance he/she believes is necessary to contain and control the situation.
4. If the first arriving officer believes that mutual aid is needed from the County police, he/she will advise the supervisor of this and will act accordingly.
5. The first arriving officer will also advise the supervisor of any situation for which he/she believes that military support may be warranted.

E. Community Relations/Public Information

6. If members of the media have begun to gather at or near the disturbance, the first arriving officer will refer all inquiries to the appointed media liaison representative.
7. In their dealings with members of the community, media, or demonstrators or picketers, all officers shall refrain from stating opinions or making comments that would tend to indicate that the officer (or police department) is "taking sides" on a particular issue.

F. Public Facility Security

8. If the first arriving officer determines that a public facility's security is threatened, he/she will request additional officers and direct them as needed.
9. Communications will be requested to notify the security forces for these facilities (W.S.S.C., P.E.P.C.O.) for the purpose of getting them to respond and patrol their respective properties.
10. For the purpose of this general order, "public facilities" in the City will include:
 - a. Town Hall,
 - b. Police Department, and
 - c. Public Works.

G. Traffic Control

11. When calling for additional officers, the first arriving officer should direct those needed to certain traffic points to keep unnecessary pedestrian and vehicular traffic from the affected area.
12. Communications will be notified of all roads or streets that will be closed, regardless of the length of time they will be closed communications will also be notified of any traffic light placed on flashing.

H. Equipment Requirements

13. The first arriving officer, after assessing the overall situation, will advise responding officers of what equipment they should bring with them.
14. Each officer assisting with the civil disturbance situation will be appropriately equipped with at least:
 - a. A portable transceiver, and
 - b. Department-issued firearm and non-lethal weapons.

I. Post-Occurrences Duties

15. Tasks, duties, and responsibilities for officers who responded to the incident will be assigned by the supervisor or Incident Commander.
16. The officer assigned to write the Event Report or the communications car will request a copy of the communication's radio and/or telephone tape.
17. All Department members who participated in the incident will coordinate with the report writer so the Event Report can accurately reflect what each officer did.
18. The supervisor will arrange for a critique of the incident and a formal report will be prepared by the supervisor and submitted to the Chief of Police (if the Chief of Police was not the incident commander) and the Cottage City Commission for review and approval, prior to it being released to the media.
19. After the report has been approved, dissemination of it will be as directed by the Chief of Police and/or Cottage City Commission.

J. Transportation

In the event transportation is needed away from the area affected by the incident, communications will be requested to contact the following to determine if, and to what extent, service can be provided:

20. County Bus,

21. Metro and local taxi companies.