



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: COMMAND AND RESPONSE TO EMERGENCIES AND TACTICAL SITUATIONS	GENERAL ORDER NUMBER: 602
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The purpose of this General Order is to provide procedures for Columbia Heights Police Department police officers to respond to all emergency situations in the safest and most efficient manner possible.

602:1 Definitions

Emergency Vehicle

For the purposes of this General Order, emergency vehicles are marked or unmarked police vehicles equipped with lights and sirens.

602:2 Emergency Operation of Police Vehicles

602:21 Responding to Emergencies

Emergency operation of police vehicles responding to emergencies includes the use of lights and sirens.

602:211 Sirens

Officers responding to emergency situations must keep in mind that the siren may not give other vehicles in the immediate area the necessary warning to respond to the emergency vehicle.

602:2111

The siren may only be shut off momentarily to eliminate interference with police radio communications.

602:212 Intersections

All police vehicles responding to an emergency situation with lights and siren

should come to a complete stop for all semaphore lights indicating red, and for all stop signs. The police vehicle should proceed when all other traffic has come to a stop. There is no reason to exceed the posted speed limit when traveling through an intersection on a green light when there is other traffic present. It is suggested that the speed of the emergency vehicle be drastically reduced when motorized or pedestrian traffic is present in or near an intersection.

602:2121

All police vehicles responding to emergency situations without lights and siren shall travel at a speed reasonable and prudent. All police vehicles shall yield to traffic at any stop sign or semaphore.

602:213 Lights and Sirens

Police officers shall respond with lights and sirens to the following calls:

- Medicals of a life threatening nature such as heart-related, stroke, or severe bleeding. In addition, medicals of unknown origin. Other medicals and sick calls shall be responded to Code 2 (no lights or siren);

- Personal injury motor vehicle accidents, and accidents where injuries are unknown;
- Felony crime of violence;
- Assault in progress, excluding fight calls;
- Heavy domestic, i.e. domestic involving dangerous weapons;
- Officer needs assistance;
- Pursuit situations;
- Fires;
- Hazardous waste incidents or industrial accidents with potential for bodily harm;
- Unknown trouble or help calls; and
- Suicide attempts.

602:214 Lights and No Siren

Officers may respond with lights and no sirens to the following calls by following the procedures in section 602:212 of this General Order:

- Silent alarms: Robbery, burglary, perimeter, VARDA;
- Property crimes, felony in progress; and
- Any situation where the officer does not want to alert the suspect of the presence of the police.
- Officers should be aware that per state statute, when responding without lights and siren, they are not authorized as an emergency vehicle.

602:215 No Lights or Siren

Officers shall respond routine (no lights or siren) to audible commercial and residential alarms. If officers have a reason to respond Code 3 (lights and siren), they may do so.

602:3 Command/Incident Management at Scenes

602:31 Officers First on Scene

Officers first on scene of incidents shall use incident command principles (scene size-up,

communication, etc.) to assist the response of other units to proper locations and duties in containing and stabilizing a scene.

602:311 Fire Scenes

At all fire scenes, the senior fire officer present shall be in command. Police personnel shall provide such support services as may be required and ordered by the commanding officer. In the event that police personnel arrive at the fire scene prior to fire department personnel and equipment, the police officer shall provide such assistance as may be within his power. Upon the arrival at the scene of fire personnel, the police officer shall report to the commanding officer for assignment.

602:312 Drownings

The County Sheriff's Water Patrol has countywide jurisdiction of any water related death. They shall be notified of any water related drowning or rescue attempt.

602:3121

The fire department shall also be notified. The police department shall assist the County Sheriff's Water Patrol and the Columbia Heights Fire Department with any rescue attempts or body recovery. Once recovery has been accomplished, the Columbia Heights Police Department shall assist the County Sheriff's Water Patrol with their investigation. In cases of actual drownings, the Anoka County medical examiner shall also be notified.

602:313 Vehicle Accidents

At all emergencies involving vehicles, the responding police officer shall administer first aid and provide for the safety of those involved in the accident and in the area. Upon arrival of the Fire Department, the responsibility for assisting injured persons will be transferred to the Fire Department while police officers on the scene will be responsible for other scene needs such as crowd control, traffic control and information gathering with assistance to

the Fire department in the care of injured persons as necessary. The assigned fire officer will be responsible for the extrication process from the vehicles.

602:314 Medical Emergencies

In the event of medical emergencies, responding officer shall administer first aid and assistance to the victim(s) until the arrival of the Fire Department personnel. Once the Fire Department personnel have arrived, police officers will provide assistance in administering first aid as necessary or required. The police officers need remain at the scene only as long as needed and do not need to respond to medical incidents that the Fire Department can handle alone.

602:315 Active Shooter Incidents

Using the principles and priorities of current active shooter response, incident command and priority planning, officers should do the following:

The first arriving officer(s) should secure a radio channel and establish incident command. Officer(s) arriving should tactically park squad. Officer(s) should prepare themselves with proper response equipment such as go bags, rifle, helmet, additional body protection, etc. A visual scan of the area should be done to identify possible threats such as suspicious vehicles, bags, and out of place people, explosive devices, etc. Communicate known information to dispatch. Determine entry team and determine team leader if officer is not alone. Advise dispatch exact locations of officers and direction they are going.

Officer(s) entering location of an active shooter should stay in safe areas and out of direct line of potential fire. Engage suspect to prevent further loss of life. Law Enforcement response should establish location of wounded and determine a safe corridor to evacuate viable victims. Law Enforcement should

secure the corridor and escort evacuation personnel such as fire department for victims that cannot walk under their own power. Officers should complete visual and physical body sweeps of people being evacuated for weapons and secondary devices. Viable victims should be rapidly moved through secure corridor to triage and into ambulance staging area for removal.

First supervisor (or senior officer) on scene who is not part of initial entry team should assume command and announce that they are incident command (IC). IC should establish a HOT ZONE (area too dangerous for anyone to enter) and communicate that zone out to responders. IC should establish an INNER PERIMETER and an OUTER PERIMETER to control the movement of those involved in the incident and to keep unnecessary people from entering the incident. IC should establish a location for a safe unified command with fire, EMS, and other responding entities. IC should establish a staging zone for responding vehicles to avoid gridlock. IC should determine what assistance (resources) are necessary and manage a controlled response. IC will immediately notify Captain and Chief of Police. IC will remain in charge until relieved by a higher ranking officer. IC will establish separate staging areas for media and responding victim family members if applicable. IC may find it necessary to establish a no fly zone over incident and to request no live media broadcast if incident is ongoing.

- ❖ Life Safety
 - Contact rescue teams.
 - Intelligence information on shooter.
- ❖ Stabilization
 - Determine casualties and medic support.

- Establish outer perimeter as resources allow.
 - Direct resources – staging areas.
 - Change of command as briefing and tempo of incident allows;
- ❖ Personnel Usage – Officers shall work in a coordinated manner using experience and training dictates. The first officer on scene shall be the incident commander until relieved by a senior officer or supervisor. Tactical equipment that is available is authorized for use if appropriate.

602:316 Financial Institutions

No member of the Department shall enter the financial institution before all squads are in position at the scene and the supervisor or senior officer has approved entry into the building. The following procedures shall be followed in responding to this type of alarm:

- All units shall give their location;
- The first squad, either marked or unmarked, arriving in the area shall select a position of good vantage cover in an area near the financial institution. This squad shall notify Dispatch of the position;
- The first officer at the scene shall direct squads into position at the financial institution;
- Other squads shall position themselves in surrounding locations of good vantage cover. All squads shall notify Dispatch of their position;
- When all squads are in position, the first officer at the scene shall advise the dispatcher to call the financial institution;
- The Anoka County dispatcher should ask the financial institution manager/representative to meet the squads outside. The Anoka County dispatcher should obtain a clothing

description of the manager to pass on to the officers at the scene and advise what exit they are coming out;

- The first officer on scene shall direct the financial institution representative to meet with an officer outside the business. Under no circumstances will any member of the Department enter the building until all cars are in position at the financial institution and the first officer approves the entry;
- When the financial institution is part of an existing business, any alarm at that location shall be treated as a financial institution alarm.

602:317 Businesses

All businesses shall be handled in the same manner as a financial institution as described in section 602:316.

602:3171

The first officer on the scene shall give the squad location and wait for the second unit. A phone call shall then be placed to the business to determine what the problem is inside the business, and to obtain further critical information. No entry until squads are in position and a supervisor approves.

602:3172

Officers on the scene shall note any suspicious vehicles, especially those running or with a driver in them.

602:318 Domestic With Gun or Weapon

The dispatcher will attempt to keep the caller on the line while squads respond. The police response to the scene shall be:

- If appropriate, have the dispatcher call inside and request that the party(ies) step outside;
- If windows are available, try to look in before going up to the door. Use positions of cover and employ the AR-15 if appropriate;
- Try to get some response and identify yourself;

- If no response, have the dispatcher try calling;
- No less than two (2) officers shall respond.

602:319 Burglary in Progress

The first officer on the scene shall:

- Cover the building and note license numbers of all vehicles in the area;
- Wait for other officers to arrive if no canine is available;
- Not enter until officers are in position;

602:3191

The second officer shall cover the opposite corner of the building.

602:3192

When a canine is used at the scene, all other officers shall secure the perimeter and enter the building only at the direction of the canine handler.

602:3193

If no canine is available, at least two (2) officers, staying together, shall search the building while other officers secure the perimeter.

602:3194

If possible, officers on the outside shall try to ascertain the means of entry.

602:3195

The building shall be searched in a systematic fashion.

602:4 Bomb Threats

602:41 Bomb Threats Received on CHPD

General Phone Lines

If a bomb threat is received by a telephone call to the Columbia Heights Police Department, the person receiving the call shall:

- Note the exact words of the caller;
- Attempt to have the caller repeat the message;

- Attempt to determine the sex, age, and other pertinent information of the caller by the sound of the voice; and
- Note any background noise.

**602:42 Bomb Threats Received by Police
Department Personnel**

When a bomb threat is reported to the Columbia Heights Police Department, the employee receiving the call shall attempt to obtain the information outlined in section 602:421 from the reporting party.

602:421

The following personnel shall be notified by telephone, or face-to-face communication:

- Shift supervisor;
- Police personnel in the area;
- Fire Department;
- Command staff; and
- The person in charge of the location that is the target of the bomb threat (notification to be made promptly upon direction from the shift supervisor).

602:422

The police response to the scene shall be:

- Establish a command post;
- Deploy search parties consisting of one sworn police officer and one or two employees or other personnel familiar with the area to be searched. No search shall be conducted until a plan is made. The search shall be systematic;
- It is critical to reduce the threat of panic when the decision is made to evacuate a threatened area. Once a state of panic has been reached, the potential for injury and property damage is greatly increased. In the context of a bomb threat, panic is the ultimate achievement of the caller. Any evacuation shall be limited to those areas that appear to be immediately threatened. In the case of

a large shopping complex, it may be prudent to evacuate the store that is the target of the threat and those stores adjacent.

supervisor in the departmental chain of command. In no event shall emergency service personnel counter or violate the directives of the commanding officer.

602:43 Bomb Disposal Unit

The Minneapolis Police Department Bomb Disposal Unit shall be notified whenever a potential explosive device is located, or the threat contains sufficient information that would warrant the activation of the bomb disposal unit. St. Paul and Bloomington Police Departments also have bomb disposal units that are available.

602:44 Secured Scenes

While securing the scene, no portable radios shall be used. After the target area has been thoroughly searched and the incident commander is reasonably certain no threat exists, the person in charge of the threatened facility shall be informed of the incident commander's determination. The person in charge of the facility may then allow employees and other personnel into the facility.

602:5 Emergency Situations in General

602:51 Officer in Charge

The officer in charge at the emergency scene shall be responsible for the coordination and effective utilization of all safety services personnel at the scene. They shall notify Dispatch that they are in command of the scene. All personnel shall cooperate with the officer in charge.

602:52 Emergency Preparedness Personnel

Emergency preparedness personnel responding to the emergency scene shall report to the officer in charge for assignment.

602:53 Problems with Existing Procedures

During the course of emergency activities, problems with existing procedures may become evident. Those personnel who have suggestions for corrective action or improved procedures shall submit these to his/her

602:6 Support Personnel from Outside the Community

602:61 Subordinate to CHPD Commanding Officer

Support personnel from outside the community shall be subordinate to the Columbia Heights Police Department commanding officer.

602:62 Coordination with Officer In Charge

Upon arriving at the scene, such support personnel shall coordinate with the officer in charge for assignment. The officer in charge shall direct the activities of the support personnel through the senior officer of the supporting group, unless otherwise established at the scene.

602:7 Notifying Staff Personnel in an Emergency

602:71 Calling in a Detective After Hours

In all situations where there is a need for a detective to be called to the scene after hours, the on-duty sergeant or senior officer shall authorize contact of a CID Detective.

602:72 Critical Calls

In the case of critical calls, the shift supervisor or designee shall notify the Captain and/or Chief as soon as possible.

602:8 Responsibilities

602:81 First Officer on Scene

The first officer on scene shall be the incident commander until relieved by a senior officer or sergeant.

602:82 All Personnel

It is the duty of all personnel to be familiar with these procedures.

BY ORDER OF:

Scott Nadeau, Chief of Police

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