



READING POLICE DEPARTMENT

P-16

Department Manual
P-16 Patrol

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New Amends Rescinds

A. GENERAL CONSIDERATIONS AND GUIDELINES:

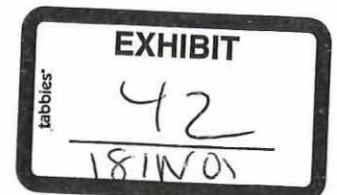
The Reading Police Department has made the following plans to respond effectively to special operations such as hostage and barricaded-person situations, bomb or bomb threats and bomb disposal, coverage of special events, and civil defense needs. Critical incidents are defined as situations such as natural disasters, civil disturbances, riots, crowd control, or labor disputes.

The department will participate fully in all special operations and critical incidents. In cases where the department is the first responder to such situations, the following policies, procedures, rules and regulations will apply until the department is relieved either from command or duty. Whenever the department participates in special operations or unusual occurrences at the request of another jurisdiction, Reading Police officers will report to the commander of that jurisdiction and take their direction from such commander.

B. DEFINITIONS:

- Special Operations** - For the purposes of this policy, special operations will include all the items listed above including those described as unusual occurrences.
- Inner-Periphery Area** - The inner periphery shall be that area accommodating the Command Post and designated by the OIC. Only those persons specifically requested by the OIC are allowed in this area.
- Outer-Periphery Area** - The outer periphery shall be that area surrounding the inner-periphery area and so designated by the OIC. The outer-periphery area shall be restricted to police, emergency personnel and authorized persons. The Staging Area will be an area designated by the OIC and shall be at the outer boundary of this area.

C. GENERAL POLICIES:



There are general policies that are generic to many special operations. These general policies should be followed in all special operations where applicable

1. The Chief and/or his designee is tasked with the overall planning of police responses to special operations and unusual occurrences, and should be notified as early as is reasonable in any situation. **(46.1.1a) (46.1.4d)**
2. It is the policy of the Reading Police Department that tactical decisions that are made in special operations situations be guided by the premise that preservation of life extends to all persons, including suspects, perpetrators, hostages, barricaded person(s) and uninvolved bystanders.
3. The coordination of written plans within the department will be the task of the Day Shift Division Commander, who will review and revise all plans annually.
4. All supervisors will be tasked with being familiar with all written plans and the procedures for special operations and unusual occurrences.
5. The Day Shift Division Commander (DSDC) is tasked with keeping all equipment needed for special operations or unusual occurrences (riot gear, batons, bulletproof vests, shotguns, emergency lighting, flex cuffs for mass arrests) in a state of readiness. The DSDC or his designee will inspect the equipment once each month.
6. Unity of Command - At every special operation situation there will be at all times one officer designated as the OIC **(11.2.1)**

When officers of equal rank are on the scene, the first supervisor responding will be in charge until relieved by a higher-ranking officer.

If a supervisor with a higher rank than that of the OIC responds to the scene and takes charge, he shall relieve the OIC and notify the dispatcher by radio that he is in command. All the duties and responsibilities of the OIC designated will then be assumed by the commanding officer assuming responsibility. **(46.1.4i)**

7. Debriefing - Once a special operation situation has been defused, the OIC will be responsible for conducting a short meeting of all personnel involved in the situation. The purpose of this meeting is to debrief those involved and to document the events that occurred. **(46.1.3h)**
8. Reporting - The OIC shall ensure that a full and complete report of the situation is prepared and submitted, over his signature, to the Day Shift Division Commander within 24 hours of the conclusion of all special operation situations. **(46.1.4o)**

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9. Media Relations - Information regarding special operations situations is particularly sensitive. All media contacts will follow the policies and procedures found in this Manual, Policy I-3 Section 2 under Procedures. **(46.1.3f)(46.1.4k)**
10. Annual Review - On an annual basis the department's Division Commanders will review the contents of this policy and make recommendations for modifications and changes, if needed, to the Chief.

D. GENERAL PROCEDURES:

There are general procedures that are generic to many special operations. These general procedures will be followed in all special operations where applicable.

1. The primary mission of the department in special operation situations is the protection and preservation of life. Tactical decisions that are made in these instances shall be guided by the premise that preservation of life extends to all persons, including suspects, perpetrators, hostages and uninvolved bystanders. Attempts should be made to avoid confrontation in favor of controlling and containing the situation until the arrival of trained tactical and/or hostage negotiation personnel. **(46.1.4a)**
2. Should the need arise to mobilize the department or to call back a portion of department personnel, the following procedures will apply: **(46.1.3c)**
 - a) Hold over the shift due to go off duty so that personnel from two shifts are available
 - b) If additional personnel are needed, they will be called back in the following order:
 - 1) Next shift due to work;
 - 2) Staff and administrative officers and investigators;
 - 3) Shift just relieved. **(46.1.4d)**
 - c) To call back personnel, the on-duty supervisor, or his designee, will page the shift to be called back and advise them of the situation and the time and place to report. Any special uniform or equipment needs will also be included. It will be the responsibility of the each officer to ensure that they are in proper mental and physical condition to perform duty.
 - d) The DSDC or his designee will assign personnel called back as required, utilizing the skills, knowledge and abilities of called-back officers where appropriate. The called-back shift supervisor will be prepared to make assignment recommendations or to deploy personnel as directed.

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- e) Whenever possible, called-back officers will be briefed and/or rehearsed.
- 3. Swat Team – When the Officer in Charge deems the services of the NEMLEC RRT/SWAT Team, which includes hostage negotiators, are needed, the following procedures will be used: **(46.1.3d) (46.2.1b)**
 - a) Call North Andover Police Department at 978-683-3168.
 - b) Notify the Chief of Police **(46.1.4abd)**
- 4. The Supervisor of the NEMLEC RRT/SWAT Team, under the direction of the DSDC or the OIC, will establish procedures for cooperation, coordination and responsibility between RRT/SWAT and other operational components including hostage negotiation personnel. **(46.1.4c) (46.2.1c)**

E. GENERAL RESPONSIBILITIES:

There are many tasks that are generic to special operations. The following will outline responsibilities where applicable.

- 1. First Unit on the Scene – The first officers to arrive at the scene of a special operation situation shall: **(46.2.1a)**
 - a) Immediately notify the dispatcher that a special operation situation exists, giving the exact location and other pertinent information.
 - b) Prevent further danger to citizens by removing them from the immediate area and cordon off the area **(46.1.4g)**
 - c) Immediately notify the dispatcher if an injured victim needs assistance or an ambulance. **(46.1.4j)**
 - d) Coordinate ambulance evacuation of victim(s). **(46.1.4h)**
 - e) To the best of his/her ability, seek to secure the area for both safety and security. **(46.1.3g)**
- 2. Dispatchers - Immediately upon receiving information from a field unit that a special operation situation exists, the dispatcher will **(46.2.1a)**
 - a) Advise the OIC/shift supervisor of the situation
 - b) Notify a Patrol Supervisor to respond, informing him of actions already taken and request that he advise the dispatcher of measures being taken, the status of existing conditions, along with recommendations of requests for specific needs.

- c) Under the direction of the supervisor, dispatch sufficient units to isolate the area and contain the situation. Units so deployed will be sent to specific intersections and/or addresses to take up posts.
- d) Notify the Reading Fire Department. **(46.1.4j)**
- e) Dispatch an ambulance to respond or stand by as needed. **(46.1.4j)**
- f) Notify the appropriate utility company(s).
- g) Advise all units not dispatched to the special operation situation to remain out of the area.

3. First Supervisor on the Scene - Upon arrival at a special operation scene, the superior officer taking charge will immediately notify the dispatcher of his arrival. The dispatcher in turn will notify all officers at the scene of the identity of the OIC. The Officer-in-Charge will: **(46.2.1a)**

- a) Assume overall command of operations at the scene.
- b) Activate and establish a Command Post from which all operations will be directed. **(46.1.3a,b)**
- c) Establish a Staging Area to which ALL responding police and emergency units without a previously designated assignment will report. **(46.1.3e)**
- d) Assign an officer to be in control of the Staging Area.
 - ❖ The officer in control of the Staging Area will deploy all responding units not specifically requested by the OIC at the Command Post to traffic and crowd control. **(46.1.4e)**

e) Designate an inner- and outer-periphery area. (46.1.4a)

- f) Immediately after arrival and evaluation of the situation, the supervisor shall report on his assessment of the situation. The OIC will make the decision as to the need for mobilization, mutual aid and/or additional support units.

4. Officer in Charge - When notified by the dispatcher that an actual special operation situation exists, the OIC, or their designee, will:

- a) Notify the Chief of Police as soon as practical.
- b) Notify the Day Shift Division Commander.
- c) Assume overall command of operations at the scene and make all decisions regarding the actions to be implemented. The OIC will ultimately determine

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the amount of force to use, including chemical weapons that will be deployed by trained members of the NEMLEC RRT/SWAT Team. **(46.1.4i) (46.2.1b)**

- d) Ensure that all tasks assigned to the initial responding supervisor are accomplished.
 - e) Familiarize him/her self with all resources available in defusing the situation and deploy those resources as required. (E.g., activating the NEMLEC RRT/SWAT Team, State Police Bomb Squad, surveillance equipment etc.) **(43.1.4), (46.1.4j) (46.2.1b)**
 - f) Develop and implement strategies to alleviate the situation, or at least maintain order and security.
 - g) Ensure that all actions required of the dispatcher have been performed.
 - h) Monitor the situation and keep all officers present advised of changes in command and other important information.
 - i) Direct the collection of any evidence according to directives outlined in this Manual.
- 5. Additional Responding Units – Units responding to special operations situations will: (46.2.1c)**
- a) Take up a post at the location specified by the dispatcher.
 - b) Direct vehicular and pedestrian traffic away from the danger area. **(46.1.4g)**
 - c) Keep the dispatcher and the OIC apprised of all important information.

F. SPECIFIC PROCEDURES:

The following procedures and guidelines are designed to augment the general guidelines outlined above. They are divided into specific situations and outline needs that are unique to that special operation.

1. **Hostage/Barricaded-Person Situations (46.1.2)** - may result from the unexpected arrival of police officers during the commission of a crime. If the perpetrators have not seized hostages or gained physical control of the crime scene, patrol officers should consider immediate intervention provided the highest degree of care is exercised in order to ensure that undue loss of life does not occur. Immediate intervention by officers is usually not appropriate when the suspects have gained control of the crime scene area and/or have either barricaded themselves or seized hostages. Police assaults in these

cases may needlessly endanger the lives of police officers and others concerned.

Officers should not act impulsively when a hostage/barricaded-person situation has been declared. A hasty decision could minimize the effectiveness of personnel such as trained hostage/barricaded-person negotiators and emergency service technicians. Officers are reminded that due to the unique circumstances of a hostage/barricaded-person situation, they must exercise the highest degree of care in order to ensure that undue loss of life does not occur.

Once negotiations begin in hostage/barricaded-person situations, it is essential that no one interfere with the negotiating process. Officers shall not attempt to apprehend suspects unless they receive a direct order from the OIC.

The OIC should utilize and elicit the cooperation and expertise of all members to assist in the successful resolution of any hostage/barricaded-person situation.

- a) Once the initial confrontation is over and the situation is contained all use of force shall comply with the departments Use of Force Policy P-8. **(46.1.41)**

No officer shall discharge a firearm without the authorization of the OIC or within the guidelines in the Use of Force Policy P-8. (46.1.41)

- a) Procedures – The following specific procedures will apply in all hostage/barricaded-person situations in addition to those general procedures outlined above:

First Unit on the Scene will:

- 1) Seek to confine the captor(s) to the smallest possible area consistent with their own safety.

First Supervisor on the Scene will:

- 1) Advise all units participating to switch radios to NEMLEC channel 4 for hostage/barricaded-person(s) related communications. (46.1.4e)
- c) Negotiation/Negotiators – The NEMLEC RRT/SWAT Team is augmented with trained hostage negotiators. When activated, they will supply negotiators and support staff. There shall be officers designated and trained as “negotiators.” They will do the negotiating if directed or requested by the OIC. (46.1.4m)
- d) Nonnegotiable Demands in Hostage Situations - The OIC is expected to utilize the hostage/barricaded-person negotiators to establish and

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maintain communication with the captor(s) or barricaded person(s) and to preserve the safety and obtain the release of the hostage(s)/barricaded person(s). However, the following demands shall not be complied with under any circumstances:

- 1) No weapons will be supplied to the captor(s).
 - 2) No additional hostages will be given, and the exchanges of hostages must be made cautiously and discriminately
 - 3) A captor will not be allowed to remove hostages to a location where immediate police intervention would not be possible should it become necessary.
- e) If it becomes necessary, the OIC will make the decision to either assault or neutralize the situation.
2. Mobile Hostage Situations - Every effort should be made to keep a hostage/barricaded-person(s) situation from becoming mobile since mobility makes it very difficult to contain and manage the situation and substantially increases the element of danger. Should a situation become mobile in spite of efforts to the contrary, the following procedures will apply:
- a) The OIC shall immediately notify the dispatcher, who will assign an unmarked unit to follow and maintain surveillance of the situation
 - b) The surveillance unit shall:
 - 1) follow and maintain surveillance of the situation as long as hostage/barricaded persons are being held;
 - 2) Maintain contact with the OIC through the dispatcher and advise as to the location and progress of the situation.
 - 3) If possible or appropriate depending on the situation, dictate control of travel routes via the OIC **(46.1.4n)**
 - 4) Change of Scene - Should the hostage/barricaded-person situation move to another municipality, the shift supervisor shall notify the local authorities affected.
 - ❖ The OIC and the hostage/barricaded-person negotiators shall maintain contact and cooperate fully with local authorities so that any rapport established between the hostage/barricaded-person negotiators and the captor(s) is maintained.
- 3 Bomb/Bomb Threats – **(46.1.2)** The report of a bomb or a bomb threat is usually brought to the attention of the department through a telephone call.

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The department does not employ trained bomb disposal experts. In the Town of Reading, the primary bomb unit will be the State Police Bomb Squad. If the State Police Bomb Squad is unavailable, the Boston Police Bomb Squad will be used. **(46.1.5ab)**

The following rule applies in all bomb/bomb-threat situations:

- ❖ Radio communications relative to bomb/bomb threats are to be kept to a minimum. Landlines are to be used whenever possible
- a) Procedures - The following procedures will apply any time a member of the department is aware of a bomb/bomb threat or suspicious object. Members are reminded, for their own safety, not to touch or remove any suspicious object.
 - 1) Dispatchers - Immediately upon receiving information that a bomb/bomb threat exists, the dispatcher will:
 - a. Advise the Fire Department of the bomb/bomb threat so that they can dispatch their personnel to the scene
 - b. If the threat involves a public school, make contact with the superintendent's office and advise them of the situation.
 - 2) Officer-In-Charge - When notified a bomb or suspicious object, box or container has been found, the OIC will.
 - a. Call the State Police Bomb Squad or Boston Police Bomb Squad and notify the State Fire Marshall's office of the situation.
 - 3) First Unit on the Scene - The first officers to arrive at the scene of a bomb/bomb-threat situation shall:
 - a. Contact the senior official at the scene to coordinate activities. Unless a suspicious device is found, the decision to evacuate an area will be made by the senior official.
 - b. Coordinate a search of the area.
- 4. Natural and Man-made Disasters – The department will provide all police functions for natural or man-made disasters. In all other local or state jurisdictions, and within the Reading Police Department's ability to supply manpower and equipment, the department will cooperate fully to carry out necessary police services (mutual aid). Natural disasters such as fires, tornadoes, hurricanes, and blizzards or man-made disasters such as air crashes, civil disturbances, riots, etc., will be responded to in the following manner: **(46.1.2)**

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a) Dispatchers will:

- 1) Advise Civil Defense of the disaster so that they can dispatch their people to the scene.

- 5 Civil Disturbances **(46.1.2)** – Since the end of WW II, civil unrest in the United States has become increasingly widespread and open. Laborers, students, and minority groups have been most prominent and dramatic in their efforts to effect immediate changes in social practices and standards. They conduct demonstrations, sit-ins, teach-ins, and nonviolent and nondestructive incidents, but sometimes end in violence and bitter combat. Given the right combination of factors, any situation whatever involving large numbers of people may evolve or explode into unlawful assembly. Without immediate, decisive police action, the situation could quickly evolve into a full-scale riot.

The objectives of the department at the scene of an unlawful assembly are the protection of human life and property, containment, dispersal, prevention of recurrence, arrest of violators, and the conduct of operations according to department priorities.

The police officer is a “Peace Officer,” and it is his responsibility to maintain peace where it exists and to restore peace when there has been a breach. Restoration of the peace is accomplished by persuasion when possible or by force if necessary. Any use of force must follow department policies as outlined in this Manual

a) Procedures – The following procedures will apply any time a member of the department is aware of a civil disturbance.

b) First on the Scene – The first officers on the scene of a civil disturbance shall:

- 1) Prevent further danger to citizens by evacuating them from the immediate area. Once the specific area is identified, it should be closed off and contained until the problem has passed. Non-residents and casual onlookers should immediately be advised to leave the area, thereby reducing the number of potential anti-police combatants.

c) First Supervisor on the Scene – Upon arrival at a civil disturbance scene, the superior officer taking charge will immediately notify the dispatcher of his arrival. The dispatcher will, in turn, notify all officers at the scene of the identity of the OIC, who will:

- 1) Survey the Scene – Except for cases in which there is an extreme need for immediate action, as when an individual is under direct and violent attack, surveying the scene has great value to the department’s overall effectiveness. Determine as soon as possible the best location for the

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Command Post and the best vantagepoint for observers, away from the immediate scene.

- 2) Assess the Situation – The supervisor will determine whether the original purpose of the gathering was lawful or not, observe people in the crowd and determine their attitude, emotional state and general condition; locate and identify the leaders and agitators if any, and look for signs of organization
- d) Officer-In-Charge (OIC) – The OIC, after being briefed (if necessary), will:
- 1) Arrest Violators – Take immediate action for serious violations. Arrest the perpetrators and immediately remove them from the scene. If such arrest will drain off manpower from the scene, the OIC will wait until sufficient manpower is available to make arrests and then act. The OIC shall immediately remove arrestees from the scene to avoid attempts by the crowd to rescue them from custody, utilizing rear-echelon “arrest teams” to process prisoners.
- e) Procedures for Handling an Unlawful Assembly – Once the OIC has determined that the crowd is an unlawful assembly, the following will apply:
- 1) Dispersal Order – When the order to disperse is given, a reasonable amount of time must be allowed and an avenue of exit must be maintained before officers will be ordered forward to move the crowd. The order to disperse should be given over some type of voice amplifications device, and at least three warnings should be given.
 - 2) Arrest Procedure – When the command to move out is given to police officers, the arrest teams (usually in pairs and equipped with several sets of flexible plastic handcuffs) should set out to make arrests
 - 3) Field Booking Procedures – Field booking procedures may prove to be more effective, right at the scene, than transporting large numbers of prisoners to headquarters or to jail facilities. Once processed, the prisoners should be taken to jail or to the court if open. The shift supervisor will coordinate this with the dispatcher.
- f) Mass Arrest Procedures – **(46.1.2)** 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 bail, Constitutional Rights, etc.
- 1) Processing/Booking – Arrested persons will be removed from the point of the disturbance by the arresting officer and brought to a location where booking will take place. This may be the Police Station or any

other location directed by the OIC. The OIC will establish an arrest team to handle prisoners. Arrest team duties will include:

- ❖ Booking arrested persons in accordance with current booking procedures.
- ❖ Obtaining medical treatment.
- ❖ Transporting to district court.
- ❖ Providing the use of a telephone
- ❖ Photographing and fingerprinting if necessary (MGL C 41 S 98).
- ❖ Treating juveniles involved in arrests according to juvenile procedures currently practiced.
- ❖ Use of force to affect an arrest or to control the disturbance in accordance with the Use of Force Policy P-8

6. VIP Security Policy **(46.2.6)** – The great mobility of politicians, business executives, celebrities, and foreign dignitaries means that Reading could be visited at any time by VIPs for whom there is a legitimate requirement to provide police protection and security. In addition, special events may bring celebrities into our town for whom special police provisions must be made. It is essential that the Reading Police Department be prepared to provide police security services in an efficient, competent, and professional manner.

a) Purpose – The purpose of this General Order is to establish procedures relating to the provision of police VIP security services.

b) Procedures

- 1) All requests for police security services of VIP visitors will be directed to the Chief of Police, who will make an administrative decision as to the level and nature of services to be provided. The Chief will coordinate as required with the Town Manager
- 2) The Chief of Police or his designee and the Day Shift Division Commander will designate a single individual as supervisor and coordinator of any given security detail. Normally, such responsibility will be assigned to the NEMLEC RRT/SWAT.
- 3) The Chief of Police, Deputy Chief, and/or Day Shift Division Commander, and the Security Team Coordinator will meet, as required,

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with the advance party/VIP security representative and will prepare necessary plans for provision of security services; e.g., activating the NEMLEC RRT/SWAT.

- 4) VIP visitors will generally fall into one of three types which affect the level of necessary protection:
 - a. Quiet, private visit with no or limited public activity. Requires little or no police security.
 - b. VIP known by name or position but not by actual physical appearance. May require limited security prior to public appearance, more security after.
 - c. Readily recognizable VIP making public appearances. Police security assistance required.
- c. Security Considerations – Advance planning, normally involving a VIP representative and Security Team Coordinator, must consider the following
 - 1) VIP Itinerary and Schedule – Review for conflicts with other activities scheduled during the same period.
 - 2) Travel Routes – Plan and reconnoiter the quickest and safest routes, as well as alternative routing. Identify possible hazard locations. Verify that no planned construction or maintenance will impede travel.
 - 3) Emergency “Safe House” Locations – Identify public buildings or other places where VIPs could be taken in case of emergency.
 - 4) Medical – Identify any medical needs which might necessitate treatment/hospitalization/availability of emergency service personnel and equipment.
 - 5) Hotel/Restaurants – Determine plans, needs and makes recommendations based on security considerations.
 - 6) Communications – If VIP has security personnel, communications arrangements may include loan of police radios.
 - 7) Physical inspection of buildings in the area to be visited should be made to ensure familiarity with layouts, exits, stairways, etc.
 - 8) Media Representation – Determine media requirements/needs/arrangements.

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- 9) Intelligence : Trouble/Problems – 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 who will be 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 with outside agencies will be as required.
 - 12) Equipment – Requirements will be determined as to equipment needed such as vehicle, body armor, weapons, etc., for security personnel as well as the VIP party.
- d. Protection Principles
- 1) All personnel on duty during a VIP visit should be made aware of the visit, general visit itineraries, and police security plans. Exact timing and precise security details may be restricted on a need-to-know basis.
 - 2) Security will generally be tightest when the VIP is moving either on foot or in a vehicle, or when stationary during a public appearance. In general, it may be necessary to also protect the VIP's residence location and any parked vehicles. When traveling by car, there normally should be an advance vehicle and a follow-up car, and the three vehicles should not normally be separated.
 - 3) Personal security/bodyguard 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.
 - 4) In the event of an emergency, the duty of security/bodyguards is to protect and remove the VIP from the scene and not to assist other police officers in quelling disturbances or apprehending perpetrators.
 - 5) Police personnel assigned to security duties must be carefully selected for calmness and stability, physical fitness, good hearing and vision. All should have the same type weapon, ammunition, handcuffs, communications equipment, and security identifier worn. All should be equipped with body armor.
 - 6) Security personnel performing close-in duties should remain near enough to the VIP so that in one large step they can reach out and touch the VIP. The VIP should not be "crowded." Radio traffic should

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

- 7) Dress for security personnel will be consistent with the event; either appropriate civilian attire or uniform. In civilian attire, all police equipment should be kept out of sight.
 - 8) Officers assigned to stationary posts will not leave those posts; commanders must plan adequate reliefs. While on a post, unauthorized intrusions and deliveries will not be allowed. Officers should be polite with the public but not engage in any distracting conversations or release any confidential information. No special recognition should be given when the VIP passes the post.
 - 9) During any VIP movement the security/bodyguards form a protective formation around the VIP; exact shape to be 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 emergency the four will collapse around the VIP, bend the VIP over to reduce target size, and then immediately remove him 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.
- e. Special Events **(46.2.7)** – Special events are those activities such as parades, large athletic events, large public demonstrations, or any other event which may require that special plans be formulated in order to properly handle traffic, crowd control, and expected crime problems.

It shall be the responsibility of the Day Shift Division Commander to prepare a written plan for any activity that should be termed a SPECIAL EVENT. This plan shall at a minimum include:

- 1) The use of RRT/SWAT personnel if any;
 - 2) The designation of a single person as supervisor or OIC for the actual coverage of the event;
 - 3) An estimate of traffic, crowd control, and potential crime problems;
 - 4) The deployment and logistics requirements;
 - 5) Establishing coordination with any outside agency involved in the event.
7. Threats or acts of terrorism:

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- a. The Department's primary point of contact to for the exchange of information relating to terrorism shall be the Commonwealth of Massachusetts Department State Police Fusion Center. The Center is responsible for providing statewide information sharing among local, state and federal public safety agencies, the private sector as well as with coordinating intelligence against terrorism. **(46.1.2)**
 - b. Procedures for reporting potential terrorist threats or related activities:
 1. Obtain as much information as possible from either the reporting party or parties involved;
 2. Immediately notify the Officer in Charge who in turn will notify the Criminal Division Command, who will be the department's direct liaison between Reading Police Department and the State Police Fusion Center. **(46.3.1)**
 3. The Supervisor or his designee will then notify the Commonwealth of Massachusetts Department State Police Fusion Center at **(1-978-451-3700) or tip line (1-888-872-5458).****(46.3.2)**
 4. Complete a written report of the incident and forward said report to the Chief of Police or his designee regarding the incident.
- 8 The Town of Reading Community Emergency Management Plan (CEMP) booklet is located in the Reading Police Department Dispatch