

CRITICAL INCIDENT PLANNING

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.01	ISSUE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 46.1.1; 46.1.2; 46.1.3; 46.1.4; 46.1.5; 46.1.6; 46.1.7; 46.1.8; 46.1.9	EFFECTIVE DATE: _____
	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

Critical incidents refer to situations of an emergency nature, either natural or man-made disasters or civil disturbances. Disasters include floods, hurricanes, tornadoes, explosions, fires and airplane crashes. Examples of civil disturbances include riots, disorders and violence arising from dissident groups or marches, rock concerts, political conventions and labor disputes. The response to such incidents may require a mutual aid or multiple agencies.

Under the provisions of Chapter 38 of the Massachusetts General Laws, the Governor of the Commonwealth has the authority to deploy the National Guard to assist state and local authorities in the protection of life and property. Should a declared state of emergency exist or be requested, the Chief of Police shall act as liaison to the Office of the Adjutant General for the purpose of directing, coordinating, and controlling the operation.

II. POLICY

It is the policy of this department to:

- A. Develop, review, and maintain a plan to respond to critical incidents.
- B. Maintain response equipment in a state of operational readiness.
- C. Train affected personnel in implementation of the plan.

III. DEFINITIONS

- D. Critical Incidents: Extraordinary emergency situations which generally result from natural and/or man-made disasters or civil disturbances.

IV. PROCEDURES

E. Emergency Planner

1. EMERGENCY PLANNER: The Chief of Police shall designate an Emergency Planning Supervisor to coordinate and oversee the planning functions for the department's response to critical incidents. [46.1.1]

2. The Emergency Planner shall ensure that:
 - a. A Comprehensive Emergency Management Plan (CEMP) is prepared for the community to respond to natural and man-made disasters, civil disturbances, and other critical incidents. The plan will follow standard Incident Command System (ICS) protocols.
 - b. Copies of the CEMP are available to all command personnel and are reviewed and updated annually. The copies are located **in the Chief of Police ' Office.**
 - c. The CEMP is for official use only and may not be released pursuant to public records requests. It may not be distributed outside of the department without the authorization of the Chief of Police.
 - d. All affected personnel shall receive annual training on the CEMP, and such training shall be documented in the employees training file. [46.1.9]
 - e. All CEMP training documentation shall be filed and maintained by the Emergency Planner.
 - f. The Emergency Planner shall ensure that department equipment designated for use in the CEMP is inspected quarterly for operational readiness. [46.1.8]
 - g. Operational readiness equipment inspection documentation shall be filed and maintained by the Emergency Planner.

F. Comprehensive Emergency Management Plan (C.E.M.P.)

3. PURPOSE [46.1.2]
 - h. The CEMP consists of a plan of command, control, and response for dealing with critical incidents, including natural and man-made disasters, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism and other critical incidents.
 - i. The plan considers mutual aid and a multi-agency response if necessary.
 - j. The plan can be augmented by more detailed response plans for a specific event. See the following department policies:
 - 1) Hostage Negotiations
 - 2) Strikes and Labor Disputes
4. FORMAT
 - k. The plan follows standard Incident Command System (ICS) protocols, which provide interoperability with other public safety and government entities who may also respond to the incident.
 - l. Fundamental functions of the ICS system are addressed in the plan.
5. ICS FUNCTIONS
 - m. COMMAND FUNCTION: [46.1.3]
 - 3) Activate the Incident Command System;
 - 4) Establish a command post;
 - 5) Initiate the mobilization and notification of agency personnel;
 - 6) Obtain support from other agencies including other municipal departments, state, federal and military;
 - 7) Establish a staging area, if necessary;

- 8) Provide public information and media relations;
- 9) Maintain safety of all affected personnel; and
- 10) Prepare a documented after action report.
- n. OPERATIONS FUNCTION: [46.1.4]
 - 11) Establish perimeters;
 - 12) Conduct evacuations;
 - 13) Maintain command post and scene security;
 - 14) Provide for detainee transportation, processing, and confinement;
 - 15) Direct and control traffic; and
 - 16) Conduct post-incident investigation.
- o. PLANNING FUNCTION: [46.1.5]
 - 17) Prepare a documented incident action plan;
 - 18) Gather and disseminate information and intelligence; and
 - 19) Plan a post-incident demobilization.
- p. LOGISTICS FUNCTION: [46.1.6]
 - 20) Communications;
 - 21) Transportation;
 - 22) Medical support;
 - 23) Supplies; and
 - 24) Special teams and equipment needs.
- q. FINANCE/ADMINISTRATION FUNCTION: [46.1.7]
 - 25) Record personnel time;
 - 26) Procure additional resources;
 - 27) Record expenses; and
 - 28) Document injuries and liability issues.
- 6. RESOURCES
 - r. The plans should also include the following, as applicable:
 - 29) A scribe to record command post and incident activities;
 - 30) Situation maps;
 - 31) Martial law;
 - 32) Court/prosecutor liaison and other legal considerations.
 - s. Any existing city, county, regional and state plans should be examined and utilized where appropriate.

SPECIAL EVENTS PLANNING

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.02	ISSUE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 46.2.7	EFFECTIVE DATE: _____
	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

The purpose of this policy is to provide a guideline for employees assigned the task of planning for a special event.

Whereas an incident is an unplanned occurrence for which specific detailed plans can be prepared, an event is usually scheduled in advance and lends time for planning. Advanced planning for an event will help public safety personnel provide for a safe event for the attendees and be prepared for unplanned occurrences.

In cases where events occur regularly, an after action review by the participants provides an opportunity to rework and improve the plan, taking heed of lessons learned.

II. POLICY

It is the policy of this department to plan in advance for events whenever possible and, depending upon the scale of the event, distribute responsibilities for event planning and management.

III. PROCEDURES [46.2.7]

A. Event Planning and Management

1. DUTIES

- a. EVENT PLANNING SUPERVISOR: The Chief of Police shall designate an Event Planning Supervisor to coordinate and oversee the planning functions of a particular event resulting in a written event plan.
- b. EVENT SUPERVISOR: An Event Supervisor shall be designated to supervise and coordinate the event, using the event plan. The Event Supervisor may or may not be the same person as the Event Planning Supervisor.
- c. Other employees may be assigned to plan and manage subtasks as part of the overall event and report to the Event Planning Supervisor for inclusion into the event plan. Such subtasks may include:
 - 1) Traffic;
 - 2) Parking;
 - 3) Security;

- 4) Medical Support;
- 5) Logistics;
- 6) VIP escorts and
- 7) Special Operations Personnel.

2. EVENT PLAN MANAGEMENT

- d. Event plans shall be maintained and filed with the Chief of Police Office.
- e. Copies of the event plan shall be made available to affected command personnel in advance of the event, to be reviewed and for planning feedback.
- f. An event plan is for official use only and may not be released pursuant to public records requests. It may not be distributed outside of the department without the authorization of the Chief of Police.
- 8) All affected personnel shall be briefed on the event plan prior to implementation, whenever possible.
- 9) The event planners and managers may contact the Emergency Planning Supervisor for access to department equipment designated for use in the All Hazard Plan. See the department policy on ***All Hazard Planning***.

B. Event Plan

3. PURPOSE [46.1.2]

- g. The event plan consists of a plan of command, control, and organized deployment of resources for a planned event.
- h. Existing event plans for this department include:
 - 10) Fourth of July Celebration i.e. Lake Boon Water Carnival
 - 11) Fall Festival @ the Collings Foundation
 - 12) Thanksgiving Day Turkey 5k Run
 - 13) Memorial Day Parade
 - 14) Springfest
 - 15) Run for the Woods 5k- Week of Springfest
 - 16) Apple Picking Season-Honey Pot Orchards, Shelburne Farms, Collings Foundation
- i. The plan follows standard Incident Command System (ICS) protocols which provide interoperability with other public safety and government entities who may also respond to the incident.
- j. Fundamental functions of the ICS system should be addressed in the plan.

4. CONSIDERATIONS

k. CROWD CONTROL

- 17) A written estimate of the number of attendees
- 18) Age and mobility of attendees
- 19) Anticipated crowd control problems

l. TYPE OF EVENT

- 20) Reason for attending the event
- 21) Examples: political, celebratory, entertainment, protest

m. SCOPE OF EVENT

- 22) Geographic area
- 23) Length of event, time-wise
- n. SECURITY CONSIDERATIONS
 - 24) Hostile participants
 - 25) Counterdemonstrations
 - 26) Weapons
 - 27) Terrorism
- o. TRAFFIC
 - 28) Access to the event
 - 29) Egress from the event
 - 30) Emergency vehicles
 - 31) Street closings
 - 32) Traffic direction and control posts
- p. PARKING
 - 33) Authorized parking areas
 - 34) Handicapped parking access
 - 35) Bicycles
 - 36) Parking area security
- q. ANTICIPATED CRIME PROBLEMS
 - 37) Event participants
 - 38) Persons victimizing participants
- r. LOGISTICAL REQUIREMENTS
 - 39) Equipment
 - 40) Supplies
 - 41) Medical support
 - 42) Staging area
- s. STAFFING
 - 43) Local personnel resources
 - 44) Available personnel resources from outside agencies
 - 45) Use of special operations personnel, if any
- t. COORDINATION
 - 46) Within the agency
 - 47) Within the municipality
 - 48) Outside of the municipality

C. **Post Event Review**

5. AFTER ACTION REVIEW

- u. The Event Planning Supervisor shall conduct an after event review to determine the overall strengths and weaknesses of the event plan.
- v. Event supervisors should solicit input and feedback from event staff.

6. AFTER ACTION REPORT

- w. The Event Planning Supervisor shall create and submit to the Chief of Police an after action report highlighting strengths and weakness of the plan and lessons learned.
- x. If the event is a recurring event, the Event Planning Supervisor shall update the event plan.

HOMELAND SECURITY

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.03	ISSUE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 46.3.1; 46.3.2; 46.3.3; 46.3.4	EFFECTIVE DATE: _____
	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

Fusion Center Terrorism Tip Hotline:

888-USA-5458

888-872-5458

Given the threats of domestic and international terrorism to this nation, the Commonwealth and this community, the employees of this department must be prepared do their part in the war on terror. Police officers must be vigilant for signs of terrorist activities and be prepared to address them directly or to report them to the appropriate authority for an interagency response.

Terrorist acts often appear to be intended to:

- A. Intimidate or coerce a civilian population;
- B. Influence the policy of a government by intimidation or coercion; or
- C. Affect the conduct of a government by mass destruction, assassination, or kidnapping.

II. POLICY

It is the policy of this department to:

1. Establish procedures for reporting and relaying terrorism-related intelligence or information; and
2. Provide all employees of this department with awareness level guidelines for events involving chemical, biological, radiological, and nuclear weapons.

III. DEFINITIONS

- C. *Information*: Facts, observations or claims which are raw, unevaluated and uncorroborated, which are not yet analyzed against other information or put into context.
- D. *Intelligence*: Information that has been processed through an intelligence cycle, has been validated, analyzed and given meaning.

E. *Homeland Security*: A concerted national effort to prevent terrorist attacks within the United States, to reduce America's vulnerability to terrorism, and to minimize the damage and recover from attacks that do occur.

F. *W.M.D.: Weapon of Mass Destruction*.

IV. PROCEDURES

G. Terrorism Intelligence Liaison

- a. Liaison: The Chief of Police shall designate an employee as a liaison between this department and the Commonwealth Fusion Center, as well as other local, state, and federal agencies and organizations that deal with terrorism-related intelligence, preparedness planning, and training.
- b. The liaison shall: [46.3.1]
 - 1) Coordinate the reporting and distribution of terrorism-related information and intelligence developed within the department; and
 - 2) Receive, filter, and disburse terrorism-related intelligence, bulletins, and strategic assessments from outside sources to affected employees or to owners or operators of critical infrastructure, as appropriate and in accordance with intelligence sharing protocols.

H. Intelligence Sharing Resources

c. FUSION CENTER

- 3) The Commonwealth Fusion Center collects information from all sources for intelligence purposes in order to keep public safety stakeholders in Massachusetts informed and prepared. The Fusion Center follows the principles and recommendations set forth in the National Criminal Intelligence Sharing Plan.
- 4) Contact Information, 7 X 24:
 - 1) Commonwealth Fusion Center, 124 Acton Street, 2nd Floor, Maynard, MA 01754
 - 2) Phone: 978-451-3700
 - 3) Fax: 978-451-3707
 - 4) E-mail: fusion@pol.state.ma.us
- 5) The Fusion Center works to share relevant information and intelligence in a timely manner with the appropriate public and private sector partners. Access to certain information is restricted based on a need-to-know, right-to-know basis, as required by law and the national criminal intelligence standards.

d. HOMELAND SECURITY INFORMATION CENTER (HSIN-MA)

- 6) A website has been created for the Fusion Center by the Department of Homeland Security, for information sharing among public safety and critical infrastructure partners in Massachusetts. The information can be accessed by three community specific portlets:
 - 5) Law Enforcement;
 - 6) General Public Safety; and
 - 7) Critical Infrastructure.
- 7) Law Enforcement Sensitive information will appear in the Law Enforcement portlet only.

I. Information Sharing Guidelines

e. INFORMATION SHARING CLASSIFICATIONS:

- 8) UNCLASSIFIED: Dissemination has no restrictions.

- 9) FOR OFFICIAL USE ONLY (FOUO): Dissemination is restricted to those who have law enforcement or public safety responsibilities with regard to homeland security, or to individuals who have a need to know/right to know based on the execution of their official duties in order to protect the public. This includes critical infrastructure partners whose position or role gives them a need to know/right to know.
- 10) LAW ENFORCEMENT SENSITIVE (LES): Dissemination is restricted to law enforcement only. This may have to do with the conclusions reached by analysts, or may involve C.O.R.I. or LES information contributed by a third party.
- 11) CONFIDENTIAL. This is the designation that shall be applied to information or material the unauthorized disclosure of which could be reasonably expected to cause damage to the national security that the original classification authority is able to identify or describe.
- 12) SECRET. This is the designation that shall be applied only to information or material the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security that the original classification authority is able to identify or describe.
- 13) TOP SECRET. This is the designation that shall be applied only to information or material the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security that the original classification authority is able to identify or describe
- f. THIRD PARTY RULE: Dissemination of information contributed by another agency will be controlled by that agency. Any third party dissemination **must be approved by that agency**.

J. Reporting and Relaying Intelligence and Information [46.3.2]

- g. FIELD PERSONNEL
 - 14) Any employee receiving information or intelligence concerning possible terrorism activities shall immediately notify a supervisor.
 - 15) The supervisor will determine the appropriate response from the department. This may include notification of the detective supervisor, Chief of Police, other local law enforcement agencies, the Fusion Center or other appropriate state and federal agencies.
- h. SUPPORT PERSONNEL: Managerial, clerical, communications, or other personnel who become aware of information of possible intelligence value (while reviewing a report, etc.) should bring the information to the attention of **The Chief of Police** who will determine the appropriate response from the department.

K. EQUIPMENT [46.3.4]

- i. All equipment utilized shall meet the standard for the U.S. Department of Homeland Security's Science and Technology Division standards for first responder CBRN equipment.
- j. Current issued equipment (first responders) includes: **[EDIT]**
 - 16) Hand sanitizer;
 - 17) One box of latex gloves; and

L. Department of Homeland Security Color-coded Threat Level System

- k. The color-coded threat level system is used to communicate with public safety officials and the public at-large through a threat-based, color-coded system, so that protective measures can be implemented to reduce the likelihood or impact of an attack.
- l. Raising the threat condition has economic, physical, and psychological effects on the nation; therefore, the Homeland Security Advisory System can place specific geographic regions or industry sectors on a higher alert status than other regions or industries, based on specific threat information.
- m. The color-coded threat system has five levels:
 - 18) Red: Severe - Severe risk of terrorist attack;

- 19) Orange: High - High risk of terrorist attack;
- 20) Yellow: Elevated - Significant risk of terrorist attack;
- 21) Blue: Guarded - General risk of terrorist attack; and
- 22) Green: Low - Low risk of terrorist attack.

M. Hazardous Materials Awareness and Response

n. GENERALLY

- 23) A responder must resist the urge to “rush in” to the scene and risk becoming a casualty. Others cannot be helped until the situation has been fully assessed.
- 24) Do not walk into or touch the spilled material.
- 25) Avoid inhaling fumes, smoke or vapors.
- 26) A hazardous materials response is a multidisciplinary response involving police, fire and other government agencies and private entities. Police responders shall coordinate their efforts with other responding entities to support the response effort. The senior fire official will generally be the incident commander.

o. POLICE RESPONSE

- 27) It is best to assess the scene from an upwind direction.
- 28) Before approaching the scene of a hazardous materials incident, responders must stop and assess the situation from a distance. Try to identify the material by:
 - 8) Having persons involved with the material approach the responder; and
 - 9) Reading placards on vehicles using binoculars.
- 29) Report the situation and the material to the Fire Department.
- 30) Hazards and risks of hazardous materials, and the appropriate response and precautions, may be determined through the use of the Hazardous Materials Emergency Response Guide booklet or software, Hazardous Response Guide is available and included in the IMC Software.
- 31) Consider the following:
 - 10) Is there a fire, leak or spill?
 - 11) What is the wind speed and direction?
 - 12) What are the weather conditions?
 - 13) What is the terrain?
 - 14) Are there risks to people, property, and environment?
 - 15) What can be done immediately?
- 32) Set up an appropriate perimeter, isolate the area, and ensure the safety of persons in the hazard area. Such actions may include:
 - 16) Shelter in place; or
 - 17) Evacuate.
- 33) Address pedestrian and vehicular traffic.
- 34) Provide support for those personnel trained for and tasked with addressing the hazardous material.

p. ALL HAZARDS PLAN: For further information, see the department’s **All Hazards Plan**.

N. Public Terrorism Awareness Education [46.3.3]: The department shall make terrorism awareness information available to the public using the following methods:

- q. Public speaking engagements upon request;
- r. Information and links on the department web site; and
- s. Informational pamphlets; and

20. FACEBOOK.COM

21. TWITTER.COM

22. PRESS RELEASE EMAIL LIST

V.W. M.D. AWARENESS LEVEL GUIDELINES [46.3.4]

O. Chemical Weapons Awareness Level Guidelines

w. GENERALLY

- 35) Chemical agents are poisonous vapors, aerosols, liquids, and solids that have toxic effects on people, animals, or plants. They can be released by bombs or sprayed from aircraft, boats, and vehicles. They can be used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (two to forty-eight hours).
- 36) While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents also are difficult to produce.
- 37) A chemical attack could come without warning. Signs of a chemical release include people having difficulty breathing; experiencing eye irritation; losing coordination; becoming nauseated; or having a burning sensation in the nose, throat, and lungs. Also, the presence of many dead insects or birds may indicate a chemical agent release.

x. DECONTAMINATION GUIDELINES:

- 38) Decontamination is needed within minutes of exposure to minimize health consequences. A person affected by a chemical agent requires immediate medical attention from a professional. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others.
- 39) Use extreme caution when helping others who have been exposed to chemical agents. When possible:
 - 18) Remove all clothing and other items in contact with the body.
 - a) Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth.
 - b) Put contaminated clothing and items into a plastic bag, and seal it. Decontaminate hands using soap and water.
 - c) Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate them, and then rinse and dry.
 - 19) Flush eyes with water.
 - 20) Gently wash face and hair with soap and water before thoroughly rinsing with water.
 - 21) Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water, and rinse with clear water.
 - 22) Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.

- 23) Proceed to a medical facility for screening and professional treatment but **DO NOT ENTER THE FACILITY** without being screened for further decontamination. The presence of a contaminated person in the medical facility may cause the facility to have to cease operation for decontamination!

P. Biological Weapons Awareness Level Guidelines

y. GENERALLY

- 40) Biological agents are organisms or toxins that can kill or incapacitate people, livestock, and crops. The three basic groups of biological agents that would likely be used as weapons are:

24) Bacteria;

25) Viruses; and

26) Toxins.

- 41) Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others, such as anthrax spores, are very long lived.

- 42) Biological agents can be dispersed by spraying them into the air, by infecting animals that carry the disease to humans and by contaminating food and water. Delivery methods include:

27) Aerosols: biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.

28) Animals: some diseases are spread by insects and animals, such as fleas, mice, flies, mosquitoes, and livestock.

29) Food and water contamination: some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water. Most microbes are killed by boiling water for one minute, but some require longer boiling. Follow official instructions.

30) Person-to-person: spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, bubonic plague, and the Lassa viruses.

z. RESPONSE: If you become aware of an unusual and suspicious substance nearby:

43) Move away quickly;

44) Contact dispatch and report the incident;

45) When possible, wash with soap and water; and

46) Seek medical attention if you become sick.

aa. EXPOSURE: If you are exposed to a biological agent:

47) When possible, remove and bag your clothes and personal items. Follow official instructions for disposal of contaminated items.

48) When possible: Wash yourself with soap and water and put on clean clothes.

49) Seek medical assistance.

31) You may be advised to stay away from others or even quarantined.

32) If you believe you have recently been exposed to a biological weapons agent, **DO NOT ENTER A MEDICAL FACILITY** without being screened for further decontamination. The presence of a contaminated person in the medical facility may cause the facility to have to cease operation for decontamination!

4. When cleared by medical personnel, report exposure and log exposure

Q. Radiological Weapons Employee Awareness

bb. GENERALLY

- 50) Terrorist use of a Radiological Dispersion Device (RDD) (often called "dirty nuke" or "dirty bomb") is considered far more likely than use of a nuclear explosive device. An RDD combines a conventional explosive device, such as a bomb, with radioactive material. It is designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area.
- 51) Such RDDs appeal to terrorists because they require limited technical knowledge to build and deploy, compared to a nuclear device. Also, the radioactive materials in RDDs are widely used in medicine, agriculture, industry, and research, and are easier to obtain than weapons grade uranium or plutonium.
- 52) The primary purpose of terrorist use of an RDD is to cause psychological fear and economic disruption.
- 53) Some devices could cause fatalities from exposure to radioactive materials. Depending on the speed at which the area of the RDD detonation was evacuated or how successful people were at sheltering-in-place, the number of deaths and injuries from an RDD might not be substantially greater than from a conventional bomb explosion.
- 54) The size of the affected area and the level of destruction caused by an RDD would depend on the sophistication and size of the conventional bomb, the type of radioactive material used, the quality and quantity of the radioactive material, and the local meteorological conditions, primarily wind and precipitation. The area affected could be placed off-limits to the public for several months during cleanup efforts.

cc. REACTION

- 55) While the explosive blast will be immediately obvious, the presence of radiation will not be known until trained personnel with specialized equipment are on the scene. It would be safer to assume radiological contamination has occurred—particularly in an urban setting or near other likely terrorist targets—and take the proper precautions.
- 56) As with any radiation, avoid or limit exposure. This is particularly true of inhaling radioactive dust that results from the explosion. As you seek shelter from any location (indoors or outdoors) and visible dust or other contaminants are in the air, breathe through the cloth of your shirt or coat to limit your exposure. If you manage to avoid breathing radioactive dust, your proximity to the radioactive particles may still result in some radiation exposure.
- 57) If the explosion or radiological release occurs inside, get out immediately and seek safe shelter.
- 58) Contamination from an RDD event could affect a wide area, depending on the amount of conventional explosives used, the quantity and type of radioactive material released, and meteorological conditions. Thus, radiation dissipation rates vary, but radiation from an RDD will likely take longer to dissipate due to a potentially larger localized concentration of radioactive material.

R. Nuclear Weapons Awareness Level Guidelines

dd. GENERALLY

- 59) A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around.
- 60) A nuclear device can range from a weapon carried by an intercontinental missile launched by a hostile nation or terrorist organization, to a small portable nuclear device transported by an individual.
- 61) All nuclear devices cause deadly effects when exploded, including blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat pulse, and secondary fires caused by the destruction.

ee. HAZARDS OF NUCLEAR DEVICES: The extent, nature, and arrival time of these hazards are difficult to predict. The geographical dispersion of hazard effects will be defined by the following:

- 62) Size of the device: a more powerful bomb will produce more distant effects.
- 63) Height above the ground the device was detonated: this will determine the extent of blast effects.
- 64) Nature of the surface beneath the explosion: some materials are more likely to become radioactive and airborne than others. Flat areas are more susceptible to blast effects.
- 65) Existing meteorological conditions: wind speed and direction will affect arrival time of fallout; precipitation may wash fallout from the atmosphere.

ff. **RADIOACTIVE FALLOUT:** Even if individuals are not close enough to the nuclear blast to be affected by the direct impact, they may be affected by radioactive fallout. Any nuclear blast results in some fallout. Blasts that occur near the earth's surface create much greater amounts of fallout than blasts that occur at higher altitudes. This is because the tremendous heat produced from a nuclear blast causes an up-draft of air that forms the familiar mushroom cloud.

- 66) When a blast occurs near the earth's surface, millions of vaporized dirt particles are also drawn into the cloud. As the heat diminishes, radioactive materials that have vaporized condense on the particles and fall back to Earth. The phenomenon is called radioactive fallout. This fallout material decays over a long period of time, and it is the main source of residual nuclear radiation.
- 67) Fallout from a nuclear explosion may be carried by wind currents for hundreds of miles if the right conditions exist. Effects from even a small portable device exploded at ground level can be potentially deadly.
- 68) Nuclear radiation cannot be seen, smelled, or otherwise detected by normal senses. Radiation can only be detected by radiation monitoring devices. This makes radiological emergencies different from other types of emergencies, such as floods or hurricanes.
- 69) Monitoring can project the fallout arrival times, which will be announced through official warning channels. However, any increase in surface build-up of gritty dust and dirt should be a warning for taking protective measures.

gg. ELECTROMAGNETIC PULSE

- 70) In addition to other effects, a nuclear weapon detonated in or above the earth's atmosphere can create an electromagnetic pulse (EMP), a high-density electrical field. An EMP acts like a stroke of lightning but is stronger, faster, and shorter. An EMP can seriously damage electronic devices connected to power sources or antennas. This includes communication systems, computers, electrical appliances, and automobile or aircraft ignition systems. The damage could range from a minor interruption to actual burnout of components.
- 71) Most electronic equipment within 1,000 miles of a high-altitude nuclear detonation could be affected. Battery-powered radios with short antennas generally would not be affected. Although an EMP is unlikely to harm most people, it could harm those with pacemakers or other implanted electronic devices.

hh. REACTION

- 72) The three factors for protecting oneself from radiation and fallout are distance, shielding, and time.
- 33) Distance: the more distance between you and the fallout particles, the better. An underground area such as a home or office building basement offers more protection than the first floor of a building. A floor near the middle of a high-rise may be better, depending on what is nearby at that level on which significant fallout particles would collect. Flat roofs collect fallout particles, so the top floor is not a good choice, nor is a floor adjacent to a neighboring flat roof.
- 34) Shielding: the heavier and denser the materials, such as thick walls, concrete, bricks, books and earth, between you and the fallout particles, the better.

- 35) Time: fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat to people during the first two weeks, by which time it has declined to about one percent of its initial radiation level.
- 36) Remember that any protection, however temporary, is better than none at all, and the more shielding, distance, and time you can take advantage of, the better.
- 73) Take cover as quickly as you can, below ground if possible, and stay there until instructed to do otherwise. Distance and shielding are defenses against a nuclear blast.
- 74) Listen for official information and follow instructions.
- 75) Do not look at the flash or fireball; it can blind you.
- 76) Take cover behind anything that might offer protection.
- 77) Lie flat on the ground and cover your head. If the explosion is some distance away, it could take thirty (30) seconds or more for the blast wave to hit.
- 78) Take shelter as soon as you can, even if you are many miles from ground zero where the attack occurred.
- 79) Cover your mouth and nose with a damp cloth. The danger from fallout is greatest from contaminated particles you may breathe into your lungs. Radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: distance, shielding, and time.
- 80) Decay rates of the radioactive fallout are the same for any size nuclear device. However, the amount of fallout will vary based on the size of the device and its proximity to the ground. Therefore, it might be necessary for those in the areas with highest radiation levels to shelter for up to a month.
- 81) The heaviest fallout would be limited to the area at or downwind from the explosion, and eighty (80) percent of the fallout would occur during the first twenty-four hours.
- 82) People in most of the areas that would be affected could be allowed to come out of shelter within a few days and, if necessary, evacuate to unaffected areas.

ii. RISKS

- 83) The danger of a massive strategic nuclear attack on the United States is predicted by experts to be less likely today. However, terrorism, by nature, is unpredictable.
- 84) If there were the threat of an attack, people living near potential targets could be advised to evacuate, or they could decide on their own to evacuate to an area not considered a likely target. Protection from radioactive fallout would require taking shelter in an underground area or in the middle of a large building.
- 85) In general, potential targets include:
 - 37) Strategic missile sites and military bases;
 - 38) Centers of government;
 - 39) Important transportation and communication centers;
 - 40) Manufacturing, industrial, technology, and financial centers;
 - 41) Petroleum refineries, electrical power plants, and chemical plants; and
 - 42) Major ports and airfields.

HOSTAGE NEGOTIATIONS

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.4	ISSUE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: None	EFFECTIVE DATE: _____
	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

The primary overriding objective of police officers responding to any hostage confrontation is the preservation of lives, including those of the hostages, the citizens in the area, police personnel and the hostage-taker. The secondary concerns are the apprehension of the perpetrator and recovery of any property seized.

II. POLICY

It is the policy of this department in any hostage situation that:

- A. The primary objective is the preservation of lives, including those of the hostages, the citizens in the area, police personnel and the hostage-taker; and
- B. Apprehension of the perpetrator and recovery of any property seized are secondary to the preservation of lives.

III. PROCEDURES

1. Arrival at Scene

- a. The first officers arriving at the scene of a hostage situation should avoid the impulse to take immediate action and confront the hostage-taker(s). Officers should:
 - 1) Make a quick assessment of the situation;
 - 2) Advise the officer-in-charge of the circumstances and the need for assistance from tactical and negotiations personnel; and
 - 3) Isolate the incident area.
- b. As additional officers arrive, they shall contain the incident by isolating the crime scene and evacuating the immediate area using the following guidelines:
 - 4) Evacuate all injured persons.
 - 5) Remove all uninvolved persons from the area.
 - 6) If the hostage is inside a building, evacuate the building and adjacent buildings of all uninvolved persons.

- 7) Prevent pedestrian and vehicular traffic from entering the area.
- 8) Seal off all escape routes, as the safety of the hostages can best be assured by preventing their removal by the hostage-taker.

2. Officer-in-Charge at Scene

- c. The officer-in-charge at the scene shall be in command of all police operations and make all decisions regarding police action to be taken.
- d. The officer-in-charge at the scene shall initiate the Incident Command System, delegating duties as additional resources arrive. See the department's **All Hazards Plan**. The incident command staff shall:
 - 9) Establish a command post and inner and outer perimeters;
 - 10) Determine the deployment of all officers and vehicles at the scene;
 - 11) Call for assistance from other agencies, as necessary;
 - 12) Obtain as much information as possible about the hostage-taker;
 - 13) Before taking direct police action, make an effort, if possible, to persuade the hostage-taker to surrender;
 - 14) Ensure that the hostage-taker knows of the presence of the police, but not their specific deployment or strategy;
 - 15) Determine the necessity for any special equipment, including body armor, special weapons or specially-trained police units;
 - 16) Coordinate the actions of tactical and hostage negotiations personnel;
 - 17) Request the cooperation of the telephone company to obtain and maintain police control of all telephones available to the hostage-taker; anticipate and prevent attempts by the news media to contact the hostage-taker directly;
 - 18) Deal with the news media in accordance with the department policy on **Police Media Relations**; Limit the air space around the hostage scene to prevent the suspects from observing police tactics via the media. This can be accomplished with the assistance of the Massachusetts State Police Air wing.
 - 19) Call for emergency equipment as necessary;
 - 20) Take every verbal and tactical means available to secure the apprehension of the hostage-taker without harm to the hostage(s);
 - 21) Take every precaution to avoid injury to the hostage(s), to police officers or to any innocent persons in the vicinity;
 - 22) Consider authorizing the use of force, including chemical agents;
 - 23) Ensure that, when the appropriate time comes, properly instructed and well-equipped police officers will make the actual apprehension of the hostage-taker; and
 - 24) If the hostage-taker kills one or several hostages during negotiations, take immediate action to save the remaining hostage(s) if it appears the hostage-taker is likely to kill more hostages.

3. Mobility

- e. Every effort shall be made to keep the hostage confrontation from becoming mobile because it would become much more difficult to contain and control.
- f. If the situation does become mobile, the officer-in-charge at the scene shall assign an unmarked car or helicopter to follow and maintain constant surveillance.
- g. The surveillance car shall follow and maintain contact with the hostage vehicle as long as hostages are being held, and advise the officer-in-charge of their location and their progress.

- h. The dispatcher shall monitor the progress of the situation and keep the officer-in-charge informed. On the direction of the officer-in-charge, other agencies, including the State Police and F.B.I., shall be asked for assistance. The dispatcher will also notify the appropriate agencies if the situation moves into another jurisdiction.

4. Demands

- i. The officer-in-charge at the scene shall make all decisions regarding the demands of a hostage-taker.
- j. **The following demands shall not be complied with under any circumstances:**
 - 25) No weapons will be supplied to the hostage-taker, as it is always possible that a hostage-taker may be bluffing with an unloaded or imitation firearm.
 - 26) No additional hostages will be given, including police officers and exchanges of hostages must be made cautiously, if at all.
 - 27) A hostage-taker shall not be allowed to remove a hostage to a location where the police may not be able to act immediately.

5. Negotiations

k. GENERALLY

- 28) The officer-in-charge at the scene shall utilize the services of a trained hostage negotiator when necessary, and if a negotiator is available. Since no two hostage confrontations are identical, each must be treated on an individual basis.
- 29) Relatives or close friends of the hostage taker generally should not be allowed to act as negotiators. The hostage-taker may harbor deep hostility toward these people, and their safety may be jeopardized.

l. NEGOTIATIONS TEAM CALL OUT

- 30) The officer-in-charge at the scene shall determine if the services of a negotiator are appropriate for the given incident and initiate a call out.
- ee. The Massachusetts State Police** is the point of contact to initiate a negotiations team call out. The caller must be prepared to provide the team contact with information about the incident, including:
 - 1) Location of the incident;
 - 2) Number and identity of hostages and perpetrators;
 - 3) Weapons, types and quantities;
 - 4) Reason behind hostage taking, if known:
 - a) Fleeing Criminal;
 - b) Terrorist or political extremist;
 - c) Religious fanatic;
 - d) Mentally disturbed person; or
 - e) A “wronged” person.
- 32) The caller should provide any other information that would be helpful for the negotiations team in planning their response.

m. NEGOTIATOR RESPONSIBILITIES

- 33) Accumulate as much information about the hostage-taker as possible, and appear compassionate, yet unemotional.
- 34) Attempt to reduce the number of people involved, and talk only to the leader of the hostage takers.

- 35) Do not portray himself/herself as the ultimate decision maker so that [s]he may buy time more easily.
- 36) Attempt to ease the personal animosity which the hostage-taker may have toward the police or other group, agency, organization or individual.
- 37) Avoid any appearance of weakness or lack of confidence, and never give away anything without getting something in return.
- 38) Utilize delicate prodding, such as, "What if . . ." or "How can I sell your request to my bosses?"
- 39) Elicit from the hostage-taker how the problem can be resolved.
- 40) Check out alternatives to "buy time."
- 41) Never criticize an idea of the hostage-taker, or attempt to impose the negotiator's judgments or values.
- 42) Negotiate everything (e.g., trade food, water, electricity, heat, or air-conditioning for hostages or extensions on the hostage-taker's deadlines).
- 43) Keep the hostage-taker in a decision-making status by requiring him/her to decide even minor issues (e.g., if [s]he wants food, what does [s]he want, hamburgers or hot dogs; what about pizza; what does [s]he want on the food; what do the hostages want; what about drinks - large or small, diet or regular; etc.).
- 44) If necessary, provide the hostage-taker with a means of communication (e.g., telephone, radio) for negotiations, with approval of the officer-in-charge. Make certain that the instrument provided is capable of receiving or transmitting only on the channel set aside for negotiation and cannot be made to receive tactical communications. Telephones are preferable to radios because telephones are more private, and radio batteries will go dead during prolonged negotiations.

6. Conclusion of Situation

- n. When a hostage confrontation is terminated, the hostage-takers shall be taken into custody and removed from the scene as quickly as possible, and the hostages shall be provided with medical attention, if required.
- o. **REPORTS:** The officer-in-charge of the police operation shall submit a full and complete report of the incident to the Chief of Police.
- p. **COUNSELING:** The officer-in-charge shall arrange for stress-debriefing sessions with qualified counselors for all officers directly involved in the hostage situation. Post-traumatic stress disorder is generally best alleviated when counseling is provided within twenty-four hours of the incident.

PROTECTION OF V.I.P. 'S

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.05	ISSUE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 46.2.6	EFFECTIVE DATE: _____
	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

This department may be tasked with protecting a V.I.P. as part of that person's route of travel, attendance at a special event, or visit to a private dwelling or business. The purpose of this policy is to lend some guidance in development of a V.I.P. security plan.

II. POLICY

It is the policy of this department to provide efficient, competent, and professional V.I.P. protective services.

III. DEFINITIONS

- A. V.I.P.: A V.I.P. is a "Very Important Person," dignitary, famous personality, notorious person, or any other person in need of special security.

IV. PROCEDURES [46.2.6]

B. V.I.P. Security Planning Management

1. DUTIES

- a. SECURITY PLANNING SUPERVISOR: The Chief of Police shall designate a Security Planning Supervisor to coordinate and oversee the planning functions of a particular security detail resulting in a written security plan.
- b. SECURITY SUPERVISOR: A Security Supervisor shall be designated to supervise and coordinate the detail, using the detail plan. The Security Supervisor may or may not be the same person as the Security Planning Supervisor.
 - 1) If the V.I.P. is attending a special event, V.I.P. security should be coordinated with the plan for the event.
 - 2) The Chief of Police shall designate an officer-in-charge to whom the Security Supervisor and/or the Event Supervisor will report. The Security Supervisor or the Event Supervisor may be designated as officer-in-charge.

- c. Other employees may be assigned to plan and manage subtasks as part of the overall detail and report to the Event Planning Supervisor or Security Supervisor for inclusion into the event plan. Such subtasks may include:
 - 3) Traffic;
 - 4) Parking;
 - 5) Personal Security;
 - 6) Medical Support;
 - 7) Logistics;
 - 8) VIP escorts; and
 - 9) Special Operations Personnel.

2. PLAN MANAGEMENT

- d. Security plans shall be maintained and filed at the Stow Police Department
- e. Copies of the security plan shall be made available to affected command personnel in advance of the event, to be reviewed and for planning feedback.
- f. A security plan is for official use only and may not be released pursuant to public records requests. It may not be distributed outside of the Department without the authorization of the Chief of Police.
 - 10) All affected personnel shall be briefed on the security plan prior to implementation, whenever possible.
 - 11) The security planners and managers may contact the Emergency Planning Supervisor for access to department equipment designated for use in the All Hazard Plan. See the department policy on ***All Hazard Planning***.

C. V.I.P. Security Plan

- 3. PURPOSE: The security plan consists of a plan of command, control, and organized deployment of resources to protect a V.I.P.
- 4. FORMAT
 - g. The plan follows standard Incident Command System (ICS) protocols which provide interoperability with other public safety and government entities who may also respond to the incident.
 - h. Fundamental functions of the ICS system should be addressed in the plan.
- 5. PLAN: Depending upon the security needs for the V.I.P., the nature of any threats, and the nature of the visit, planners should consider the following, as applicable.
 - i. Itinerary: The security planners should have access to the V.I.P.'s itinerary to determine:
 - 12) The time period for which security must be provided;
 - 13) Routes of travel;
 - 14) Destination and stops; and
 - 15) Whether the V.I.P.'s itinerary is public or widely known.
 - j. Intelligence:
 - 16) Viable threats against the V.I.P.
 - 17) Threats against crowds along the route or at the event
 - 18) Safety concerns
 - 19) Fans or well wishers

- k. Event location
 - 20) Routes of travel
 - 21) Emergency vehicle access
 - 22) Security sweeps
 - 23) Security requirements
 - 24) Crowd screening
 - 1) Package inspections
 - 2) Metal detectors
- l. Traffic Control
 - 3) Vehicular and pedestrian traffic considerations
 - 4) Traffic posts
 - 5) Road closures
- m. Personal Security
 - 25) Assignment of department personnel for V.I.P. personal protection
 - 26) Coordination with other government protective services (State Police, Secret Service), private security or body guards
 - 27) Coordination with security at the scene of the event, if applicable
- n. Equipment
 - 28) Special equipment for security staff
 - 29) Weapons
 - 30) Binoculars or night vision equipment
 - 31) Uniform or plain clothes for personnel assigned to personal security or the event
 - 32) Special vehicles
 - 6) Motorcycles
 - 7) Unmarked vehicles
 - 8) Air support
- o. Personnel
 - 33) Traffic Posts
 - 34) Route Security
 - 35) Personal Security
 - 36) Event Security
 - 37) Special Teams
 - 38) Canine Team Support
 - 9) Bomb dogs
 - 10) Patrol dogs
 - 39) Medical Support
- p. Transportation

40) VIP transport vehicles

41) Transport route

42) Motorcade support

D. Post Event Review

6. AFTER ACTION REVIEW

- q. The Event Planning Supervisor shall conduct an after event review to determine the overall strengths and weaknesses of the event plan.
- r. Event supervisors should solicit input and feedback from event staff.

7. AFTER ACTION REPORT

- s. The Event Planning Supervisor shall create and submit to the Chief of Police an after action report highlighting strengths and weaknesses of the plan and lessons learned.
- t. If the event is a recurring event, the Event Planning Supervisor shall update the event plan.

PUBLIC HEALTH RESPONSES

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.06	ISSUE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: None	EFFECTIVE DATE: _____
	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

In the event of a naturally occurring disease epidemic, or in the event of an intentional or unintentional release of biological, chemical, and/or radiological agents, state and local authorities may be tasked with minimizing the spread of disease and/or contamination. In addition to normal police community caretaking functions, department employees may also be required to enforce quarantines, isolation orders, immunizations, curfews, and other temporary, extraordinary measures.

II. POLICY

It is the policy of this police department to cooperate with state and local authorities to protect the public and enforce closures of buildings or gatherings, medical quarantines, isolation orders, immunizations, or other lawful health emergency measures.

III. DEFINITIONS:

- A. *Community Caretaking Function*: Immediate police action focused on rendering aid, assessing and responding to situations posing an imminent serious threat to life or property, and protecting the public health from imminent serious harm.
- B. *Public Emergency*: A natural or man-made event that requires a police officer to act immediately to render aid to injured victims of the event, or to minimize or neutralize a serious threat of death or serious bodily harm or property damage.
- C. *Public Health Emergency*: A declaration by the governor that an emergency exists which is detrimental to the public health, authorizing the commissioner of public health to take actions and incur liabilities necessary to assure the maintenance of public health and the prevention of disease.
- D. *Commissioner of Public Health*: The state official appointed by the state Secretary of Health and Human Services, with the approval of the Governor. In the event of a public health emergency, declared by the Governor, the Commissioner, with approval of the Public Health Council, may establish procedures to be followed during such emergencies to ensure the continuation of essential public health services and the enforcement of the same.

- E. *Local Boards of Health*: Health agencies under city or town government such as public health commissions, health departments, and boards of health under M.G.L. c. 111 generally. In some instances, local executive officials such as mayors, selectmen, and city or town managers may also exercise local public health powers, as may the Commissioner of Public Health exercising statutory “co-ordinate” powers. For sake of convenience, these agencies and officers are collectively referred to as a Local Boards of Health in this policy.
- F. *State of Emergency*: A proclamation or proclamations issued by the Governor that a condition exists in all or any part of the commonwealth where it may reasonably be anticipated that the health, safety or property of the citizens will be endangered.
- G. *Isolation*: The separation, for the period of communicability, of infected persons from others in such places and under such conditions as will prevent the direct or indirect transmission of the infectious agent to susceptible people or to those who may spread the agent to others.
- H. *Quarantine*: A restriction of the freedom of movement of well persons who have been exposed to the disease for a period of time relating to the usual incubation period of the disease, in order to prevent effective contact with those not so exposed.

IV. PROCEDURES

I. Gubernatorial Proclamations

1. Declared Public Health Emergency
 - a. Upon declaration by the Governor under M.G.L. c. 17, § 2A, that an emergency exists that is detrimental to the public health, the Commissioner of Public Health, with approval of the Governor and the Public Health Council, may take such action and incur such liabilities as he or she may deem necessary to assure the maintenance of public health and the prevention of disease.
 - b. The Commissioner of Public Health, with the approval of the Governor and Public Health Council, may establish procedures to be followed during a public health emergency to ensure the continuation of essential public health services and the enforcement of same.
 - c. Upon declaration by the Governor that a public health emergency has terminated, all powers granted to and exercised by the Commissioner under M.G.L. c. 17, §2A, shall terminate.
 - d. Actions ordered by the Commissioner of Public Health following the declaration of a public health emergency may include:
 - 1) Individual, group, or area quarantines;
 - 2) Individual, group, or area isolations;
 - 3) Closure of public or private events;
 - 4) Closure of or limitations on private venues such as stores, theaters, etc.;
 - 5) Authorization of state and local police to enforce such orders.
2. State of Emergency
 - e. The Governor may declare a state of emergency upon the occurrence of any disaster or catastrophe resulting from a variety of reasons including hostile actions and natural causes.
 - f. The Governor may issue or promulgate executive orders or general regulations or instructions in reasonable anticipation of and preparation for a declaration of a state of emergency.
 - 6) Whoever violates any provision of such order, regulation, or instruction, if no other penalty is provided by law, shall be punished by imprisonment of not more than one year, or by a fine of not more than five hundred dollars, or both.

- 7) Any provision of any general or special law, rule, regulation, by-law, or ordinance is superseded by such Gubernatorial order, regulation, or instruction.
- g. If such a disaster or a shortage necessitates taking action to protect the public, the Governor may seize, employ, and distribute any public and private land, buildings, equipment, vehicles, animals, fuels, and provisions for the protection or welfare of the Commonwealth or its inhabitants.
- h. The Governor has the power and authority to cooperate with federal authorities and with the governors of other states in matters pertaining to the common welfare, and to take any measures which the Governor may deem proper to carry into effect any request of the President of the United States for action looking to the national defense or to the public safety.
- i. The Governor shall have and may exercise any and all authority over persons and property necessary or expedient for meeting said state of emergency, including but not limited to any or all of the following:
 - 8) Policing, protection or preservation of all property, public or private, by the owner or person in control thereof, or otherwise;
 - 9) Transportation or travel on Sundays or week-days by aircraft, watercraft, vehicle or otherwise;
 - 10) Labor, business or work on Sundays or legal holidays;
 - 11) Assemblages, parades, or pedestrian travel, in order to protect the physical safety of persons or property.

J. Local Boards of Health

- 3. Local Boards of Health may make reasonable health regulations.
- 4. If a disease dangerous to the public health exists in a city or town, Local Boards of Health are required to use all possible care to prevent the spread of the infection and may give public notice of infected places. The Commissioner of Public Health has “co-ordinate” powers with Local Board of Health and may exercise the same powers as discussed in this section within municipalities.
- 5. If a disease dangerous to the public health breaks out in a city or town, or if a person is infected or lately has been infected therewith, the Local Board of Health is required immediately to provide such hospital or place of reception and such nurses and other assistance and necessities as is judged best for his or her accommodation and for the safety of the inhabitants, and the same shall be subject to the regulations of the Board.
 - j. The Local Board of Health may cause any sick or infected person to be removed to such hospital or place, if it can be done without danger to his or her health; otherwise the house or place in which such person remains shall be considered as a hospital, and all persons residing in or in any way connected therewith shall be subject to the regulations of the Board, and, if necessary, persons in the neighborhood may be removed.
 - k. Local Boards of Health have statutory authority to authorize the transportation to another town of a person infected with a disease dangerous to public health. This does not apply to transportation to a hospital.
- 6. If the Local Board of Health determines that a building, tenement, room, cellar, mobile dwelling place, or any other structure is unfit for human habitation, is or may become a nuisance, or is or may be a cause of sickness or home accident, they may issue an order to vacate the premises. Persons refusing to comply with such order may be removed by force and the premises closed.

K. Police Authority

- 7. Traditional Law Enforcement Operations:
 - l. Officers engaged in their traditional roles of law enforcement and investigations during a health public emergency are limited in their actions to those allowed during non-public health emergency conditions.

- m. Criminal conduct, such as trespassing, disturbing the peace, disorderly conduct, or resisting arrest, should be treated as such, even if it arises out of panic or irrational response in the context of a public health emergency.
- n. Unless specified otherwise in this policy, all normal criminal procedures and adherence to Constitutional and statutory provisions apply during a public health emergency.

8. Enforcement of Public Health Orders:

- o. Officers have the authority and responsibility to enforce lawful orders issued by the Local Boards of Health or the Commissioner of Public Health under the Commissioner's "co-ordinate" powers, or by the Commissioner of Public Health under 105 CMR 300.000, or during a public health emergency, or under the authority of the Governor during a declared state of emergency. Such orders include, but are not limited to:
 - 12) Restrictions on the movement of persons into or out of a quarantine or isolation area;
 - 13) Enforcing quarantine orders;
 - 14) Enforcing isolation orders;
 - 15) Enforcing curfews;
 - 16) Closure of public places;
 - 17) Enforcing warrants to remove persons infected with a dangerous disease;
 - 18) Enforcing warrants to take houses for safe keeping of infected articles.
- p. Coordination with state and local public health and emergency management officials is essential. In a declared state of emergency or public health emergency, public health orders will likely be in writing and will specify the officer's power to enforce. Likewise, some local public health orders may be supported by a "warrant" authorizing law enforcement to physically remove individuals or property.
- q. If time and circumstances permit, the preferable course is for the officer to obtain a copy of the applicable order or warrant before executing it; however, in some cases, in an officer's reasonable judgment, exigent dangers to public health may require detaining or removing an individual without a written order or warrant. In such cases, the officer would be acting under the community caretaking doctrine.

9. Community Caretaking Operations:

- r. Officers have broad authority to take reasonable action necessary to render aid and prevent serious harm to people or property.
- s. Police officers are charged with "community caretaking functions, totally divorced from the detection, investigation, or acquisition of evidence relating to the violation of a criminal statute."
- t. In order for a police officer to take action under the community caretaking doctrine, the officer:
 - 19) Must have reasonable grounds to believe that an emergency exists that presents a imminent and serious threat to life or property;
 - 20) Must in fact take immediate action;
 - 1) A delay in taking action suggests that immediate action was not necessary.
 - 2) It may be reasonable to delay action in order to bring appropriate resources to bear for officer safety.
 - 21) Must take action that is totally divorced from the law enforcement role, particularly the detection or investigation of crime, or the acquisition of evidence; and
 - 22) Must take actions that are reasonable in light of the particular emergency, and be no broader than necessary to alleviate the emergency at hand.

- u. Under the above circumstances, police officers may:
 - 23) Enter private premises to locate victims and render medical treatment, using reasonable force if necessary;
 - 24) Take appropriate action to contain and neutralize harmful agents that pose an immediate and serious threat to public health or property, on private property;
 - 25) Isolate people or property that pose a serious threat to others because of their exposure to harmful agents or contagions, using reasonable force if necessary;
 - 26) Mandate the evacuation of a building or area if necessary to protect occupants or others; and
 - 27) Enforce decontamination of people or property if necessary to protect others from serious harm.

L. Police Exposure

- 10. Personal Protective Equipment: Police officers should make use of personal protective equipment as appropriate for the nature of the health emergency. Such equipment may include:
 - v. Face mask (N95);
 - w. Goggles or face shield;
 - x. Antiseptic wipes;
 - y. Disposable gloves; and
 - z. Disposable outer clothing.
- 11. Practice Hygiene
 - aa. Wash hands regularly with soap and water;
 - bb. Minimize time in crowded public areas.
- 12. Reporting Exposures
 - cc. Police officers who experience unprotected exposures to a person's blood or other contaminated body fluids should:
 - 28) Seek immediate medical evaluation for possible prophylactic immunization and/or treatment;
 - 29) Complete a Massachusetts Department of Public Health Unprotected Exposure Form;
 - 30) Provide the facility that received the patient with the information on said form, if applicable; and
 - 31) Contact the Department's Exposure Control Officer.

SPECIAL OPERATIONS

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.07	ISSUE DATE: _____
ACCREDITATION STANDARDS REFERENCED: 2.1.4; 46.2.1; 46.2.5	EFFECTIVE DATE: _____
	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

This department has developed an **All Hazards Plan** for guidance in responding to general emergencies and disasters. The purpose of this policy is to provide some level of guidance in preparing and responding to emergencies and disasters. For more detail, all employees are encouraged to read and become familiar with the **All Hazards Plan**.

II. POLICY

It is the policy of this department to respond to emergencies and disasters, obtain appropriate resources, and address the emergency at hand to preserve life, peace and property.

III. DEFINITIONS

- A. *Breach of the Peace*: A violation of public order or decorum which disturbs the public peace and tranquillity or an act of disorderly conduct which disrupts the public peace.
- B. *Civil Disturbances*: A social activity which is dangerous or hurtful to the public peace, decorum, sense of morality or welfare due to misconduct or vicious actions. This may include riots, disorders, and violence arising from dissident gatherings and marches, rock concerts, political conventions and labor disputes.
- C. *Disasters*: Includes floods, hurricanes, earthquakes, explosions, and tornadoes.
- D. *Unusual Occurrences*: Extraordinary emergency situations which generally result from natural and/or man-made disasters or civil disturbances.

IV. PROCEDURES

E. All Hazards Plan

1. This department has developed an **All Hazards Plan** for guidance in responding to general emergencies and disasters. For more detail, all employees are encouraged to read and become familiar with the **All Hazards Plan**.

2. Both the All Hazards Plan and this policy follow standard Incident Command System (ICS) protocols which provide interoperability with other public safety and government entities which may also respond to the incident.
3. Some fundamental functions of the ICS system are addressed in this policy.

F. Emergencies, Generally

4. General Considerations: Unusual occurrences may arise which may tax police resources and methods for dealing with them, such as suicidal persons, barricaded suspects and searches for dangerous suspects. Police must act swiftly to isolate the incident area to prevent the suspect's escape, protect the public, and ensure the safety of responding public safety officials.
5. INITIAL POLICE RESPONSE [46.2.1(A)]
 - a. The assessment of the first officer on the scene may play a great role in the overall success of the police response. Initial police responders shall:
 - 1) Quickly assess the situation;
 - 2) Report the assessment to the supervisor; and
 - 3) Begin directing arriving units until a supervisor arrives and takes charge, keeping in mind:
 - 1) A safe approach for responders;
 - 2) Isolation of the scene; and
 - 3) The safety of innocents.
 - b. The initial supervisor shall function as the Operations Section Chief until relieved and must assess the situation, considering the threat and scope of the incident.
 - 4) If the situation cannot be resolved with the existing resources, the supervisor should request additional help through mutual aid, a call out of additional off duty personnel, and other non-public safety staff.
 - 5) If appropriate, contact **the Police Chief** to initiate the department's **All Hazards** plan.
 - 6) Set up an inner perimeter to keep the suspect or location under observation and avoid moving or enlarging the scope of the incident.
 - 7) An outer perimeter should be established to keep uninvolved personnel and spectators from entering the affected area.
 - 8) Consider an evacuation.
6. CALLING ADDITIONAL RESOURCES
 - c. ON-SCENE RESOURCES: On scene personnel should be deployed as determined by the Officer in charge until he/she is relieved by a higher ranking officer.
 - d. NON-POLICE RESOURCES: The need for other resources, such as fire, medical, public health and public works assistance, should be assessed and requested as needed, deployed as directed by the Officer in charge.
 - e. ADDITIONAL POLICE RESOURCES: The need for assistance of outside resources such as mutual aid patrol response, K-9's, and air assets should be evaluated and requested if needed.
7. NATIONAL GUARD [2.1.4]
 - f. Authorization to request assistance from the National Guard must be obtained from the Chief of Police, or the officer-in-charge, in the absence of the Chief.
 - g. If the usual police provisions are inadequate to preserve order and afford protection in the event or threat of a riot or mob, a public catastrophe, or natural disaster, local officials may request the National

Guard to aid the civil authority in suppressing such violations, preserving order, affording such protection and supporting the laws.

- h. Should a declared state of emergency exist or be requested, the officer in charge shall assign a liaison to the Office of the Adjutant General for the purpose of directing, coordinating, and controlling the operation.

8. TACTICAL TEAMS [46.2.1(B)]

- i. Tactical teams may be deployed to supplement other operational components.
 - j. It takes time for a team to respond with equipment, assess the situation, develop and execute a plan.
- 9) Patrol forces must maintain a secure incident area until such time as they are relieved.
- 10) Gather as much intelligence information as possible for the responding team, and be prepared to brief them when they arrive. This should include:
- 4) Names, histories and mental status of suspects;
 - 5) If and how they are armed;
 - 6) The details of the incident, what happened and how it occurred;
 - 7) The presence of uninvolved persons or hostages;
 - 8) Maps and diagrams of the immediate location of the suspect and the surrounding area;
 - 9) Peculiarities and concerns caused by buildings, terrain, etc.; and
 - 10) If contact has been made with the suspect, what transpired, or if communication is available.
- k. Deploying the Team
 - 11) The tactical team shall be properly equipped to carry out its mission.
 - 12) The decision to deploy the tactical team is the decision of the Incident Commander.
 - 13) The decision of how to deploy the tactical team is a decision of the tactical team leader.
Participating in a tactical team is a very high risk activity. The responsibility for the evaluation of risk and safety of the team lies with the team commander.
 - l. Coordination of Team with Others: Coordination and cooperation between multiple tactical teams and other operational components is critical for safety and operational success. [46.2.1(c)]

G. Special Events: Special events include such activities as parades, entertainment, and sporting events.

- 9. For further information on planning for special events, see the department policy on ***Special Event Planning***.
- 10. For special events consisting of strikes and/or labor disputes, see the departmental policy on ***Strikes and Labor Disputes***.

H. Crowds and Demonstrations

11. GENERAL CONSIDERATIONS

- m. The right of lawful assembly and freedom of speech are fundamental rights guaranteed under the First and Fourteenth Amendments to the U.S. Constitution.
- n. There are, however, limitations on the exercise of these rights, and the police must enforce these limitations firmly, fairly and impartially.
- o. The police have the responsibility to protect the rights of all persons to assemble peacefully and, at the same time, to preserve the basic peace of the entire community.

- 12. UNLAWFUL ASSEMBLY: The elements of the crime of unlawful assembly are:

- 14) Five or more persons, being armed with clubs or other dangerous weapons; or
- 15) Ten or more persons, whether armed or not;
- 16) Unlawfully, riotously or tumultuously assembled;
- 17) Having been commanded by police or others to disperse immediately and peaceably; and
- 18) Failure to so disperse.

13. RESPONSE CONSIDERATIONS

- p. In responding to any disturbance, the restoration of peace should be accomplished by persuasion whenever possible, and by force only when necessary.
- q. In carrying out crowd control measures, the objectives of the police are:
- r. Identify any leaders or organizers of the group and negotiate directly with them.
 - 19) To contain the disturbance to the immediate vicinity;
 - 20) To disperse the crowd as expeditiously as possible;
 - 21) To prevent their regrouping or reentry to the scene; and
 - 22) To take action against the perpetrators of serious offenses and remove them immediately from the scene.
- s. **M.G.L. c. 41, §98 gives police officers the authority to suppress and prevent all disturbances and disorder, disperse any assembly of three or more persons and to enter any building to suppress a riot or breach of the peace therein.**

14. INITIAL POLICE RESPONSE

- t. The assessment of the first officer on the scene may play a great role in the overall success of the police response. Initial police responders shall quickly assess the situation and immediately inform the officer-in-charge of the following:
 - 23) The location and approximate size of the crowd;
 - 24) The type and makeup of the crowd;
 - 25) Its direction of movement, if any;
 - 26) The apparent intent of the crowd;
 - 27) Whether the crowd is armed with any kind of actual or potential weapons;
 - 28) The best direction of approach to the crowd; and
 - 29) If any leaders of the crowd have been identified and what is known about them.
- u. Begin directing arriving units until a supervisor arrives and takes charge, keeping in mind:
 - 30) A safe approach for responders;
 - 31) Isolation of the scene; and
 - 32) The safety of innocents.
- v. No officer shall attempt to take direct police action against an aggressive or militant crowd until sufficient police are present for effective control.
- w. Sufficient assistance shall be dispatched as quickly as possible to take decisive action and to neutralize the possibility of widespread disorder.

15. ISOLATE THE INCIDENT SCENE

- x. Establish an outer perimeter if sufficient personnel are available.

- y. Vehicular and pedestrian traffic shall be prevented from entering the immediate area to avoid the gathering of curious spectators.
- z. Where appropriate, bystanders and occupants of residences and businesses should be evacuated from an area threatened by a volatile mob before the mob reaches the area.
- aa. Whenever homes and businesses are abandoned, and if it is safe to do so, sufficient police should be stationed in the area to prevent vandalism and looting.

16. CROWD CONTROL PROCEDURES

bb. All officers assigned to crowd control shall:

- 33) Use only the amount of force necessary to obtain control, to protect themselves, other officers, or bystanders from physical injury or to make arrests;
- 34) Maintain strict impartiality;
- 35) Be courteous but firm;
- 36) Not use insulting language;
- 37) Not respond to verbal abuse;
- 38) Not debate the issue with the crowd;
- 39) Maintain a calm but determined attitude;
- 40) Be vigorous and decisive when action is required;
- 41) Act together as a coordinated unit;
- 42) Keep emotional and agitated persons in the crowd separated;
- 43) Keep counter-demonstrations from forming;
- 44) Avoid individual combat as far as possible;
- 45) Not make indiscriminate or unnecessary arrests;
- 46) Remove any arrested persons immediately from the scene of the disturbance;
- 47) Ensure that a video or photograph is taken of each arresting officer with his/her prisoner for accurate identification in later court proceedings; and
- 48) Carefully note the specific offense committed by any person arrested for prosecution for that offense.

cc. The crowd shall be broken up from its outer edges and permitted to disperse as individuals or small groups. A sufficient number of avenues of dispersal shall be provided.

dd. No attempt shall be made to bluff an unruly crowd or to accomplish a police objective without sufficient forces.

ee. Violence or the threat of imminent violence or a violation of any criminal law on the part of individuals in an unruly or volatile crowd may require police response, including arrest. Officers should keep in mind that they possess a common law authority to make a warrantless arrest of any person as follows:

49) If any felony has been committed or the officer has probable cause to believe a felony has been, is being or will be committed; or

50) For a misdemeanor:

11) Committed in the officer's presence and causing or threatening to cause a breach of the peace which is continuing or only briefly interrupted; or

12) Not amounting to a breach of the peace committed in the officer's presence when such arrest is authorized by statute; or

13) For which arrest is allowed even though such misdemeanors were not committed in the officer's presence.

- ff. Arrests of violent or unruly individuals in crowds or demonstrations are most commonly based on violations of such criminal statutes as disturbing the peace, disorderly conduct, criminal trespassing, malicious damage to property, assault and battery, larceny, threatening and similar offenses.

I. Search and Rescue [46.2.5]

17. SCOPE OF SEARCH AND RESCUE: This department shall conduct and coordinate search and rescue operations for lost persons within the limits of its jurisdiction.

18. RESOURCES

gg. Local Resources:

- 51) Sworn officers;
- 52) Non-sworn police employees;
- 53) Fire Department personnel; and
- 54) Other **municipal** employees.

hh. Extra-jurisdictional Resources:

- 55) Other police agency personnel;
- 56) Other Fire Department personnel;
- 57) Massachusetts Environmental Police;
- 58) State Police; and
- 59) U.S. Coast Guard.

ii. Search Management Resources:

- 60) Department of Conservation and Recreation, Ranger Service; and
- 61) Massachusetts State Police.

jj. Search resources:

- 62) Canine teams;
- 63) State Police and other available air assets;
- 64) Search and rescue organizations; and
- 65) Civilian volunteers.

kk. Search managers must weigh this option carefully. Untrained, unscreened persons may:

- 66) Contaminate the search scene;
- 67) Contaminate a crime scene; and
- 68) Disturb or destroy evidence.

19. CONSIDERATIONS: Certain factors may determine a search to be critical in nature in order to preserve the life of the lost person:

ll. Weather, season of the year, temperature, exposure;

mm. Time of day, remaining daylight;

nn. Age of lost person;

oo. Mental state of lost person; and

pp. Physical condition of lost person.

20. INITIAL POLICE RESPONSE

qq. The first responding officer should make contact with the reporting party and obtain descriptive information, information regarding the circumstance under which the person became lost, and possible locations or destinations.

rr. If family members are searching for the lost person, at least one person should remain at the location from which the person became lost in the event that the person returns.

ss. Additional responders shall begin a search for the missing person.

69) If the lost person is a small child, last seen at a home, the second officer shall ask for permission to search the home, including the room where the child was last known to be located. Often the child may be overlooked.

70) In an urban area, officers should maintain mobile patrols interspersed with checks of likely areas and buildings on foot.

71) In rural areas, officers should team up with other searchers to conduct a hasty search of likely areas.

21. LARGE SCALE SEARCHES

tt. In the event that a search becomes large in scope, managers should follow standard Incident Command System (ICS) protocols which provide interoperability with other public safety and government entities which may also respond to the incident.

uu. The officer-in-charge should consider assistance from an entity that specializes in searching for lost persons.

22. SEARCHES FOR DECEASED PERSONS

vv. Searches for deceased persons are conducted in a similar manner as searches for missing persons.

ww. If foul play is suspected, managers and searchers must be aware of preserving possible crime scenes and evidence. See the department policy on ***Collection and Preservation of Evidence***.

xx. Civilian volunteers should be used only as a last resort. If used, civilians should be:

72) Positively identified and their identity and contact information recorded;

73) Given training on what to do if evidence or a crime scene is located; and

74) Assigned to a search team led by a police officer, fire fighter, or other government official.

J. Post-Incident Debriefing

23. After the special occurrence has ended, a debriefing session should be scheduled involving the Chief, supervisors, and all officers involved.

yy. Post-incident analyses will help the department prepare for future incidents. In addition, department officials will be made aware of critical incidents which require their attention and which may become the subject of inquiry.

zz. Where appropriate, non-police personnel (such as psychologists or race relations experts) should participate in the post-incident analysis.

NOTE: The incidence of post-traumatic stress disorder is usually eliminated when officers take part in a debriefing with a trained counselor within twenty-four (24) hours of a critical incident. For further information, see the department policy regarding ***Post-Traumatic Stress Procedures***.

STRIKES AND LABOR DISPUTES

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.08	ISSUE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: None	EFFECTIVE DATE: _____
	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

The police role at the scene of any labor-management conflict is to enforce the law and to protect life and property. The key to effective police action in these circumstances is for the officers to be completely fair and objective in the performance of their duties. It is not the function of the police to determine which side is right or wrong or to take any personal or official position either way. Police officers should never permit themselves to be placed in any position that might have the appearance of favoring one side or the other.

It should be noted that both sides in a labor dispute have definite rights and responsibilities. The strikers have a right to assemble and to picket peacefully to publicize and dramatize their cause. They do not have the right to intimidate non-strikers or to impede persons or vehicles from entering or leaving the employer's property. The employer has a right to keep his business open and to have his property safeguarded from damage or destruction.

Arrests at strike scenes should be avoided except for flagrant violations requiring immediate action. Only sufficient force shall be used to effect such arrests and remove the offenders from the scene as quickly as possible to avoid an emotional reaction of their fellow strikers. Whenever possible, it is preferable to obtain sufficient information to be presented later to the court for the issuance of criminal process against the persons concerned. An important factor in avoiding disorder and the subsequent necessity for making arrests is to establish an early contact with the strike leaders and company officials to seek their cooperation and to point out both the police responsibility in the controversy and their obligation to maintain public safety and good order.

II. POLICY

It is the policy of this department to:

- A. Fairly, and without bias, preserve the peace and protect life and property when working at strike locations; and
- B. Have officers working at a strike zone conduct themselves according to applicable law, these guidelines, department policies and procedures, departmental orders, and the lawful orders of their superior officers.

III. PROCEDURES

C. Operational and Supervisory Authority

1. Operational control of all officers assigned to a strike location is exercised by the Chief of Police **his designee**. Supervisory responsibility for such details is delegated to shift commanders, patrol supervisors, or the strike detail supervisor.
2. Officers assigned to strike locations, whether as part of a paid private detail or as assigned by the department, serve in their capacity as police officers of this department and not as special employees of the company or organization paying for their services.
3. No employee of any company or organization, whether paying for police services or not, is authorized to direct the activities of officers assigned to the detail or to issue any order to police officers. For further information, see the department policy on **Off Duty Employment**.

D. Assignment of Officers to Strike Details

4. AUTHORIZED PERSONNEL INCLUDE:
 - a. Full time permanent police officers;
 - b. Special police officers.
5. PERSONNEL NOT PERMITTED TO WORK STRIKE DETAILS INCLUDE:
 - c. Full time or reserve officers who have not successfully completed basic police recruit academy or post academy field training;
 - d. Constables, whether or not academy trained;
 - e. Auxiliary police; and
 - f. Massachusetts State Police Officers (unless violence has actually occurred and then only by order of the Governor).
6. MUTUAL AID: In the event that the department is unable to provide the number of officers required to fill a paid strike detail, officers from other communities may be utilized if authorized by the Chief or Officer-in-Charge of that department and if the officers meet the requirements of **Authorized Personnel** in this policy.

E. General Public Safety and Law Enforcement Considerations

7. OBJECTIVES: The mission of officers assigned to strike locations includes, in order of importance, the following:
 - g. The protection of life and the prevention of physical injury to persons;
 - h. The protection of the statutory and Constitutional rights of all persons;
 - i. The protection of personal and public property; and
 - j. The maintenance of the public peace.
8. UPON LEARNING OF A STRIKE
 - k. Whenever the police department is notified of the existence of a strike or labor dispute, the following information will be obtained and documented for departmental purposes:
 - 1) The name, business address and telephone number of the employer;
 - 2) The name, address and telephone number of the union concerned;
 - 3) The kind of business involved;
 - 4) The reason for the dispute;
 - 5) The date the strike was declared;
 - 6) The approximate number of employees involved;
 - 7) Any trouble that might be anticipated; and

- 8) Any additional information that could be of assistance to the police department in carrying out its responsibilities.
- I. As soon as possible, the Chief or his/her representative will contact both the employer and the union officials to elicit their cooperation in maintaining a peaceful strike and to avoid unlawful activity by any of the contending parties. Both sides in the dispute will be notified:
 - 9) That the use of force or violence will not be permitted;
 - 10) That the law will be enforced fairly and impartially;
 - 11) That any unlawful or disorderly act or acts that might provoke violence will be prevented;
 - 12) That the rights of the general public to use the public streets and sidewalks will be maintained;
 - 13) That the rights of the striking employees to conduct orderly picketing in public areas will be protected;
 - 14) That the striking employees will be permitted to:
 - 1) Peacefully persuade those still employed to join the strike;
 - 2) Peacefully persuade those considering employment not to do so; and
 - 3) Inform potential customers and the general public about the labor dispute and the reasons for their action.

9. PICKET LINE

- m. When a strike develops and a picket line is established, it shall be the obligation of the Officer-in-Charge at the scene to make contact with the union leader supervising the picketing and seek the individual's cooperation. Picket leaders are usually responsible persons selected for their leadership ability. Good relations between the police and the strikers can ease the problems of law enforcement.
- n. If an incident arises, or it is apparent that a potentially dangerous situation is arising, it should be immediately called to the attention of the picket leader, who should be encouraged to handle the problem immediately, if at all possible. In many cases, this will eliminate the need for intervention by the police.

10. IMPARTIALITY

- o. Police officers shall avoid any fraternization with:
 - 15) Pickets;
 - 16) Union leaders or management officials;
 - 17) Company security; or
 - 18) Non-striking personnel.
- p. Police officers shall avoid any unnecessary conversation with friends or acquaintances who may be in the picket line or associated with management.
- q. Police officers shall not enter company property except to perform a proper police purpose.
 - 19) Officers shall not use any company facilities or telephones, nor those of the union, unless absolutely necessary.
 - 20) Police officers shall not use any company cafeteria and shall not accept invitations to eat either with union or management personnel.

F. Rights of Picketers and Persons Crossing Picket Lines

11. GENERALLY

- r. Persons engaged in lawful and peaceful picketing are in the exercise of a right granted to them by both Massachusetts and federal law. Police officers have an obligation to protect that right and to protect those persons who are exercising that right.
- s. Similarly, non-striking employees, customers, and members of the public have a lawful right to enter or leave the site of a strike. Police officers have an obligation to protect those rights and to protect those persons who are exercising those rights.
- t. The police officer's role is one of balancing what may appear to be conflicting rights or interests and of providing a buffer to ensure that all parties can peacefully exercise their rights without being exposed to physical danger, property damage, or breaches of the public peace.

12. PICKETERS

- u. Picketers are allowed to march on public sidewalks and streets, as long as their activities do not prevent the use of those public ways by others.
- v. While picketing, persons are allowed to verbally or by sign attempt to persuade others to their point of view, provided that such persuasion is not accompanied by injury or threat of injury.
- w. Picketers who refuse to desist in blocking sidewalks, streets, or driveways, so as to allow others to pass, are subject to arrest for disorderly conduct. However, prior to making such an arrest, officers should:
 - 21) Determine if the picketing is, in fact, blocking the sidewalk, street, or driveway in such a way that a person actually attempting to use it is prevented from doing so;
 - 22) Verbally or by clear physical direction indicate that the picketers should desist in their activity; and
 - 23) Permit a reasonable time for compliance.

13. ENTERING & LEAVING SITE

- x. Persons entering or leaving the site of the strike should anticipate that their passage may be subject to a reasonable delay. Such delays are related to ensuring their safety, the safety of persons on the picket line, and the right of picketers to engage in peaceful persuasion.
- y. If such persons crossing the line ignore or fail to follow reasonable and lawful directions of police officers, and, thereby, create a hazardous situation or a breach of the peace, their conduct could be considered disorderly in character.

G. Providing Safe Passage through Picket Lines

- 14. PEDESTRIANS: Under normal circumstances, persons on foot should be escorted, by at least one officer, through the picket line and to a reasonable distance from the line.

15. VEHICLES

- z. Generally, when cars are waiting in line to pass through the picket line, the line should be stopped and three vehicles permitted to pass. Thereafter, the line should be allowed, briefly, to resume movement before being stopped to permit the passage of three more vehicles.
 - 24) Permitting three cars to pass hopefully ensures that prolonged waiting does not become a source of problems, and that vehicles are not operated at excessive speeds as they pass through the line. Additionally, that level of passage permits the officers to remain in control of both the picketers and the motorists.
 - 25) If the volume of picketers, their conduct, or other factors such as weather or lighting conditions make passage of three cars unsafe, officers shall reduce the flow of vehicles through the line or, in extreme cases, stop the passage of vehicles until sufficient officers are present to ensure safe passage.
- aa. Motorists should be directed not to play the vehicle's radio while passing through the line, so that they may hear emergency directions from the officer.

- bb. Because differing opinions exist as to the relative safety of opening or closing windows as vehicles pass through the line, officers shall not, except in exigent circumstances, direct motorists to raise or lower their windows while passing through the line.
 - cc. Persons driving motor vehicles through the line must exercise due care and caution and must obey the directions of police officers.
 - 26) Officers observing minor vehicle violations that do not represent an immediate threat to safety shall not stop the vehicle, but should record the registration number for later follow-up.
 - 27) When it becomes necessary to stop a vehicle, the officer should direct the vehicle to stop at a safe distance from the picket line.
 - 28) Any person who intentionally, negligently, or recklessly endangers picketers, the public, or the police by their manner of operation should be charged with the appropriate motor vehicle or criminal offense.
 - dd. Operators of vehicles observed entering or leaving through uncontrolled driveways should be directed to use controlled points of passage.
16. IDENTIFICATION CHECKS: Unless specific orders to the contrary are issued by a supervisor, officers will not check the identification of persons crossing the picket line.

H. Reports

- 17. Officers working strike locations shall prepare a written report after issuing a warning, making an arrest or taking another criminal enforcement action while working a strike scene.
- 18. See the department policy on ***Incident Reporting***.

I. Union Organizing Efforts

19. WORKPLACE ACCESS

- ee. Unions may want to go onto private property in order to gain access to employees for the purpose of attempting to organize them. The National Labor Relations Act (NLRA) confers rights only on employees, not on unions or their non-employee organizers. Thus, as a rule, an employer need not allow non-employee organizers onto the employer's property for the purpose of either speaking with employees or distributing union literature.
- ff. In unusual situations, a union may convince the National Labor Relations Board (NLRB) or a court that a certain group of employees are so inaccessible that an exception should be made to the general rule. In the absence of an order from the NLRB or a court, union organizers have no more rights than other private citizens and may be barred from private property by the owner or person in charge of such property.

20. PUBLICIZING DISPLEASURE WITH EMPLOYER

- gg. As part of their organizing efforts, unions may also want to publicize their displeasure with an employer. This may take the form of handbilling members of the public in and about an employer's place of business.
- hh. Such activities do not ordinarily come within the scope of the NLRA. In such situations, union organizers must conform to all applicable statutes.

21. ENFORCEMENT OF STATUTES

- ii. Union organizers must comply with the same statutes as other private citizens in attempting to gain access to employees. Should the person who owns or is in lawful control of private property restrict solicitation, union organizers may be denied entry.
- jj. Union organizers are to be warned that their actions in violation of statutes such as trespassing, disturbing the peace or disorderly conduct will not be tolerated.

- kk. Should a violation persist after the aforementioned warning has been given, officers shall consult with a supervisor to determine what enforcement action is most appropriate under the circumstances. This may include arrest of some or all of the organizers, applying for process on complaints or advising the complainant of his/her right to file a complaint in the appropriate District Court department.
- ll. Officers should maintain neutrality on the labor relations aspect of any dispute between organizers and property owners.
- mm. As with many types of disputes, if officers discover that some reasonable accommodation is possible which satisfies both the property owner and the union organizers, there is no need for enforcement action.

SOCIAL MEDIA

POLICY & PROCEDURE NO. 7.09	ISSUE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: None	EFFECTIVE DATE: _____
	REVISION DATE: _____

1) GENERAL CONSIDERATIONS AND GUIDELINES

Social media sites, chat rooms, forums, and comment sections allow interactions between some people who would never have been able to communicate prior to their development. People with differing backgrounds, levels of experience and geographical regions can now share ideas, thoughts and practices; long lost friendships and acquaintances may be rediscovered; and news, methods and procedures may be shared. Electronic media has made many things, previously thought impossible, possible.

However, such media has also created previously unforeseen hazards. The topics of locker rooms, roll-call chatter and verbal horsing around, removed from those venues and publicly posted has ended careers, damaged reputations, and complicated or damaged otherwise sound prosecutions.

Although the advent of social media is relatively new to law enforcement, little have the hazards and pitfalls changed. To paper and the spoken word has been added electronic media, with a breadth and speed which far exceeds either.

The internet holds no secrets. Social media sites and forums are public and chat rooms have leaks. Never assume privacy or security on these sites. Always assume that what you post will be seen publicly. What is posted or e-mailed today may live forever, dredged from the depths of some nameless server by some search term on some search engine.

The topics and antics of the locker room and roll-call rooms may be kept in their proper context in those places – a joke; a prank; comradeship. The same in public, out of its element and out of context, damages reputations, destroys careers and impeaches witnesses.

2) POLICY

It is the policy of this department that:

- 1) Employees shall not, intentionally or unintentionally, bring discredit upon themselves or this agency through electronic devices and/or social media.
- 2) Employees shall not use electronic devices or social media to violate the policies, procedures, rules, or regulations of this agency.

- 3) Employees shall not disclose unauthorized or confidential information and/or materials using electronic devices or social media.

3) DEFINITIONS

- a) **Chat:** Digital text communications between two or more persons. The text is generally posted in the order sent for all of the participants to read.
- b) **Electronic Devices:** Cellular telephones, Ipads, digital cameras, mobile computers, mini-computers, desktop computers, and other devices used to store or transfer data, live audio or video, location or other information.
- c) **Forum:** Discussion areas on web sites where people can post messages and make comments. Some forums allow users to upload images, audio, video and other files.
- d) **Friends:** On social networking sites, friends are individuals or organizations that you authorize to view the materials that you and others post to your site, and may allow you to view the materials posted on their site.
- e) **Peer-to-Peer:** The connection of two or more individuals or organizations through a network. Peer-to-peer is often associated with file sharing.
- f) **Profiles:** Information, images, audio, and/or video that a person or organization provides about themselves on a social networking site.
- g) **Public Domain:** Materials or access available to the public without any special permission or access.
- H. **Social Media:** A platform for individuals and organizations to interact and/or share information and electronic content. Examples include Facebook, LinkedIn and Twitter.
- i) **Social Networking:** A platform for individuals and organizations to communicate and share information with others at varying levels of their social network. Some well-known social networking sites are: Facebook, Twitter, My Space and LinkedIn. In addition, various "police" sites are now available for officers and potentially others to post information and video.

4) PROCEDURES

j) Department Authorized Social Media :

1. Authorization: No employee shall create, maintain, or contribute to any social media site representing the police department or identifying themselves as a member of this department unless authorized by **Chief of Police**
2. Sites: Specific authorization must be obtained for each site or profile.
3. Profile: Official department profiles or the department profiles of individual employees reflect upon the agency and staff as a whole. Official sites must be presented in a professional and honorable manner which will not discredit the department, its mission, or employees.
4. Content
 - a. Site content may be reviewed for compliance with this policy. Content which, in the opinion of the Chief of Police is not in compliance with department policy or is inappropriate may be ordered removed.
 - b. Personnel Information:
 - 1) Official Personal Information: Official sites may include official information regarding the agency and employees. Official information includes, but is not limited to:
 - a) Date of hire;
 - b) Years of service;

- c) Previous law enforcement employment;
 - d) Previous military service;
 - e) Present military status;
 - f) Present department assignment;
 - g) Rank;
 - h) Specialty training
 - i) Performance awards and achievements;
 - j) Educational achievements; and
 - k) Any public record information.
- 2) General Personal Information: Individual employees may authorize their general personal information to be presented. General personal information includes, but is not limited to:
- l) Home city or town;
 - m) Present city or town of residence;
 - n) Age;
 - o) Present marital status, children;
 - p) Present military assignment;
- 3) Specific information about employees and their family members shall not be posted. Specific personal information includes, but is not limited to:
- q) Dates of birth of employees or family members;
 - r) Addresses of employees or family members;
 - s) Personal telephone numbers, e-mail addresses, etc.
- 4) No personal information other than official personal information may be posted about any employee against that employee's wishes.
- c. Contact Information: Only official department contact information shall be posted.
- d. Images:
- 5) Official department images are authorized to be published on official department sites. Official department images include, but are not limited to:
- t) Town/City seal;
 - u) Department patch;
 - v) Department badges;
 - w) Department personnel: On duty photos and images of department personnel.
- NOTE: Photos of employees working in an under cover or confidential assignments are considered confidential.
- x) Department buildings;
 - y) Department vehicles;
- 6) Department controlled images remain the property of the department. Such images may be posted if approved by the Chief of Police. Department controlled images include, but are not limited to:
- z) Photos and/or video taken while on duty;

- aa) Photos and/or video taken in areas not open to the public;
- bb) Photos and/or video of crime scenes and/or victims.
- e. Confidentiality:
 - 7) Information considered confidential shall not be posted unless authorized by Chief of Police. Nothing posted on any social networking site can ever be considered confidential.
- f. Opinion: Statements and content should represent those of the agency and not personal opinions.
 - 8) Individual writers may state opinion when promoting department services, such as relating personal experiences when receiving such services.
 - 9) Individual writers may state opinion when writing blogs or articles, provided an opinion disclaimer is used.

5. Personal Messaging:

- g. Employees engaged in personal messaging must keep such messaging professional at all times.
- h. Be mindful of and guard against messages which may be considered inappropriate.
- i. Be cautious when communicating outside of public areas with children and persons with whom personal involvement would be considered inappropriate.
- j. Avoid messages which include disbursing personal, C.O.R.I., investigative or other confidential information. Such messaging cannot be considered confidential or secure. Sensitive messages should be communicated through more secure means.

6. Prohibited Content: The following content is prohibited.

- k. Discrimination (race, sex, sexual orientation, religion, national origin, etc.);
- l. Obscene materials;
- m. Harassment, including sexual harassment;
- n. Infringement of copyrighted material;
- o. Conduct of personal business, outside business, or promotion of private businesses.
- p. Expression of support of any political party or candidates.

k) **Department Sanctioned Social Media for Investigations**

7. Authorization:

- q. No employee shall create, maintain, or contribute to any social media site for investigative purposes unless authorized by Chief of Police or his designee.
- r. Sites: Specific authorization must be obtained for each site or profile.

8. Equipment:

- s. Only department equipment (computers, cellular phones, etc.) may be used. Employees shall not use personal equipment or devices when visiting pornographic or sexual sites for investigations.
- t. Such equipment must be set up so as to have no on-line identifiers to the department's network or otherwise be identifiable to law enforcement.
- u. Equipment should not be connected to the department network, if possible.

9. False Identities and Profiles:

- v. The use of false identities for investigative purposes must be authorized by Chief of Police or his designee.
- w. The details of false identities and profiles, must be:

10) Documented;

11) Approved by the investigations supervisor prior to use; and

12) Treated as confidential.

- x. Terms of Service Agreements: Most social networking sites require that users agree to abide by certain terms of service in order to use their site. Employees are responsible for understanding the terms of service for each site used. Many such sites prohibit the use of false names and posting of false information on their site. Employees must be aware that if their true identity is discovered by a site host, their account may be disabled and the investigation may be compromised.
- y. Employees should also be aware that Federal Law gives an exception to law enforcement for undercover investigations, however Officers should be aware that defense attorneys will bring up the fact that creating false profiles violates federal law.

10. Review of Conduct: Employees conducting on-line undercover investigations will meet periodically with Chief of Police or his designee, to review the conduct of the investigation. The purpose of the review is to ensure that the investigator is following agency policy and procedures and to protect the employee from later claims of secrecy and investigational misconduct.

i) Personal Social Media

11. Generally:

- z. The department will generally limit its inquiring into an employee's off-duty conduct to situations impacting or reflecting upon the department or affecting the employee's ability or fitness for duty.
- aa. The department has a legitimate interest in preserving the public's trust and respect. An employee's off-duty personal relationships and conduct must not bring discredit to the employee or department, impact on the Department's operation, affect the employees' ability to perform his or her job or result in poor job performance.
- bb. In social networking, chat, blog and news comment sites, an employee's status as a police employee may become known either by the employee making such an affiliation known, by others making the employee's affiliation known, by disclosure from the site's host, discovery in a civil or criminal proceeding, or other methods. Employees must be aware that inappropriate comments, files, images and other materials posted by them or affiliated with their on-line profile may damage their fitness to serve in the eyes of the public.

12. Conduct Unbecoming

- cc. Employees do not sever their relationship with the department at the end of their shift. An officer's off-duty conduct, especially where there is some nexus or connection to the department where the officer's status as a police officer is or becomes known, may reflect unfavorably on both the officer and department.
- dd. Although the disciplinary charge of "Conduct Unbecoming" does not apply to non-sworn employees, the ties between an employee's off duty conduct and their fitness for employment by the agency still do.
- ee. Employees must be aware that prohibited conduct, on or off duty, and the disciplinary offense of "conduct unbecoming" applies to social networking, blogging, chat, and other on-line activity as well.
- ff. Do not cross the line between funny and inappropriate.
- gg. Employees must be mindful that violation of department rules, regulations, policies and procedures apply to employees' on-line activities.

13. Identification of Social Media Activity for Internal Investigations. During the course of a departmental investigation, employees may:

- hh. Be ordered to provide the department, or its designated investigator, a listing of and access (e.g., password, user name, etc.) to any social media and social networking platforms in which they participate or maintain.
 - ii. Be ordered to complete an affidavit attesting to all of the social media and social networking platforms in which they participate or maintain.
14. Investigative Activities: No employee may conduct any department related investigative activity using a personal social networking account.
15. Display of Department Information and Property:
- jj. Unauthorized Text, images, photographs or other reproductions of the Stow police department logo's, seals, patches, letterhead, uniforms or other insignia affiliated with this department is **PROHIBITED**
 - kk. Unauthorized Text, images, photographs, and video of buildings, equipment, vehicles and scenes affiliated with this department and not within the public domain is **PROHIBITED**
 - ll. Unauthorized Text, images, photographs, and video of crime scenes and investigations, past and present and not within the public domain is **PROHIBITED**
16. Self-Identification as a Department Employee
- mm. Employees may not identify themselves as department employees on any social networking site or over the Internet except as part of their official duties.
 - nn. Employees who appear in uniform or otherwise indirectly disclose their affiliation with the department have identified themselves department employees.
17. Prohibited Without Specific Authorization: Unless specifically authorized by Chief of Police or his designee. The following activities are prohibited on any employee's personal social networking sites:
- oo. References to oneself as a department employee;
 - pp. Identifying other employees as members of this department;
 - qq. References to the employee's department rank and/or title, including in on-line identity and profiles;
 - rr. Photos, video, or other depictions of employees in uniform.
18. Prohibited: The following activities are prohibited on an employee's personal social networking sites:
- ss. Postings or material that detracts from the department's mission;
 - tt. Disclosing any confidential law enforcement missions (search warrants, warrant sweeps, investigations, etc.)
 - uu. Criminal Offender Record Information (C.O.R.I.) or other protected information.
 - vv. Identifying employees of other law enforcement agencies (local, state, or federal) as law enforcement employees;
 - ww. Identifying informants, victims, suspects, or witnesses to any crime or investigation to which this department is affiliated unless the information is already within the public domain;
 - xx. Sexually graphic and explicit materials of any kind including nude or sexually suggestive images of the employee;
 - yy. Disparaging remarks or materials targeting Stow, or department employees or their family members.
 - zz. Disparaging remarks or materials targeting persons, organizations, or businesses which the employee has dealt with due to department employment.
 - aaa. Harassment, including sexual harassment;
 - bbb. Criminal behavior;

ccc. Threats against the President of the United States;

ddd. Displaying images of other employees without their permission.

19. Strongly Discouraged: The following may be within an employee's speech rights, but could pose a risk of conduct unbecoming. Again, an employee's public posting could damage an employee's fitness to serve as a law enforcement employee. Embarrassing or inappropriate material which is posted may be publicly available forever.

eee. Identifying oneself as a department employee.

fff. Profanity;

ggg. Rude, discourteous, or discouraging remarks;

hhh. Comments regarding personal drunkenness or heavy alcohol use.

HARASSMENT PREVENTION ORDERS

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.10	ISSUE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: None	EFFECTIVE DATE: _____
	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

On February 9, 2010, Chapter 23 of the Acts of 2010 was enacted to address the issues of harassment and abuse. This new law, under the newly created Chapter 258E of the Massachusetts General Laws, provides protection to classes of persons who were not previously protected due to the limitations of existing legislation. The lack of a special relationship between victims and abusers required for protection by a 209A restraining order or under workplace harassment left victims with little recourse and police with few options when trying to deal with harassers. Chapter 258E was enacted to provide options for those previously unprotected persons. However, the original law lacked the statutory authority for a police officer to effect an arrest for a violation of such an order.

Amendments to this chapter were included in sections 29 through 31 of Chapter 112 of the Acts of 2010, an appropriations bill, which was signed by the Governor on May 22, 2010. The changes included additional jurisdiction for the Juvenile Courts to hear all cases where the defendant is a juvenile, rather than only where both the defendant and plaintiff are under the age of 17. In addition, the new legislation provides statutory authority for a police officer to arrest any person the officer witnesses, or for whom the officer has probable cause to believe has violated an order. And, like a 209A restraining order, in the event that no order is in effect, arrest is the preferred response whenever an officer witnesses or has probable cause to believe a person has committed abuse or harassment as defined in section one. The legislation also shields an officer from civil liability for personal injury or property damage brought by a party to an incident of abuse or for an arrest based on probable cause when the officer acted reasonably and in good faith and compliance with Chapter 258E of the Massachusetts General Laws.

II. POLICY

- A. It is the policy of this department to assist victims of harassment and abuse pursuant to Chapter 258E of the Massachusetts General Laws.

III. DEFINITIONS

B. *Abuse:*

1. Attempting to cause or causing physical harm;

2. Placing another in fear of imminent physical harm;

C. *Harassment*:

3. Three (3) or more acts of willful and malicious conduct:
 - a. Aimed at a specific person;
 - b. committed with the intent to cause fear, intimidation, abuse, or damage to property; and
 - c. does in fact cause fear, intimidation, abuse, or damage to property; or
4. An act that by force, threat, or duress causes another to involuntarily engage in sexual relations; or
5. Constitutes a violation of Chapter 265, section:
 - d. 13B – indecent assault and battery on a child under fourteen;
 - e. 13F – assault and battery or indecent assault and battery on a mentally retarded person;
 - f. 13H – indecent assault and battery on a person fourteen or older;
 - g. 22 – rape;
 - h. 22A – rape of a child, use of force;
 - i. 23 – rape and abuse of a child;
 - j. 24 – assault with intent to commit rape;
 - k. 24B – assault of a child, intent to commit rape;
 - l. 26C – enticement of a child under age 16;
 - m. 43 – stalking; or
 - n. 43A – criminal harassment; or
6. Constitutes a violation of Chapter 272 section 3, drugging a person for sexual intercourse.

D. *Harassment Prevention Order*: An order issued by a justice pursuant to MGL c. 258E which may:

7. Prohibit a person from abusing another;
8. Prohibit a person from contacting another;
9. Order a person to remain away from the home or workplace of another;
10. Compensating another for losses suffered as a direct result of harassment; and/or
11. Order other actions or prohibitions.

E. *Law Officer*: Any officer authorized to serve criminal process.

F. *Malicious*: Characterized by cruelty, hostility, or revenge.

G. *Protection Order Issued by Another Jurisdiction*: An injunction or other orders issued by a court of another state, territory, possession, etc. for the purpose of preventing violent or threatening acts, abuse, or harassment against, or contact or communications with, or physical proximity to another person.

IV. PROCEDURE

H. Harassment/Abuse: Duties of Police Officers

12. GENERALLY: The duties of police officers in responding to reports of Harassment or Abuse are established in M.G.L. c. 258E section 8.

13. POLICE RESPONSE TO HARASSMENT INCIDENTS: Whenever a law officer has reason to believe that a person has been or is in danger of being abused or harassed, the officer shall use all reasonable means to prevent further abuse or harassment. Officers shall make every effort to do the following as part of the emergency response including:
- o. ASSESS DANGER: Assess the immediate physical danger to the victim and provide assistance reasonably intended to mitigate the safety risk;
 - p. MEDICAL TREATMENT: If there is observable injury to the victim, or if the victim complains of injury:
 - 1) Encourage the victim to seek medical attention and arrange for medical assistance; or
 - 2) Request an ambulance for transport to a hospital.
 - q. IF A SEXUAL ASSAULT HAS OCCURRED:
 - 3) Notify the victim that there are time-sensitive medical or forensic options that may be available;
 - 4) Encourage the victim to seek medical attention and arrange for medical assistance; or
 - 5) Request an ambulance for transport to a hospital.
 - r. GETTING TO A PLACE OF SAFETY: Provide the victim with referrals to local resources that may assist the victim in locating and getting to a safe place; including but not limited to a designated meeting place for a shelter or a family member's or friend's residence (or a similar place of safety). The officer shall consider the victim's preference in this regard and what is reasonable under all the circumstances.
 - s. NOTICE OF RIGHTS: Give abuse victims immediate and adequate notice of their rights by handing them and reading **[THE DEPARTMENT HARASSMENT PREVENTION RIGHTS FORM or A FORM DETAILING THEIR RIGHTS (see Attachment A)]**. Where the person's native language is not English, the statement shall then be provided in the person's native language whenever possible. The form shall be left with the person prior to the officer's departure.
 - t. ACTIVATING THE EMERGENCY JUDICIAL RESPONSE SYSTEM (EJR): Assist the abused person by activating the emergency judicial system (generally by contacting the state police, unless some other procedure has been established) when the court is closed for business.

14. ARREST WHEN APPROPRIATE

- u. VICTIM SAFETY: The safety of the victim shall be paramount in any decision to arrest.
- v. MANDATORY ARREST: Arrest any person a law officer witnesses or has probable cause to believe has violated a temporary or permanent Harassment Prevention Order issued pursuant to:
 - 6) Chapter 258E of the Massachusetts General Laws; or
 - 7) A similar order issued by another jurisdiction (see Out of State Orders in this policy).
- w. ARREST AS A PREFERRED RESPONSE: When there is not a valid Harassment Prevention Order order, arrest shall be the preferred response whenever an officer witnesses or has probable cause to believe that a person:
 - 8) Has committed a felony;
 - 9) Has committed a misdemeanor involving harassment or abuse as defined in section one of this chapter.;
 - 10) Has committed an assault and battery in violation of section thirteen A of chapter two hundred and sixty-five.
- x. ABUSE OF PROCESS:
 - 11) Officers are reminded that the definition of "Harassment" under section one is three or more willful and malicious acts (see definition of Harassment under definitions). A single act of harassment does not meet the definition, although a single act of abuse may.

12) Officers should be mindful that some abusers may use this chapter and the police response to further harass their victim. If such an instance is suspected, officers should **[CAREFULLY USE THEIR DISCRETION BEFORE MAKING AN ARREST OR CONFER WITH A SUPERVISOR PRIOR TO MAKING AN ARREST, IF CIRCUMSTANCES PERMIT]**.

y. IF THE SUSPECT HAS FLED THE SCENE: When probable cause to arrest exists, and the suspect has fled the scene:

13) The officer will advise the dispatcher to inform area patrols, including other jurisdictions where the suspect is believed to be going, to attempt to locate and arrest the suspect based upon the probable cause of the investigating officer.

14) If another police department has determined that probable cause to arrest exists, that probable cause shall be honored. The dispatcher will ask the other department to explain the basis of such probable cause, preferably also sending a written or electronic request that the suspect be arrested. The dispatcher will also convey this information to the shift supervisor and any officers attempting to make an arrest, and record the same. This department shall immediately attempt to locate the suspect and effect an arrest as requested, based upon the documented probable cause of the investigating department.

15) Officers will attempt to make a warrantless arrest when the suspect is not found immediately. However, as soon as is practical, the investigating department shall seek an arrest warrant from the appropriate court.

z. DUAL ARRESTS

16) Any officer arresting both parties is required by law to submit a detailed, written report, in addition to an incident report, setting forth the grounds for dual arrest.

17) Dual arrests, like the issuance of mutual Harassment Prevention Orders, are strongly discouraged because they trivialize the seriousness of abuse and increase the danger to victims.

18) Officers should attempt to identify the primary aggressor, and take action based on that determination. In the majority of cases, an effective investigation will reveal the primary aggressor.

15. ABUSER BAIL:

aa. Inform the victim that the abuser will be eligible for bail and may be promptly released.

bb. Reasonable efforts shall be made to inform the victim of the abuser's release, prior to such release.

I. Harassment Prevention Orders

16. GENERALLY:

cc. Harassment Prevention Orders are civil in nature and violations of such orders are criminal in nature.

dd. A person suffering from harassment may file a complaint in the appropriate court requesting protection from harassment, whether the defendant is an adult or minor. The order may include ordering the defendant to:

19) Refrain from abusing or harassing the plaintiff;

20) Refrain from contacting the plaintiff, unless authorized by the court;

21) Remain away from the plaintiff's household or workplace;

22) Pay the plaintiff monetary compensation for losses suffered as a direct result of the harassment, including:

1) Loss of earnings;

2) Out-of-pocket losses for injuries sustained or property damaged;

3) The cost of replacement of locks;

- 4) Medical expenses;
- 5) Cost of obtaining an unlisted phone number; and
- 6) Reasonable attorney's fees.

ee. The court shall not deny any request for an order solely because it was not filed within a particular time period following the last alleged incident of harassment.

17. VENUE:

- ff. Authority to hear complaints of harassment has been granted to all Superior Courts, the Boston Municipal Court Department or Juvenile or District Courts, depending upon which such court has jurisdiction over the plaintiff's residence.
- gg. Juvenile courts shall have exclusive jurisdiction over all proceedings in which the defendant is under the age of seventeen (17).

18. ISSUANCE OF ORDER

hh. Temporary Order:

- 23) If the plaintiff demonstrates a substantial likelihood of immediate danger of harassment, the court may issue a temporary order.
- 24) If the defendant does not appear at the subsequent hearing, the order shall continue in effect without further order of the court.

ii. Emergency Orders:

25) An emergency order may be issued at the discretion of a justice:

- 7) When the court is closed for business; or
- 8) If a plaintiff is unable to appear in court because of a severe physical hardship.

26) The issuing justice may communicate the order to an appropriate law enforcement employee. The agency for which such officer works must:

- 9) Record the order on the Harassment Prevention Order form, and
- 10) Deliver a copy of the order to the court on the next court day.

27) The plaintiff must:

- 11) Appear in court to file a complaint the next court business day.
- 12) If the plaintiff is unable to appear in court due to a severe hardship due to the plaintiff's physical condition, a representative may appear on behalf of the plaintiff.

19. DURATION OF ORDER:

- jj. Orders shall be valid for not more than one year.
- kk. An order may be extended for a period of time to protect the plaintiff to include a permanent order.
- ll. If an order expires on a date when the court is not open for business, it shall remain in effect until the next court business day.
- mm. The court may modify the order at any time upon motion of either party.

20. OUT OF STATE ORDERS:

nn. Validity of the Order: Any protection order issued by another jurisdiction shall be given full faith and credit throughout the Commonwealth and enforced as if it were issued in the Commonwealth for as long as the order is in effect in the issuing jurisdiction.

oo. Presumption of Validity:

28) A law enforcement officer may presume the validity of and enforce a copy of a protection order issued by another jurisdiction which has been provided to a law enforcement officer by any source provided that the officer is provided with a statement by the person protected by the order that the order remains in effect.

29) A law enforcement officer may rely on such statement by the person protected by the order.

J. Service of Orders

- 21. Law enforcement officers shall serve in hand (unless otherwise allowed by the court) one (1) copy of each order to a defendant.
- 22. Service of this civil order may be made on a Sunday.
- 23. The officer making service shall complete and sign the return of service for return to the court.
- 24. In the event that the defendant has moved or otherwise no longer is reasonably able to be served by this department, such shall be noted by the officer attempting service on the return of service, along with the forwarding address or location of the defendant, if known, and the return shall be forwarded to the court.

K. Supervisor's Role

25. ASSURANCES OF PRACTICES

- pp. Supervisors will ensure that the provisions of G.L. c. 258E and the following guidelines are met.
- qq. Dispatch logs will be reviewed to ensure that an incident report has been filed, even in cases where no arrest was made.
- rr. Incident and arrest reports will be carefully reviewed by a supervisor in order to ensure that the provisions of G.L. c. 258E and these guidelines are met.
- ss. If upon review of an incident report it is believed that probable cause exists, the supervisor may ensure that criminal charges are initiated according to the statute and these guidelines.
- tt. Whenever a supervisor identifies a particular case as posing significant danger, this case should be discussed at roll call.

L. Incident Reports and Victim Confidentiality

- 26. OFFICERS' REPORTS: A report shall be submitted by the investigating officer for an incident involving an allegation of harassment or abuse.
- 27. VICTIM COPY OF REPORT: A copy of the report shall be made available to the victim upon request at no cost.
- 28. CONFIDENTIALITY:
 - uu. The records of cases arising out of an action brought under the provisions of Chapter 258E where the plaintiff or defendant is a minor shall be withheld from public inspection except by order of the court, provided that:
 - 30) Such records shall be open, at all reasonable times, to the inspection of the minor, said minor's parent, guardian, and attorney; and
 - 31) Such records shall be open, at all reasonable times, to the plaintiff and the plaintiff's attorney, or any of them.
 - vv. The plaintiff's residential address, residential telephone number and workplace name, address and telephone number, shall be confidential.
 - 32) The data shall appear on the court order and be accessible to the defendant and the defendant's attorney unless the plaintiff specifically requests that this information be withheld from the order.
 - 33) A "Plaintiff Confidential Information Form" is part of the Harassment Prevention Order package. This form should be sealed in an envelope marked "PLAINTIFF'S ADDRESS – CONFIDENTIAL". This

information shall not be made available to a defendant or a defendant's attorney, or to anyone outside of law enforcement without judicial authorization.

ww. This confidentiality applies to protective orders of other jurisdictions.

xx. The confidential portions of the court records shall not be deemed public records under M.G.L. c. 4 § 7(26).

yy. For further information, see the department policy on **Records Requests**.

M. Immunity: No law officer shall be held liable in a civil action for personal injury or property damage brought by a party to an incident of abuse or for an arrest based on probable cause when the officer acted reasonably and in good faith and compliance with Chapter 258E of the Massachusetts General Laws.

N. Firearms

29. GENERALLY: There is no provision for the surrender of firearms with Harassment Orders under Chapter 258E.

30. FEDERAL FIREARMS PROVISIONS

zz. If the Plaintiff is a spouse or former spouse, or the defendant is a child or child of the plaintiff, or if the plaintiff and defendant cohabitate or did cohabitate, the purchase or possession of a firearm or ammunition, while a Harassment Order is in effect, may be a violation of federal law. This warning appears at the bottom of the Harassment Prevention Order (HA-2). Although officers cannot enforce the following federal provisions, the chief should be notified whenever an officer identifies a case involving the following circumstances, because there may be federal action which can be taken.

aaa. **Persons Named in Harassment Orders:** Under the Federal Crime Control and Law Enforcement Act of 1994, it is unlawful for an individual subject to a "permanent" restraining order involving "intimate partners" to receive, ship, transport, or possess guns (including handguns, rifles, and shotguns) or ammunition that traveled in interstate commerce.

bbb. **Misdemeanors Involving Domestic Violence:** Under 18 U.S.C. § 922(g)(9), it is unlawful for any person convicted of certain misdemeanor crimes involving domestic violence to ship, transport, possess, sell or otherwise dispose of, or receive, firearms or ammunition.

ccc. **Federal Felon in Possession of a Firearm:** Under 18 U.S.C. § 922(g)(1), it is unlawful for any person who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year to possess any gun or ammunition. Law enforcement officers are exempt from this federal firearms disability.

NOTE: Misdemeanors are excluded from consideration if they are punishable by a term of two years or less. Therefore, misdemeanors which are punishable by a term of imprisonment of more than two years fall within this provision.

O. Criminal Statutes

31. CHAPTER 265: SECTION 43. STALKING

ddd. **Elements of the Crime of Stalking:** Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which:

34) seriously alarms or annoys that person; and

35) would cause a reasonable person to suffer substantial emotional distress; and

36) makes a threat with the intent to place the person in imminent fear of death or bodily injury.

eee. **Punishment:** Such person shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than five years or by a fine of not more than one

thousand dollars, or imprisonment in the house of correction for not more than two and one-half years or both.

fff. Such conduct, acts or threats described in this paragraph shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device including, but not limited to, electronic mail, internet communications and facsimile communications.

ggg. Restraining Orders

37) Whoever commits the crime of stalking in violation of a temporary or permanent vacate, restraining, or no-contact order or judgment; or a protection order issued by another jurisdiction; or a temporary restraining order or preliminary or permanent injunction issued by the superior court, shall be punished by imprisonment in a jail or the state prison for not less than one year and not more than five years.

38) No sentence imposed under the provisions of this subsection shall be less than a mandatory minimum term of imprisonment of one year.

hhh. Jurisdiction: The crime of stalking, as set forth in section forty-three of chapter two hundred and sixty-five, may be prosecuted and punished in any territorial jurisdiction of the commonwealth wherein an act constituting an element of the crime was committed.

32. CHAPTER 265: SECTION 43A. CRIMINAL HARASSMENT

iii. Elements of the Crime of Criminal Harassment: Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which:

39) Seriously alarms that person; and

40) Would cause a reasonable person to suffer substantial emotional distress.

jjj. Such person shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one-half years or by a fine of not more than \$1,000, or by both such fine and imprisonment.

kkk. Such conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device including, but not limited to, electronic mail, internet communications or facsimile communications.

III. Whoever, after having been convicted of the crime of criminal harassment, commits a second or subsequent such crime, or whoever commits the crime of criminal harassment having previously been convicted of a violation of section 43, shall be punished by imprisonment in a house of correction for not more than two and one-half years or by imprisonment in the state prison for not more than ten years.

Harassment/Abuse Victims Rights

“You have the right to appear at the Superior, Juvenile (only if the attacker is under 17), District or Boston Municipal Court, if you reside within the appropriate jurisdiction, and file a complaint requesting any of the following applicable orders: (i) an order restraining your attacker from harassing or abusing you; (ii) an order directing your attacker to **refrain from contacting you**; (iii) an order directing your attacker to **stay away from your home and your workplace**; (iv) an order directing your attacker to pay you for losses suffered as a result of the harassment or abuse, including loss of earnings, out-of-pocket losses for injuries sustained or property damaged, costs of replacement of locks, medical expenses, cost for obtaining an unlisted phone number, and reasonable attorneys’ fees.

For an emergency on weekends, holidays or weeknights, the police will assist you in activating the emergency response system so that you may file a complaint and request a harassment prevention order.

You have the right to go to the appropriate court and apply for a criminal complaint for sexual assault, threats, criminal stalking, criminal harassment, assault and battery, assault with a deadly weapon, assault with intent to kill or other related offenses.

If you are in need of medical treatment, you have the right to request that an officer present drive you to the nearest hospital or otherwise assist you in obtaining medical treatment.

If you believe that police protection is needed for your physical safety, you have the right to request that the officer present remain at the scene until you can leave or until your safety is otherwise ensured. You may also request that the officer assist you in locating and taking you to a safe place including, but not limited to, a designated meeting place for a shelter or a family member's or a friend's residence or a similar place of safety.

You may request and obtain a copy of the police incident report at no cost from the police department.”

Exposure Control

POLICY & PROCEDURE NO. 7.11	DATE: _11/28/2023_____
	EFFECTIVE DATE: __11/28/2023_____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 22.2.6	REVISION DATE: ____

I. PURPOSE

The procedures and guidelines contained in this policy are intended to minimize an employee's exposure to and furnish the maximum level of protection from communicable diseases and vermin infestation that may be encountered during the course of duty.

II. POLICY

It is the policy of the Stow Police Department to pursue proactive measures in employee health issues; therefore, the Department has developed these exposure control guidelines and assigned support personnel to oversee a health and safety program. These guidelines should be followed whenever applicable.

Potentially infectious individuals may not display specific signs, symptoms or complaints and may have no awareness of their ability to transmit their disease(s) to others. Additionally, police officers encounter bodily fluids under uncontrolled, emergency circumstances in which the differentiation between fluid types is difficult, if not impossible, making it necessary to treat all body fluids as potentially hazardous.

Therefore, all department personnel are strongly encouraged to take all reasonable preventative and protective measures with each person(s) whom they are exposed to in order to reduce the risk of direct exposure to communicable diseases.

III. DEFINITIONS

For the purposes of this policy, the following definitions are applicable:

- **Communicable Diseases** – Diseases that may be transmitted from one person to another. They may be categorized into two exposure groups:
 1. Diseases that may be contacted via the respiratory system

2. Diseases that may be contacted through direct contact with body fluids, such as blood, saliva, mucus membrane secretions, urine or feces.
- **Contamination** – The presence or reasonably anticipated presence of blood or other potentially infectious materials on a person, surface or item.
 - **Decontamination** – The use of physical or chemical means to remove, inactivate or eradicate pathogens on a person, surface or item to the point they are no longer capable of transmitting infectious particles and the item is considered safe for handling, use or disposal.
 - **Designated Infection Control Officer (DICO)** – The Officer responsible for ensuring that the department has an effective safety and health program. The DICO ensures that the Department meets any occupational requirements. The DICO will also serve as the Stow Police Department's Infection Control Officer. As the Infectious Control Officer, the DICO shall act as a liaison between the department, the fire department, and any treating facility in a potential or actual exposure and coordinates effort surrounding the investigation of an exposure. The DICO will be selected by the Chief of Police or his/her designee.
 - **Parenteral Exposure** – An exposure that occurs through a break in the skin barrier; i.e. needle sticks, human bites, cuts contaminated with blood, etc., and which presents the greatest hazard of infection.
 - **Personal Protective Equipment (PPE)** – Specialized clothing or equipment worn by an individual to protect him/herself from a hazard; it includes, but is not limited to gloves, gowns, face shields, protective eyewear, masks, mouthpieces and resuscitation bags.
 - **Universal Precautions** – A method of infection control which all human blood and certain other body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
 - **Unprotected Exposure** – Eye, mouth, other mucous membrane, non-related skin or parenteral contact with blood, other body fluids or other potentially infectious material. Exposure may also occur by inhalation when a person in close face-to-face contact with an officer coughs or sneezes.

IV. CONFIDENTIALITY

All exposure reports and related medical records are strictly confidential. All documented reports of an unprotected exposure(s) shall be kept in a secure location maintained and restricted to the DICO. Employees may view their records through the DICO.

No medical records will be released without signed written consent from the affected officer.

V. SAFETY PRECAUTIONS

A. Universal Precautions

All employees whenever possible should follow the following universal precautions.

- Any member who has open cuts or lesions on their hands should bandage them prior to contact with any persons.
- Gloves should be worn when physical contact with a person is anticipated.
- Goggles or face shields should be worn when performing any procedure during which the splashing of blood or body fluids is likely to occur.
- A mask or face shield should be worn if the generation of droplets or spattering of blood and/or other body fluids is likely to occur.
- A gown should be worn when participating in situations where spattering of blood or body fluids is likely to occur.
- Once gloves become contaminated, they should not handle anything clean.
- When removing gloves, turn them inside out and dispose of them properly. Employees should wash their hands immediately or as soon as possible after removing gloves or other PPE, and after hand contact with blood or other potentially infectious materials.
- Alternative hand-washing methods (waterless disinfectant hand cleaner or antiseptic towelettes) should be used when soap and water are not available for handwashing. Handwashing with soap and water must still be performed as soon as possible to adequately flush contamination from the skin.
- Sharp objects should be handled in a manner that minimizes the likelihood of accidental cuts or punctures. These items should be stored (in the case of evidence) or discarded in an impervious container. Such containers shall be available in the booking area, rollcall room, and all cruisers.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or countertops where blood or other potentially infectious materials are present.
- Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport or shipping. All such materials shall be distinguished with a "biohazard" label.
- To prevent possible exposures to employee's families and/or the contamination of their households via work-related clothing items, these items should not be brought home if they have been contaminated. The Department will provide

facilities and/or services for the cleaning of uniforms, equipment, and other work-related clothing for all officers.

B. Facility Considerations

To help minimize exposures, certain health and safety measures will be followed within the public safety facility.

- A decontamination area will be maintained containing:
 - a) Appropriate disinfecting supplies, including sprays to kill vermin
 - b) Saline solution (to rinse eyes)
 - c) Hot and cold running water
 - d) A washer, dryer and appropriate cleaning supplies to clean contaminated uniforms and equipment, or access to an outside facility to clean contaminated items
 - e) Non-latex gloves in various sizes
- The decontamination area is reserved for the use of Department members and shall be regularly and properly cleaned by designated specialized cleaning companies such as 24 Trauma.
- The locker rooms and bathrooms of the police facility will not be used for decontamination purposes.
- “Sharps” containers will be located in appropriate areas, such as the sally port, booking room, evidence areas, etc.
- Portable hand sanitizer units will be placed in convenient locations throughout the facility.

C. Motor Vehicle Supplies

The DICO will ensure all department vehicles contain appropriate health and safety supplies. Specifically the DICO will be responsible for:

- Periodically inspecting department vehicles to ensure the maintenance of required health and safety items.
- Maintaining sufficient supplies of required health and safety items.
- Replacing required health and safety items when needed

VI. SPECIAL CONSIDERATIONS & SEARCHES

During the course of their duties, officers are often involved in situations that require special attention towards potential exposures. Some of these situations include:

- Pat-down searches
- Motor vehicle or residential searches
- Rescue and medical situations
- Transport and custody situations

The Following tactical considerations are meant to serve as guidelines for officers in these circumstances; it is understood that they may not be practical at times.

A. Pat-down Searches

- Department members should not place their hands in suspect's pockets or other hidden areas where needles, knives or other sharp objects may be hidden.
- Department members should wear disposable gloves when patting down a suspect and specially designed gloves that resist needle sticks, cuts and abrasions over the disposable gloves if the disposable gloves may be penetrated.
- If it does not present an undue safety risk, members may request a suspect remove all items from their own pockets while under close scrutiny.

B. Vehicle & Other Area Searches

- Officers should not blindly reach into areas where objects may be hidden when performing vehicle, residential, or other types of searches.
- Searches in some of these areas, such as under car seats, may be facilitated by the use of flashlights and mirrors.
- Pocketbooks and other small containers may be searched by turning them upside down over a table, counter, etc. and then examining the contents.

C. Medical Situations

- When dealing with persons requiring medical assistance, department members should wear disposable, protective gloves.
- If a medical situation involves the chance of a penetration of the protective gloves, another pair of gloves designed to resist penetration should be worn over the original pair.
- If members are required to perform CPR, a proper barrier resuscitation device should be used.

D. Transport and Custody Situations

- When practical, officers involved in the transportation of individuals who have body fluids or noticeable vermin infestation on their person should be transported in separate vehicles from other subjects.
- If individuals are bleeding or otherwise emitting body fluids, they should wear suitable protective coverings (bandages etc.) after receiving medical attention.
- Officers shall notify relevant support personnel during the transfer of custody of a person who has body fluids or noticeable vermin infestation on their person.
- Detainees with body fluids on their person or noticeable vermin infestation will be placed in an isolated area of the cellblock. Their cell will be posted with a noticeable sign that reads “Notice of Contamination”
- Department members shall document in incident reports and booking reports whenever a detainee taken into custody has body fluids on their person.

VII. CONTAMINATION PROCEDURES

A. Personnel

If a department member is contaminated with a substance, the following actions should be taken:

Step	Action
1	If the skin comes into contact with blood, body fluids or human tissue, it should be washed immediately with soap and hot water for at least 60 seconds or with waterless disinfectant hand cleaner (and then as soon as possible with soap and hot water).
2	If an eye(s) comes into contact with potentially infectious material, it should be vigorously flushed with saline solution.
3	If a person becomes contaminated over a significant area, or is potentially infested with contagious vermin, they will only enter the public safety facility to access the decontamination area.
4	A contaminated or infested person will enter the decontamination area from the nearest entry way and attend to all appropriate cleaning in that area.

5	Require the reporting requirements listed in this policy.
6	Ensure that any employee who has an unprotected exposure while on duty receives proper first aid and medical treatment.

B. Equipment

Equipment items becoming contaminated should be handled in the following ways:

Step	Action
1	Any soiled or contaminated item(s) to be disposed of will be done so in a manner that does not endanger the health of other department members, or the general public.
2	Contaminated items to be disposed of will be placed in plastic biohazard bags.
3	Contaminated items to be cleaned should be brought to the decontamination area and be cleaned as soon as possible, or be placed in appropriate containers for safe storage until future cleaning.
4	All body fluids should be cleaned up immediately and washed with an aerosol disinfectant or a 1:10 dilution of 5.25% sodium hypochlorite (bleach).
5	Proper cleaning procedures will be posted in the decontamination area.
6	Use of the department autoclave is authorized for decontamination of any items that have been involved in the incident.

C. Station

If an area of the station becomes contaminated, the following procedures should be followed:

Step	Action
1	Areas of the police station that become contaminated, including the decontamination area should be cleaned as soon as possible.
2	Personnel assigned to clean up a contaminated area should wear appropriate protective apparel, such as protective gloves, booties, eye protection, masks and aprons.
3	Any hazardous substance should be cleaned up immediately by wiping the contaminated area with absorbent material and disposing of it in plastic biohazard bags. Areas contaminated should not be hosed down, as this simply creates a larger contaminated area.
4	The affected area should be washed with an aerosol disinfectant or a 1:10 dilution of 5.25% sodium hypochlorite (bleach).
5	If personnel are unable to clean an area immediately, such as in the cellblock, the contaminated area will be closed off and marked as a biohazard area.
6	Civilian companies such as 24Trauma or Aftermath may be notified by the shift supervisor or Patrol Division Commander to clean up major contamination problems.
7	Proper cleaning procedures will be posted in the custodial area of the booking room using specialty cleaning companies: 24 Trauma/ Aftermath The Departmental autoclave.

D. Vehicles

If a department vehicle becomes contaminated the following procedures should be followed:

Step	Action
------	--------

1	Officers will not drive any police vehicle while they are contaminated or are wearing contaminated items, unless no viable alternative exists. Officers who must drive a police vehicle while contaminated will make a reasonable attempt to decontaminate themselves at the scene prior to entering the vehicle.
2	Any contaminated vehicle will not be used for regular duties until decontaminated.
3	A contaminated vehicle will be brought to the garage area for appropriate decontamination. Officers may clean up minor contamination problems during their shift. Civilian companies such as 24Trauma or Aftermath may be notified by the Patrol Division Commander or the Shift Supervisor to clean up major contamination problems.
4	Personnel assigned to clean up a contaminated vehicle should wear appropriate protective apparel, such as protective gloves, booties, eye protection, masks and aprons.
5	If a contaminated police vehicle cannot be immediately cleaned, it will be secured and tagged as a potential hazard until it can be properly decontaminated.
6	Proper cleaning procedures will be posted in the garage area. Use of Departmental Autoclave can be used to assist in cleaning contaminated items.

VIII. REPORTING PROCEDURES

If any department member has or may have had exposure to any potential health hazard, the following reporting procedures will be followed:

Step	Action
1	The member(s) will notify their supervisor immediately.

2	In the case of any unprotected exposure, the DICO will be notified immediately.
3	Any member who has an unprotected exposure will submit a Mass. Dept. of Public Health Unprotected Exposure Form as soon as practical. Each Unprotected Exposure Form should include the Stow Police Department incident number on the form.
4	Any member who has an unprotected exposure will complete both an incident report and an on duty exposure report to the Stow Police Department documenting the incident.
5	The DICO will receive copies of all exposure forms and provide any necessary follow-up

IX. TRAINING

Proper training on the hazards of communicable diseases and preventative measures in dealing with potential or actual exposure situations is necessary of all department members. Annual training in these areas will be provided to all sworn officers, dispatchers and other employees working in situations where they may encounter contaminated substances.

All department members who are required to perform decontamination activities or to clean potentially hazardous substances shall be properly trained in safe cleaning and decontamination techniques.

X. DEBRIEFING

Debriefings as outlined in the Stow's Police Department's CISD General Order 2023-01.