

CHAPTER 8 UNUSUAL OCCURANCES



ARGYLE POLICE DEPARTMENT

Policy 8.1 Unusual Occurrences and Special Events

Effective Date: 06Jun17

Replaces: 17Feb12

Approved: _____
Chief of Police

Reference: TBP: 2.22, 8.07, 8.08, 8.09, and 8.11

I. POLICY

Unusual occurrences include emergencies resulting from natural or man-made disasters or civil disturbances such as riots, disorders, spontaneous violence, or labor disputes. While these occurrences are uncommon, the department must not only deploy personnel in the field but must coordinate the responses of other law-enforcement agencies as well as other agencies. Department personnel must act quickly, decisively, and knowledgeably to mitigate disorder or disaster by restoring order and control, and by protecting lives and property.

II. PURPOSE

To establish general guidelines for planning and deploying personnel for unusual occurrences.

III. DEFINITIONS

- A. Unusual Occurrences: Includes natural and man-made disasters as well as civil disturbances, unusual police events such as hostage or barricaded persons, civil disturbances, SWAT or hazardous warrant execution and even planned special events. This also includes natural disasters such as severe storms e.g.: hurricanes, tornadoes, earthquakes, etc. that cause emergency response.
- B. After Action Reports: A report outlining the department's planning and response to an unusual occurrence, providing a critical look at operations and developing suggestions for future planning and policy issues.
- C. Emergency Response Plan: A County or Regional Emergency Response Plan that outlines the responsibilities of all public agencies in time of natural or man-made disasters.

IV. PROCEDURES

A. Administration

1. The Chief of Police is responsible for overall planning of the law-enforcement response to unusual occurrences and for department participation in the regional emergency operation plan.

2. The Chief of Police is responsible for coordinating all law enforcement plans with the municipal, county, or state official charged with emergency activities. A copy of the Denton County Emergency Operations Plan will be maintained in the Office of the Chief, the Communications Division, and available to all officers in digital format. (TBP: 8.07)
3. At least once annually, the department shall conduct training for all personnel on their roles and responsibilities under the county emergency response plan
4. At least annually, the Chief of Police is responsible for ensuring the internal review of the Law Enforcement Appendix to the Emergency Response Plan and the other departmental procedures for unusual occurrences. (TBP: 8.09)

B. Special events

1. The Chief of Police is responsible for the proper planning of the law enforcement operations for any Special Event held within the town.
2. Special event plans shall include, at a minimum:
 - a. Anticipated personnel needs and assignments
 - b. Special qualification requirements, if any.
 - c. Command structure
 - d. Written estimates of traffic, crowd, or crime problems anticipated.
 - e. Clearly written traffic flow plans
 - f. Logistics requirements.
 - g. Coordination with outside agencies

C. Unusual Police Incidents

1. Unusual Police Incidents include:
 - a. Bomb threats or incidents where an evacuation is performed or a device is located.
 - b. Civil disturbances
 - c. Hostage taking where the victim is held after police arrival
 - d. Barricaded Persons with ERT callout
 - e. Hazardous Warrant Service
 - f. Natural disasters e.g: hurricanes, tornadoes, earthquakes
 - g. Other major incidents where more than three units and a supervisor are utilized.
2. The Chief of Police is notified immediately if any unusual police events occur.
3. The Patrol Standard Operating Procedure provides officers direction in handling many unusual police incidents. Handling of Civil Disturbances is covered in Policy 8.2.

D. Uniform and equipment usage

1. Only approved uniforms and specialized equipment shall be used as covered in Policy 4.5.

E. Use of less-lethal weapons

1. Less-lethal weapons usages is covered in Policy 6.3 and a natural or man-made disaster does not change the use thereof.

F. Use of canine and horses

1. The Argyle Police Department does not utilize canines or horses for response to incidents.

G. Use of National Incident Management System

1. The department trains all personnel in their appropriate level of NIMS courses for understanding of their role in the management of an incident. (TBP: 8.11)
2. The NIMS process of Incident Command will be utilized in handling all unusual occurrences where more than three units are utilized.

H. Mobilization of additional resources

1. In any emergency or special operation where additional law enforcement resources are required, the Chief of Police may:
 - a. Hold over the shift due to go off so that personnel of two shifts are available.
 - b. Call back additional personnel.
 - c. Request assistance through mutual aid
 - d. Request state assistance through the Governor's Office (Mayor requests)
2. Some special operations are planned weeks in advance and, where possible, additional personnel required will be given advance notification of time, place, uniform, duties, etc. For other operations such as raids, security considerations may limit advance notification to minutes.
3. All members of the department are subject to immediate recall in the event of an emergency. Failure to respond to an order to report to work shall be grounds for termination. (TBP: 2.22)
4. The Chief of Police shall assign personnel called back as required, using the skills, knowledge, and abilities of recalled officers where appropriate.

5. Call-back time is paid time and will be strictly controlled and accounted for, minimizing expenditure where feasible.


I. After Action Reports (TBP: 8.08)

1. After Action Reports are required after any natural or man-made disaster or any unusual event as listed in C. 1. above.
2. After Action Reports are required at the conclusion of any unusual occurrence within 10 days of completion of the event. Unless otherwise assigned, the preparation of the report is the responsibility of the supervisor in charge of the event.
3. The After Action Report should include a discussion of:
 - a. A detailed description of the event;
 - b. The prior planning for the event, if any;
 - c. The number and identity of personnel assigned;
 - d. A chronological description of the event and problems encountered or successes accomplished;
 - e. A critical review of operations and what policy, equipment or procedures need to be changed to better respond to a similar problem or event in the future.
4. The After Action Report should be prepared in memorandum format and forwarded to the Chief of Police for review.

J. Overall goal for incident management

Officers are trained and have an understanding in the overall goal for incident management which are:

1. Reduce the loss of life;
2. Minimize property life and damage to the environment; and
3. Protect the jurisdiction from all threats and hazards.

	ARGYLE POLICE DEPARTMENT	
	Policy 8.2 Civil Disturbances and Mass Arrests	
	Effective Date: 30 Sep 13	Replaces: 17 Feb 12
	Approved: <u><i>[Signature]</i></u> Chief of Police	
	Reference: TBP: 8.07	

I. POLICY

How law enforcement officers deal with crowds in civil actions, whether in demonstrations or civil disturbances, has direct bearing on their ability to prevent property damage, injury, or loss of life and minimize disruption to persons who are uninvolved. Officers confronting civil disturbances and those called upon to assist in these incidents shall follow the procedures as enumerated in this policy to protect life, property, and First Amendment rights.

In rare circumstances resulting from manmade or natural emergencies, and in widespread highly volatile civil unrest with the potential for widespread violence, the incident commander shall temporarily suspend any policy, provision, or guideline contained herein when such action is determined to be the only reasonable alternative for the prevention of loss of life or major property damage.

II. PURPOSE

The purpose of this policy to establish guidelines for managing crowds and preserving the peace during demonstrations and civil disturbances.

III. DEFINITIONS

- A. **Civil Disturbance:** An unlawful assembly, as defined by state statutes and local ordinances. Normally, a gathering that constitutes a breach of the peace or any assembly of persons where there is a threat of collective violence, destruction of property, or other unlawful acts. These are typically, but not always, spontaneous occurrences requiring the emergency mobilization of police forces and related emergency services.
- B. **Demonstration:** A legal assembly of persons organized primarily to express political or other doctrine or views. These are typically scheduled events that allow for police planning. They include but are not limited to marches, protests, and other assemblies that are largely designed to attract the attention of onlookers, media, and others. Demonstrations can evolve into civil disturbances that necessitate enforcement actions. Although crowd control may be necessary at

sporting events, festivals, concerts, celebratory gatherings, and related events, these are not defined as demonstrations.

IV. PROCEDURES

A. General Management and Organization Principles

1. By law, this jurisdiction may impose reasonable restrictions on the time, place, and manner of expressing First Amendment rights. This department shall place only those limitations and restrictions on demonstrations necessary to maintain public safety and order and, to the degree possible, allow uninhibited commerce and freedom of movement for uninvolved persons.
2. The on duty supervisor will assume the role of incident commander (IC) at the scene of mass demonstrations and civil disturbances until relieved.
3. If at all possible, a member of the department should be detailed to conduct video recording of the incident and departmental response to include any interactions involving use of force.
4. The incident command system shall be used in crowd management and civil disturbances to ensure control and unified command.
 - a. It is the policy of this department to avoid making mass arrests of persons when arrest avoidance is reasonable in the interests of safety and security.
 - b. In the event that mass arrest needs to occur, mutual aid requests will be made of other local jurisdictions for staffing.

V. USE OF FORCE

- A. The department's use-of-force policy is equally applicable to enforcement actions in the context of both mass demonstrations and civil disturbances. That is, officers may use only such force as reasonably appears necessary to protect themselves or others from physical harm, to restrain or subdue a resistant individual, or to bring an unlawful situation safely and effectively under control.
- B. Unity of action and command and control are key to effective handling of demonstrations and civil disturbances. Thus, unless exigent circumstances require immediate action, officers shall not independently make arrests or employ force without command authorization. In exigent circumstances, supervisors shall independently authorize the use of force or such other tactics in accordance with the agency use of force policy and this policy.
- C. All officers providing assistance to this agency through mutual aid agreements, contracts, or related means shall be briefed on the mutually agreed upon

provisions of those agreements relating to the use of force and protocols for crowd control prior to deployment.

D. The following restrictions and limitations on the use of force shall be observed during mass demonstrations and civil disturbances:


1. Motor vehicles may be used to surround and move persons as appropriate but shall not be brought into contact with them for purposes of containment or dispersion.
2. Officer-issued aerosol restraint spray (OC) may be used against specific individuals who are engaged in unlawful acts or conduct or actively resisting arrest, or as necessary in a defensive capacity when other alternatives would likely be inadequate or are unavailable. It shall not be used indiscriminately against groups of people, in demonstrations or crowds where bystanders would be unreasonably affected, or against passively resistant individuals.

E. Use-of-Force Reporting and Investigation

Established use-of-force reporting requirements of this department are equally applicable to policing mass demonstrations and civil disturbances. However, reporting, documenting, and recording uses of force in the context of civil disturbances and mass demonstrations can be hampered by logistical and safety concerns. Officers will complete use of force forms as soon as practical after the event.

VI. DEACTIVATION

- A. When the disturbance has been brought under control, the IC shall ensure that the following measures are taken:
 1. All law enforcement officers engaged in the incident shall be accounted for and an assessment and documentation made of personal injuries;
 2. Witnesses, suspects, and others shall be interviewed or interrogated. All necessary personnel shall be debriefed as required
- B. All written reports shall be completed as soon as possible after the incident to include a comprehensive documentation of the basis for the incident, the department's response to the incident, with a statement of impact to include the costs of equipment, personnel, and related items.

	ARGYLE POLICE DEPARTMENT	
	Policy 8.3 Missing Persons	
	Effective Date: 01Aug13	Replaces:
	Approved: <u><i>M. B. [Signature]</i></u> Chief of Police	
	Reference: TBP 7.33	

I. POLICY

It is the policy of the Argyle Police Department to establish guidelines and responsibilities for the consistent response to, and investigation of, all reports of missing and endangered persons.

The Argyle Police Department recognizes there is a critical need for immediate and consistent response to reports of missing and endangered persons. The decisions made and actions taken during the preliminary stages may have a profound effect on the outcome of the case. Therefore, this agency has established the following responsibilities and guidelines for the investigation of missing and endangered persons. All peace officers, employed by this agency, will be informed of and comply with the procedures contained in this policy.

II. PURPOSE

The purpose of this policy is to establish guidelines and responsibilities regarding this agency's response to reports of missing persons.

III. DEFINITIONS

- A. **Child** means a person under 18 years of age.
- B. **Missing person** means a person 18 years old or older whose disappearance is possibly not voluntary.
- C. **Missing child** means a child whose whereabouts are unknown to the child's legal custodian, the circumstances of whose absence indicate that:
 - a. The child did not voluntarily leave the care and control of the custodian, and the taking of the child was not authorized by law;
 - b. The child voluntarily left the care and control of the custodian without the custodian's consent and without the intent to return
 - c. The child was taken or retained in violation of the terms of a court order for possession of or access to the child; or
 - d. The child was taken or retained with the effect of depriving the custodian of possession of or access to the child unless the taking or retention of the child was prompted by the commission or attempted commission of family violence, as defined by Section 71.004, Family Code, against the child or the actor.
- D. **Missing child** or **missing person** also includes a person of any age who is missing and:
 - a. Is under proven physical or mental disability or is senile, and because of one or more of these conditions is subject to immediate danger or is a danger to others;

- b. Is in the company of another person or is in a situation the circumstance of which indicate that the missing child's or missing person's safety is in doubt ; or
 - c. Is unemancipated as defined by the law of this state.
- E. Missing child categories:**
- a. The **nonfamily abduction** in which a child is taken by an unknown individual, through force or persuasion, usually in furtherance of additional victimization.
 - b. The **family abduction** in which a noncustodial family member flees with a child, usually in direct violation of a court ordered custody arrangement.
 - c. The **runaway child**, most often a teenager, who leaves home voluntarily for a variety of reasons.
 - d. The **lost of otherwise missing child**, who becomes separated from parents or caretakers under circumstances not indicating the likelihood of an abduction or voluntary absence.
 - e. The **throwaway** whose caretaker makes no effort to recover the child who has run away or who has been abandoned or deserted. While not necessarily reported to authorities as missing, children in this category frequently require the services of law enforcement.

IV. PROCEDURES

A. Missing Persons/ Missing Children

1. Reporting/Classification of Missing Persons

- a. There is no waiting period for reporting a missing person. Missing person reports shall be taken in-person or by telephone in conformance with the criteria of this policy and the criticality of the incident. (TBP 7.33)
- b. A person may be declared "missing" when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.
- c. An individual may be considered "missing-critical" who meets the foregoing criteria and who, among other possible circumstances,:
 - i. A reasonable suspicion the individual may be the subject of foul play,
 - ii. Under 13 or over 65 and may be unable to properly safeguard or care for himself/herself,
 - iii. suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended;
 - iv. is a patient of a mental institution and is considered potentially dangerous to himself or others;
 - v. has demonstrated the potential for suicide; or
 - vi. may have been involved in a boating, swimming or other sporting accident or natural disaster.
- d. On any Critical Missing, an officer will remain on Special Assignment attempting to locate the individual until the individual is found or until the Assignment is lifted by the Chief of Police.
- e. Reports of juveniles who have voluntarily left home (i.e., "runaways") should be classified as such only after thorough investigation.

2. Special Circumstances

- a. Adults with mental impairments and children under age 11.
 - i. The law requires law enforcement officials to take additional precautions if the case concerns a missing child or an adult who suffers from dementia or Alzheimer's. In the latter case, the officials must immediately file a report with the Alzheimer's Association Safe Return Crisis number. The report must include all identifying characteristics such as dental records; fingerprints; clothing worn when last seen; a description of the abductor, if available; and other physical characteristics (Tex. Code Ann. § 63.009(a)(3)).
 - ii. If the missing person is a child under age 11, the police must notify the child's school and the Office of Vital Statistics. Once notified, the school and the office must flag the child's records. If the child was born or previously attended school in a different state, the agencies must notify the state that the child has been reported missing (Tex. Code Ann. § 63.020(e)).
 - iii. If either the school or the office receives a request for flagged records, it must obtain (1) a written form from the requestor that includes the person's name, address, telephone number and relationship to the child, and (2) a copy of the requestor's driver's license or photo identification. The agency must inform the requestor that it will mail the records to him or her, but it must not inform the requestor that the child is missing. It must then immediately contact local police (Tex. Code Ann. § 63.021).

B. Initial Report Taking

1. The responding officer must gather as much pertinent information as quickly possible in order to properly classify a missing person report and initiate proper response. This includes the following information:
 - a. Name, age and physical description of the subject and relationship of the reporting party to the missing person.
 - b. Time and place of last known location and the identity of anyone accompanying the subject.
 - c. The extent of any search for the subject.
 - d. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
 - e. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.
 - f. The current physical condition of the subject and whether the person is currently on prescription medication.
 - g. If the missing person is a child, inquiry should also determine if the child

- i. is or may be with any adult who could cause him/her harm;
 - ii. may have been the subject of a parental abduction;
 - iii. has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.
 - iv. The current custodial status of the child.
- h. A supervisory officer shall also respond on all missing persons cases.

C. Preliminary Investigation

- a. The preliminary investigation is intended to gather information and to take those steps that will aid in the search for and location of a missing person. This includes gathering the following types of information and materials:
 - i. Complete description of the subject and a recent photograph.
 - ii. Officers will conduct a complete and thorough consensual search of the missing person's home and surrounding property as soon as possible. Many children have been found hiding, trapped or asleep in their home. On occasion, evidence of a crime involving the person has also been located.
 - iii. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance.
 - iv. Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance.
 - v. Indications of missing personal belongings, particularly money and other valuables.
 - vi. Any suggestions of foul play or accident.
- b. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as
 - i. the presence of behavioral problems;
 - ii. past instances of running away;
 - iii. signs of an abusive home environment or dysfunctional family situation;
 - iv. whether the child is believed to be with adults who may pose a danger; and
 - v. the name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.
- c. When possible, officers should gain permission to search a missing child's school locker, as appropriate.

- d. Upon verification of a missing person, a missing person report shall be completed and appropriate entries made as soon as possible in state and national information databases in accordance with established County, NCIC and TCIC procedures. (Suzanne's Law (42 USC 5779) requires immediate entry into NCIC for any missing person under 21 years of age.
- e. The agency also must enter all of the information described above (including supplemental reports) into the Texas Missing Person's Clearinghouse (Tex. Code Ann. § 63.009(a)(3)). The clearinghouse is the state's central repository of information on missing persons. The clearinghouse also assists police in missing persons investigations (in response to local requests), cooperates with other law enforcement agencies, and tries to assure that its information is complete and accurate. It has established an intrastate system for communicating information on missing persons (Tex. Code Ann. § 63.003).
- f. A "Missing Persons Clearinghouse (MPCH) MP-3 Report Form" must be signed, completed and returned to the MPCH.
- g. In the case of persons designated as "missing- critical," a supervisory officer may direct that
 - i. The agency should utilize the Amber Alert System or Silver Alert System, Code Red, or other local notification systems. (TBP 7.33)
 - ii. the dispatcher broadcast to all persons on duty all information necessary to identify the missing person.
 - iii. Regional and statewide missing persons reports will also be made as directed by a supervisor.
- h. Amber Alert
 - i. Law enforcement officials may also activate the Amber Alert if the missing child is under age 18 and an investigation shows it is likely that he or she has been abducted. If the officials determine that these criteria have been met, they must ask the Department of Public Safety to activate the alert. Once a request is made, the alert is distributed to all Texas law enforcement agencies, the Texas Department of Transportation Management (to be broadcast on highway signs), and the National Weather Service's Texas Warning System (to be broadcast on radio and television stations).

2. Search Procedures

- a. The responding Supervisor will organize and direct the search for the person/child unless relieved by high ranking personnel.
- b. Should significant search efforts be required, additional personnel will be requested and use of Incident Management System shall be employed.
- c. Canine search may be requested, however canines that are trained in find and bite shall not be used to search for missing

persons/children unless in an extreme or life threatening emergency and then only on a controllable leash.

3. Criminal Investigations will:

- a. Request release of dental records and any fingerprints available.
- b. Contact hospitals and the coroner's office as appropriate for injured or deceased persons fitting the description of the missing person.
- c. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area.
- d. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.
- e. Provide identification and related information to all elements of this agency, the state police missing persons' authority, neighboring police agencies and, if parental or stranger-to-stranger abduction is suspected, the FBI.
- f. Decisions to use local media to help locate missing persons shall be made with the approval of the police chief and the missing person's family.
- g. The lead investigator shall maintain routine on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.

4. Dental and Medical Information

- a. Additionally, the assigned officer must give or mail to the person who made the report both a dental and medical record release form marked with a notation indicating that the person is missing. A completed form authorizes any dentist or doctor within the state to release medical and dental information for the missing individual, including X-rays, blood type, height, weight, allergies, and information concerning scars or illnesses. Once the police receive these records, they must forward them to the clearinghouse (Tex. Code Ann. § § 63.006 and 63.007).
- b. These records must be entered into the clearinghouse database and cross-referenced against unidentified human remains. The database is updated frequently. The police must enter all information on unidentified bodies into both the clearinghouse and the National Crime Information Center by the tenth working day after a death is reported (Tex. Code Ann. § 63.009(c)).
- c. The database is checked periodically. If a match is found, the clearinghouse must report it to the Department of Public Safety. That information is then disseminated to the local law enforcement agency assigned to the investigation (Tex. Code Ann. § 63.014).

5. DNA Collection

- a. Approximately 30 days after receiving a missing persons report on someone deemed "high risk", the law enforcement agency must request a DNA sample from the person's family. High risk includes persons (1) believed to be abducted, (2) missing under suspicious circumstances, or (3) missing for more than 30 days and believed to be in danger (Tex. Code Ann. § 63.051 et. seq.). The agency must submit the DNA sample, along with a missing persons report, to the statewide DNA data center for missing persons (Tex. Code Ann. § 63.060).
- b. The data center is established by law and housed at the University of Texas Health Science Center. Its sole purpose is to identify the remains of high-risk missing persons (Tex. Code Ann. § 63.052). Once the center receives a sample, it must enter it into the database and cross-reference it against unidentified human remains (Tex. Code Ann. § 63.054).

6. Prolonged Investigation


- a. Develop a profile of the possible abductor.
- b. Consider the use of a truth verification device for parents, spouse, and other key individuals.
- c. Re-read all reports and transcripts of interviews, revisit the crime scene, review all photographs and videotapes, re-interview key individuals and re-examine all physical evidence collected.
- d. Review all potential witness/suspect information obtained in the initial investigation and consider background checks on anyone of interest identified in the investigation.
- e. Periodically check pertinent sources of information about the missing person for any activity such as phone, bank, internet or credit card activity.
- f. Develop a time-line and other visual exhibits.
- g. Critique the results of the on-going investigation with appropriate investigative resources.
- h. Arrange for periodic media coverage.
- i. Consider utilizing rewards and crime-stoppers programs.
- j. Update NCIC Missing Person File information, as necessary.
- k. Re-contact the National Center for Missing and Exploited Children (NCMEC) for age progression assistance.
- l. Maintain contact with the family and/or the reporting party or designee as appropriate.

7. Recovery/Case Closure

- a. Alive
 - i. Verify that the located person is the reported missing person.
 - ii. If appropriate, arrange for a comprehensive physical examination of the victim.
 - iii. Notify the family/reporting party that the missing person has been located.

- iv. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:
 - i. advise them that they are the subject of a wanted to locate investigation;
 - ii. ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
 - iii. make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
- b. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.
- c. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
- d. In cases involving juveniles, officers shall ensure that:
 - i. the juvenile receives medical attention if necessary in a timely manner;
 - ii. initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/ or whether an abusive or negligent home environment was a contributory factor, and
 - iii. that parents, guardians and/or the person reporting the missing youth are notified in a timely manner.
 - iv. (In competent adult cases, if the located adult permits the disclosure of their whereabouts and contact information, the family/reporting party may be informed of this information.
 - v. Dependent on the circumstances of the disappearance, consider the need for reunification assistance, intervention, counseling or other services for either the missing person or family/reporting party.
 - vi. Cancel alerts (AMBER Alert, etc), remove case from NCIC and other information systems and remove posters and other publications from circulation.
 - vii. Perform constructive post-case critique. Re-assess the procedures used and update the department's policy and procedures as appropriate.
- e. Deceased
 - i. Secure the crime scene.
 - ii. Contact medical examiner or forensic anthropologist to arrange for body recovery and examination.
 - iii. Collect and preserve any evidence at the scene.

- iv. Depending upon the circumstances, consider the need for intervention, counseling or other services for the family/reporting party or designee.
- v. Cancel alerts and remove case from NCIC and other information systems, remove posters and other publications from circulation.
- vi. Perform constructive post-case critique. Re-assess the procedures used and update the department's policy and procedures as appropriate.

	ARGYLE POLICE DEPARTMENT	
	Policy 8.6 Active Shooter Response	
	Effective Date: 13Feb15	Replaces: 27Jun13
	Approved: <u><i>[Signature]</i></u> Chief of Police / Sheriff	
	Reference: Texas Best Practices (TBP) Policies 6.01, 6.02, 6.07, 8.07	

I. POLICY

An active shooter is defined as an incident where one or more armed individuals have used, or are reasonably likely to use, deadly force in an ongoing manner, and where persons have been injured, killed, or are under imminent threat of death or serious bodily harm by such persons.

It is the policy of this agency to respond, contain, and stop the threats and administer aid to the victims. When officers are faced with the ongoing or reasonably likely continuation of the use of deadly force by a suspect(s), and delay in action by police could result in additional deaths or injuries, officers are authorized rapid intervention to eliminate the threat.

II. PURPOSE

To establish policy and procedures governing the response and activities associated with an active shooter event which will mitigate any further risk of injury or death to civilian or law enforcement personnel.

III. DEFINITIONS

- A. Active Shooter** - an incident where one or more armed individuals have used, or are reasonably likely to use, deadly force in an ongoing manner, and where persons have been injured, killed, or is under imminent threat of death or serious bodily harm by such persons.
- B. Rapid Intervention-** The immediate and forceful response by officers to an active shooting based on a reasonable belief that failure to take action would result in further death or serious bodily injury.
- C. Contact Team-** The first officer(s) at the scene of an active shooting who enter a location with the intent of neutralizing the threat.
- D. Rescue and Recovery Team or Rescue Task Force-** An group of officers (and firefighters and medical personnel) who make entry after the contact team to provide Tactical Combat Casualty Care and evacuate persons from a hazardous area to a secure treatment area for further treatment and transport.

- E. Incident Commander-** The first arriving supervisor (not a part of a contact team) who takes charge at the scene, regardless of rank.
- F. Tactical Combat Casualty Care—(TCCC)** The immediate and limited care needed before movement to more advanced care to prevent the death of the individual during movement. Usually limited to application of a tourniquet or pressure bandage(s).

IV. PROCEDURES

A. Initial Dispatch

1. The first report of an Active Shooter may not be that shots have been fired. It may be only a suspicious person or man with a gun call. Officers and Communicators should be alert to the possibility of these types of calls may progress into an Active Shooter call.
2. Immediately upon dispatching the initial call, Dispatch personnel will call for additional officers from surrounding cities according to the Denton County Communications Active Shooter Plan..
3. Dispatchers will notify the chain of command to include the Chief of Police or his/her designee of any active shooter event. Fire and EMS should be notified and requested to respond in accordance with their protocols.
4. Upon arriving to the scene of an active shooter event and assessing the scene, the agency should implement their mutual aid agreements with other police agencies if necessary, and fire and rescue agencies. Additionally, it may be necessary after the incident to collaborate with recovery agencies to assist with the scene and any victims.

V. FIELD RESPONSE

A. Initial Response

1. If an Active Shooter call is dispatched, all on-duty sworn personnel will respond Code 3. All non-uniform personnel will respond to the scene only if "Police" jackets are worn. Non-uniform personnel without proper equipment will begin setting up a perimeter and preventing unauthorized entry to the area. Only sworn officers from this or other jurisdictions are initially allowed entry. Responding parents or relatives should be directed to the reunification point once established.
2. The first responding Supervisor, if not needed as part of a Contact Team, will assume the role of Incident Commander and establish a Command Post in a safe area away from the structure. (if the first arriving supervisor is needed and becomes a part of a Contact Team, the second arriving

supervisor will become Incident Commander. This supervisor will begin coordinating other parts of the incident including the deployment of Rescue Teams, until relieved by a higher ranking or assigned Incident Commander.

B. Contact Team

1. The first officer to arrive should attempt to determine the situation and communicate information and direction to other responding officers and supervisors. Ideally, if time permits, the first two to five officers arriving should form a single team and enter the involved structure. A single officer entering a structure must understand the inherent risk assumed in taking such action.
2. The decision to enter the structure without a full team should be based on:
 - i. Is there an immediate threat (gunfire or other indications)
 - ii. How far away is a cover officer
 - iii. Is the officer equipped to respond to the threat
3. The first officers entering the structure should recognize that their primary objective is to stop further violence. Officers must move quickly and deliberately to the source of gunfire and stop the violence. Officers should attempt to identify and communicate locations of victims needing medical attention. If practical, and absent continued shooting, officers should treat any massive hemorrhaging that may result in the immediate loss of life.
4. Officers will comply with the department's Deadly Force Policy when responding to these incidents.

C. Rescue Team

1. Rescue Teams should be organized as soon as possible and directed to victim locations. Rescue teams can be comprised of officers, firefighters and/or medical personnel, as long as these personnel are protected by armed officers. Guidelines for follow-on responders include:
 - i. Establish and maintain security in the area that follow-on responders occupy; consider the involved structure as unsearched.
 - ii. **Do not enter a hallway unannounced that is occupied by other officers.**
 - iii. Direct victims to safety by utilizing either shelter-in-place or evacuation. If evacuating, establish a cordon of first responders to the desired exit point to ensure safety of victims.
 - iv. Establish a Casualty Collection Point (CCP) for injured persons. The CCP should be a room or open area (if outside of the structure) capable of holding all victims with injuries that require medical treatment. A series of rooms

next to each other can be considered if casualties exceed available space.

- v. Provide only Tactical Combat Casualty Care before removal to the Casualty Collection Point for further treatment by Fire or medical personnel.

D. Incident Command

1. The initial Incident Commander should concentrate their activities initially to:
 - i. maintaining open communications with any Contact Teams deployed
 - ii. Assembling and sending in Rescue Teams as soon as possible.
 - iii. Establishing an inner perimeter
 - iv. Establishing a evacuee area
2. The department will provide training to all department supervisors on the Incident Command process and priorities for command.

VI. CONCLUSION OF EVENT

A. Incident Conclusion

1. The conclusion of an incident of this nature will be difficult and will vary significantly based on the number of injured or killed, the type of location, and the actions taken by police. The agency will remain flexible and respond according to the directions and instructions from the Incident Commander.
2. Should there be an exchange in gunfire, then the agency will implement its officer involved shooting policy and respond accordingly.
3. The clear priorities will be:
 - i. Locating and providing aid to injured individuals
 - ii. Ensuring the location is secure from further violence
 - iii. Protecting the scene for investigation
 - iv. Conducting an appropriate investigation

- B. All requests for information from the media should be funneled through the Public Information Officer (PIO) or the Incident Commander (IC) for coordination.