



Eric Hawkins
Chief of Police

ALBANY, NEW YORK

POLICE DEPARTMENT

165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



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PRE-PLANNED/HIGH RISK SITUATIONS GENERAL ORDER NO: 3.9.05

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SANCTITY OF LIFE:

The sanctity of life is a central principle of policing and must guide all interactions between members of the Albany Police Department and members of the general public. All members of the Albany Police Department must commit themselves to ensuring the preservation of life and liberty by using the least amount of force necessary to achieve lawful objectives. When safe and reasonable, officers should attempt to continually de-escalate and reassess the situation, recognizing that force may be appropriate at one moment but inappropriate moments later because of the changing nature of a situation, as outlined below.

PURPOSE:

The purpose of this policy is to establish procedures for the deployment of specialized units during pre-planned events and high risk situations.

POLICY:

It is the policy of the Albany Police Department to utilize the services of specialized units during pre-planned events and high risk incidents. The Albany Police Department will plan and coordinate activities related to pre-planned events and high risk situations in order to provide the community with the highest standards of safety and security.

DEFINITIONS:

Bomb/Improvised Explosive Device (IED) - A bomb/improvised explosive device means a homemade explosive or incendiary device constructed and deployed in ways other than in conventional military action. IEDs may be constructed of conventional military or homemade explosives.

Hazardous Material - Hazardous material means any substance that might cause risk to health, property, or the environment. Hazardous material substances are not only found in transportation accidents or manufacturing areas. The following areas can, and often do contain hazardous material

substances:
automobile
body shops
(e.g., welding
gases, paints,
etc.), water
treatment
plants (e.g.,
chlorine, etc.),
construction
sites (e.g.,
explosives,
flammable
liquids, etc.),
metal plating
facilities (e.g.,
acids, bases,
etc.),
household
and garages
(e.g.,
flammable
gases,
detergents,
drain
cleaners,
etc.).

Civil Disturbance - Civil disturbance means acts of violence and disorder prejudicial to the public law and order. It includes acts such as riots, acts of violence, insurrections, unlawful obstructions or assemblages, or other disorders prejudicial to public law and order. It also includes all domestic conditions requiring or likely to require the use of federal armed forces.

Protest - Protest means a statement or action expressing disapproval of or objection of something.

Terrorism - Terrorism is defined in the Homeland Security Act of 2002, as an

activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Terrorist Action – Terrorist action means a politically motivated, hostile action taken by a person or group whose intent is the commission of violent acts designed to instill fear, communicate a message, and/or demand some government action.

Active Shooter – Active shooter means one or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. An active shooter's overriding objective appears to be that of mass murder, rather than criminal conduct such as a robbery, kidnapping, etc. The definition of active shooter includes any assault with a deadly weapon capable of causing a mass homicide.

I. NECESSITY, COMPOSITION, AND RESPONSIBILITIES

A. In order to provide the community with the highest standards of safety and security, the following specialized units/personnel may be utilized during pre-planned events or high risk situations, in accordance with current department directives:

1. Emergency Service Team (EST);
2. Crisis Management Team (CMT);
3. Critical Asset Assessment Team (CAAT);
4. Mounted Patrol Unit;
5. Canine (K-9) Unit; and
6. Patrol Rifle Operators.

B. Pre-planned events and high risk situations may include, but are not limited to the following:

1. Bomb threats and bomb emergencies;
2. Hostage situations;
3. Barricaded situations;
4. Coverage of special events;
5. VIP protection; and
6. Civil disturbances.
7. **Any incident deemed as critical at the discretion of the Chief of Police or Incident Commander.**

II. UNIT OBJECTIVES

A. Emergency Services Team (EST):

1. The Albany Police Department's Emergency Services Team (EST) provides a highly trained, highly skilled, and specially-equipped tactical

unit to assist in the successful resolution of high risk or critical incidents with a minimum risk of injury or loss of life to citizens, police personnel, and suspects.

- a. The Emergency Services Team duties and responsibilities are covered in General Order 3.9.15 - Emergency Services Team.

B. Crisis Management Team (CMT):

1. The Albany Police Department's Crisis Management Team (CMT) provides a highly trained, highly-skilled police negotiation unit to assist in the successful resolution of high risk or critical incidents such as, but not limited to:
 - a. A barricade situation;
 - b. A hostage situation;
 - c. High risk warrant service; and
 - d. Emotional disturbed persons.
2. The department's Crisis Management Team is currently certified as a DCJS Hostage Negotiation Unit. Team members meet monthly for training which can include, but is not limited to the following:
 - a. Role playing scenarios;
 - b. Guest speakers; and
 - c. Review/critique of past high risk and critical incidents.
3. Selection Criteria:
 - a. Members selected for CMT shall undergo and successfully complete a written and clinical psychological background evaluation performed by a licensed physician.
 - b. Members selected for CMT shall successfully complete a DCJS certified crisis negotiation course.
4. Specialized equipment assigned to CMT members includes, but is not limited to the following:
 - a. [REDACTED]. To include, but not limited to, [REDACTED];
 - a. Megaphone; and
 - b. An amplified voice speaker to communicate with persons involved in barricaded and hostage situations.

C. Critical Asset Assessment Team (CAAT)

1. Certified by the U.S. Department of Homeland Security and the N.Y.S. Division of Homeland Security and Emergency Services, CAAT is a multi-discipline assessment team comprised of members from the Albany Police

Department, Albany Fire Department and the Albany Code Enforcement Division. CAAT members are trained and experienced in:

- a.** Counterterrorism;
 - b.** Emergency Management; and
 - c.** Critical Incident Management.

- 2.** CAAT is utilized during special events/mass gatherings for Counter/Anti-Terrorism and serves as the Counter/Anti-Terrorism Planning and Response Force during special events/mass gatherings. The CAAT is typically involved in the City's special events planning meetings to assist with the logistics and planning of any Counter/Anti-Terrorism measures and mitigations that may need to be implemented for events such as, but not limited to:
 - a.** Festivals;
 - b.** Races and walks;
 - c.** Impromptu mass gathering, such as protests and demonstrations;
 - d.** Parades; and
 - e.** Special events sanctioned by the City of Albany.

- 3.** During the planning phase of special events the CAAT Administrative Services Lieutenant or his/her designee is responsible for attending the planning meeting, The CAAT Operational Sergeant or his/her designee is responsible for conducting the Risk and Threat Assessment of the venue and surrounding areas. Agencies that CAAT will coordinate with for implementation of a special events/mass gatherings plan are, but are not limited to:
 - a.** Albany Fire Department;
 - b.** Traffic Engineering; and
 - c.** Department of General Services.

- 4.** Prior to special events/mass gatherings, CAAT will assist K-9 (APD, NYSP, ACSO, or other explosive detection team) with conducting bomb sweeps of the venue. During the event CAAT members are responsible for the following:
 - a.** Staffing the APD Sky Watch unit;
 - b.** Monitoring the APD camera tower;
 - c.** Radiation detection; and
 - d.** Surveillance.

- 5.** Specialized equipment assigned to CAAT members include, but are not limited to the following:
 - a.** A RadEye Personal Radiation Detector;
 - b.** Camera tower with Laptop;
 - c.** An Air Quality Monitor; and
 - d.** A projector with laptop for instruction and training.

D. Mounted Unit:

1. The Albany Police Department's Mounted Unit provides for public safety with highly visible pro-active patrol. Mounted Unit duties include, but are not limited to the following:
 - a. Vehicular/pedestrian control;
 - b. VIP visits;
 - c. Crowd control;
 - d. Special events;
 - e. Searches for lost persons;
 - f. Searches for wanted persons; and
 - g. Public relations.
2. Further information regarding the Mounted Unit's authorization, qualifications, supervision, equipment, and assigned personnel can be found in General Order 3.4.00 - Specialized Units.

E. Canine (K-9) Unit:

1. The Albany Police Department's K-9 Unit provides improved capabilities in the areas of search, the tracking of persons, crime deterrence, and public relations.
2. K-9 handlers will be consulted when formulating plans of action for effective K-9 application, based upon the immediate circumstances of a situation. A K-9 team may be utilized for:
 - a. Building searches;
 - b. Tracking suspects;
 - c. Explosive detection;
 - d. Accelerant detection; and
 - e. Evidence detection.
3. Further information regarding the K-9 unit's authorization, qualifications, supervision, equipment and assigned personnel can be found in General Order 3.4.00 - Specialized Units.

F. Patrol Rifle Operators:

1. The Albany Police Department currently utilizes a [REDACTED] patrol rifles; deployed to designated, specially trained uniformed and non-uniformed sworn personnel. Operators attend a forty (40) hour course, and are required to attend quarterly training to maintain skills and proficiency. Patrol rifle operators may be utilized in high risk calls for service such as, but not limited to the following:
 - a. Crimes in progress;
 - b. Active shooter; and
 - c. Armed confrontations.

2. Advantages of the [REDACTED] patrol rifle include, but are not limited to:

- a. Defeating body armor;
- b. Continuous sustained fire;
- c. Perimeter containment; and
- d. Engaging targets at a greater distance.

III. PROCEDURES FOR HIGH RISK SITUATIONS

A. First Responding Officer Responsibilities:

1. Officers responding to a potential high risk situation will approach the area with caution. If it is believed that the officer(s) is in direct danger or that his/her presence would endanger civilians, he/she should [REDACTED]
[REDACTED]
[REDACTED]
2. Advise Communications of the following information, if known, or can be safely gathered:
 - a. Precise location and physical description of the high risk incident location;
 - b. Number, description, name, motive and weapons possessed by any suspects;
 - c. Number and descriptions of any hostages, if applicable.
 - d. [REDACTED]
[REDACTED].

B. First Responding Supervisor Responsibilities:

1. Evaluate the situation, confirm the nature of the high risk situation, and determine if the services of any of the above mentioned specialized units is needed. If needed, make proper notifications.
2. [REDACTED]
[REDACTED].
3. [REDACTED]
[REDACTED] prohibit citizens and unauthorized vehicles from entering the outer perimeter.
4. Designate a Command Post location within the outer perimeter out of the view from the high risk location and notify Communications of its location.
5. Confirm the original assembly area or designate a new location and safe avenue of approach and notify Communications of its location.
6. Designate a news media area outside the outer perimeter but as close as safely possible to the Command Post. Assign an officer as media liaison until the Public Information Officer or other person designated to brief the media arrives.
7. Secure witnesses in a safe location for proper debriefing by designated personnel.
8. Determine the necessity and desirability to evacuate civilians and/or injured persons from danger areas at this time. If safe and necessary to do so, assign officers to remove them to the outer perimeter.
9. Gather as much information as possible for responding personnel including but not limited to: floor plans, utility shut off points, construction

of the incident location, civilians who need evacuation, hostage and suspect information.

10. Request adequate staffing for on-going police operations not related to the high risk situation.

C. Communications Responsibilities:

1. Upon being notified of a high risk situation, clear channel [REDACTED] of all other traffic.
2. Relay information to responding units as it is received from the scene, including assembly point, safe avenues of approach, and updated suspect information.
3. Coordinate the assignment of personnel to the outer perimeter.

D. Emergency Operations Plan/Critical Incidents:

1. If the Incident Command System (ICS) is activated in response to critical incidents and special operations, such as natural and man-made disasters, pandemics, civil disturbances, mass arrests, hostage/barricaded subject, bomb threats, acts of terrorism, and other unusual circumstances which threaten the public safety, it shall be in accordance with General Order 3.9.00 – Emergency Operations Plan/Critical Incidents.

E. Emergency Services Team (EST):

1. As a resource to command, the mission of the Albany Police Department's Emergency Services Team provides a highly-trained, highly-skilled, and specially-equipped police tactical unit to assist in the successful resolution of high risk or critical incidents, with a minimum of risk, injury, or loss of life to citizens, police personnel, and suspects.
2. For all incidents where the use of the Emergency Services Team is requested, whether preplanned or spontaneous, certain criteria must be met in order to deem the use of the Emergency Services Team necessary.
3. These criteria are a guideline to be considered when a request for the Emergency Services Team is made, and are no means all-inclusive.
4. Ultimately, the decision to use the Emergency Services Team lies with the Team Commander in the case of a preplanned action, and with the Incident Commander (or ranking duty boss) for a spontaneous critical incident. The criteria to be considered are as follows:
 - a. The suspect(s) is believed to be armed or potentially armed;
 - b. The suspect(s) may resort to the use of weapons or violence when confronted by the police;
 - c. The suspect(s), who is believed to be armed, is in a position of advantage over the police;
 - d. Entry into the target location is deemed hazardous due to early warning systems or barricades/reinforcements;
 - e. The presence of a hostage(s) is confirmed;
 - f. An Emotionally Disturbed Person (EDP) is in a position that causes a potential threat to himself or others; and

g. Any special situation requiring the special training and equipment

possessed by the Emergency Services Team.

4. EST activation takes precedence over all other assignments within the Albany Police Department. When a critical incident occurs, EST operators will be made available to respond to the location of the crisis site. Once activated, EST members become subordinate to the Emergency Services Team Leader until the activation is completed.
5. The Incident Commander (or ranking duty boss) has the authority to immediately activate the EST for any critical incident within the City of Albany's jurisdictional boundaries.
6. To commence the activation, the Incident Commander will contact the Emergency Services Team Leader (or the next in the chain of command if the Team Leader is unavailable) by departmental phone and brief the incident.
7. The Emergency Services Team Leader will initiate the call up via the EST chain of command, alerting the members to the nature of the incident, where and how to respond, and any special instructions required for activation.
8. When EST is requested by a law enforcement agency outside the jurisdiction of the City of Albany, the request must be approved by the Chief of Police or his/her designee. When such a request for EST is received, it shall be immediately forwarded to the Emergency Services Team Leader, who will determine if the situation meets the activation criteria. If so, the Team Leader will contact the Team Commander and request permission to respond. Once granted, Emergency Services Team activation will follow the normal procedure listed above.
9. Any unit within the Albany Police Department may request the assistance of EST in planning or conducting high risk warrant service, high risk apprehension, dignitary/personal protection, or covert surveillance operations.
 - a. The Commander of the requesting unit will forward the request to the Emergency Services Team Commander, who will determine with the Team Leader whether the situation meets the criteria for EST utilization.

F. Hostage/Barricade Situations:

1. The Crisis Management Team (CMT) may be utilized in situations where the holding of any person(s) against their will by an armed or potentially armed subject(s) exists or in situations where a standoff is created by an armed/potentially armed subject(s) in any location, whether fortified or not, who is refusing to comply with police demands for surrender.
2. Once a determination has been made that the deployment of CMT is needed, the on-duty Operations Lieutenant shall notify the CMT Leader, or his/her designee; who shall then be responsible for the initial call-up of the Crisis Management Team.
3. Each call-up shall include, whenever possible, four (4) members of the Crisis Management Team, which shall be responsible for the following duties:

- a. Primary Negotiator;
 - b. Secondary Negotiator (Coach);
 - c. Scribe (Documentation Officer);
 - d. Liaison Officer (Between Command and CMT);
 - e. Intelligence Officer;
 - f. Communications Officer;
 - g. Special Task Officer/Equipment Procurement; and
 - h. Relief Officer.
4. The CMT Team Leader or his/her designee upon arrival at the scene shall:
- a. Establish and maintain control over the operation of the CMT.
 - b. Establish and maintain a line of communication with the Incident Commander.
 - c. Establish and maintain a line of communication with the Tactical Commander.
 - d. Establish the NOC (Negotiation Operation Center) location.
 - e. Delegate the duties of each CMT member.
 - f. Ensure that all necessary equipment is transported to the scene.
5. Once the CMT is established, all communications with the subject in question will be done through the CMT.
6. The CMT Team Leader will notify the Incident Commander of any requests during the negotiation.
7. The CMT will maintain control of communications through the conclusion of the critical incident.
8. In order to continually improve CMTs ability to handle a crisis situation, at the end of each CMT call-up, an after action debriefing shall be completed by all CMT members involved in the call-up. The debriefings location shall be determined by the CMT Team Leader.

G. Active Shooter/Active Threat:

1. Responding to an active shooter:
- a. Officers who are responding to an active shooter incident will respond priority one. Prior to arriving at an active shooter event officers [REDACTED]
 - b. [REDACTED]
 - c. Responding officers should not park in a manner [REDACTED]

2. Moving to the area of an active shooter:

a. Since officers are required to [REDACTED] [REDACTED] access points clear for medical personnel the following methods to approach the building are recommended for contact teams:

- i.** [REDACTED]
[REDACTED]
[REDACTED]
- ii.** [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

3. Priority of Life Scale:

- a.** The Priority of Life Scale does not suggest that first responders approach the mission with reckless abandon for safety.
- b.** First responders, using effective tactics coupled with situational awareness, can isolate, distract, and neutralize the actors while mitigating the loss of innocent life.
- c.** The Priority of Life Scale is as follows:
 - i.** Innocent Civilians.
 - ii.** First Responders.
 - iii.** Actors/Suspects.
 - iv.** Property.

4. The use of directed fire:

- a.** Officers are required to maneuver to a building which may contain an active shooter. Even with the implementation of team movements such as “[REDACTED]” and “[REDACTED]” officers if faced with a true active shooter whose only goal is to achieve mass casualties may receive gunfire on approach.
- b.** If encountering suspect fire on approach to the building officers can employ [REDACTED].
 - i.** [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
 - ii.** [REDACTED]
[REDACTED]

[REDACTED]

- c. Prior to using Directed Fire, Albany Police Department personnel shall notify all on scene personnel that Directed Fire will be used, if feasible:
 - i. [REDACTED] will not be used when it places innocent persons at a greater risk than the actions of the Active Shooter; and
 - ii. [REDACTED] is considered to be deadly physical force.
 - a) An Active Shooter Incident shall be considered a special circumstance, and during such, the use of directed fire in order to stop the threat shall not be in violation of GO 1.3.05 – Use of Force – Lethal Weapons, section II B 1.

5. First Responder:

- a. First responders to an active shooter scene will usually be required to place themselves in harm's way and display uncommon acts of courage to save the innocent.
- b. First responders must understand and accept the role of protector and be prepared to meet the violence of an active shooter with controlled aggression to mitigate that threat and preserve innocent lives.
- c. The Priority of Life Scale is used to guide first responders during the critical decision making process that is required to effectively neutralize any threats.
- d. As first responders, officers must recognize that innocent life must be defended and preserved.

6. First Responder Responsibilities:

- a. The first priority of first responding officers is to locate the active threat/shooter and stop their behavior.
- b. First officer on scene:
 - i. Upon arrival at the scene of an active shooter, the first officer on scene shall, as soon as practical, provide a report to dispatch and other officers responding to the scene. This report should consist of all known intelligence at that time pertaining to the active shooter event (e.g., Dispatcher I hear shots being fired on the first floor).
 - ii. The officer shall then identify possible danger zones that may be a risk for follow on responders and relay such information to dispatch.

- iii. The first officer on scene shall assume command of the scene.
- iv. The first officer on scene may need to engage the active shooter by himself/herself. Officers are encouraged to weigh the totality of the circumstances before doing a single officer entry into an active shooter situation. However, the first officer on scene may find it necessary to wait for other first responders before making entry into the building and attempting to engage the active shooter.

c. Follow on responding officers:

- i. Follow on officers should direct their response to the area where the first officer on scene is directing them to go. The first officer on scene has the most current intelligence of the event as these events are very commonly rapidly evolving.
- ii. After the first officer on scene forms up follow on responders into a contact team to make entry into the building he/she will quickly brief the next responding officer of the situation.
- iii. After receiving the briefing of the current situation such officer would assume command of the scene until relieved by a higher-ranking officer.

d. Contact team(s):

- i. While a single officer response is appropriate some times based on the totality of the circumstances, officers are encouraged to form contact teams of [REDACTED] officers. The use of [REDACTED] officers affords first responders the ability to cover all possible angles of threat while approaching the building and inside of the building.
- ii. Officers who are forming a contact team should notify dispatch of what units are going to be in that contact team. (e.g., Dispatch unit 521, unit 101, unit 103, and unit 108 will be making entry into the building as contact team one).
- iii. Contact teams will then move into the building in an attempt to engage, isolate, or distract an active shooter.
- iv. While contact teams are inside of a building and [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- v. If officers are moving [REDACTED]
[REDACTED].
- vi. While moving through the building officers should continuously update dispatch with their direction and activity (e.g., Dispatch this is contact team one we have cleared the first floor and are moving to clear the second floor).
- vii. While there are various different tactics and formations that

officers can use during active shooter events, officers in contact teams are reminded to employ the following principles to maximize the safety of officers on scene:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]

7. Contact Team Duties and Responsibilities:

a. Primary responsibilities of the Contact Team include the following:

- i. Locate the Active Shooter;
- ii. Stop the Active Shooter's behavior;
- iii. Limit the Active Shooter's movement;
- iv. Prevent the Active Shooter's escape;
- v. Communicate the Contact Team's progress to the Incident Commander and other officers;
- vi. Notify the Incident Command Post where victims are located so they can be rescued; and
- vii. Direct ambulatory victims to a safe area and communicate that help is on the way.

8. Use of shotguns and patrol rifles during active shooter events:

- a. Long arms such as the APD issued patrol shotgun [REDACTED] and patrol rifle [REDACTED] are the preferred weapon system to bring into an active shooter situation.
- b. These shoulder fired weapons allow officers to achieve fire superiority over violent offenders, offer officers the ability to achieve better accuracy over longer distances than that of the standard duty pistol [REDACTED]. The increased ballistics of these shoulder-fired weapons, also allow the officer to penetrate body armor if worn by a suspect.
- c. Officers who deploy a shotgun or patrol rifle during active shooter situation are reminded to beware of what is beyond a target when shooting at it due to the ability of both the shotgun and patrol rifle round to over penetrate the intended target.

9. Supervisor responsibilities:

- a. Supervisors may arrive at the scene of an active shooter at the same time as officers. If this occurs supervisors shall make entry into the building with the contact team(s). The goal of the Albany Police Department and all its members in an active shooter

- situation is to stop the loss of innocent lives.
- b.** The supervisor who is taking command of the scene upon arrival will be briefed by the officer in command of the scene. After getting briefed and obtaining situational awareness the supervisor will assume command of the scene.
 - c.** The supervisor in command of the scene will coordinate the deployment of Albany Police Department resources and act as a liaison to outside agencies.
 - d.** Such supervisor shall maintain command of the scene until relieved by a higher-ranking officer. Prior to turning over command of the scene such supervisor will provide a thorough briefing of all known information pertaining to the active shooter event to the higher-ranking officer.

10. Active shooter incident management and Incident Command Structure:

- a.** Active shooter incidents are fast paced events where the perpetrators only intent is to create as many victims as possible. Based on the fact that the Albany Police Departments goal during active shooter events is to stop any further killing or injuring of innocent victims, the following guidelines should be followed to minimize confusion about command and deployment of officers into contact teams.
- b.** With the rapid evolving events that occur during an active shooter event, numerous personnel of various ranks could hold the position of incident commander at some point during the event.
- c.** Officers or supervisors who assume the role of Incident commander primary objectives shall include:
 - i.** Stop the active shooter;
 - ii.** Rescue victims and provide safety/shelter;
 - iii.** Isolate and contain the incident; and
 - iv.** Coordinate the deployment of outside agencies.
- d.** Prior to the arrival of a supervisor, officers should if assuming the role of incident commander ensure that the following tasks are completed:
 - i.** Coordinate the deployment of additional contact teams.
 - ii.** Keep track of what officers are being deployed into the building in what contact teams. Doing so will assist in command and control of an extremely chaotic rapidly evolving violent incident. The officer should be prepared to provide such information to any higher-ranking officer who relieves him/her as incident commander.
 - iii.** Determine a staging area for follow on responders.
 - iv.** After several contact teams have been sent into the building the incident commander will assign a perimeter. The perimeter officers will maintain security on the outside of the building.
- e.** The Incident Commander regardless of rank will remain in that role

until relieved by a higher ranking officer and shall be responsible for the following:

- i.** Assess the situation and establish communication with the Contact Team(s);
- ii.** Assemble, coordinate, and deploy additional Contact and Rescue teams; and
- iii.** Obtain and ensure to transmit the following information over the radio:
 - a)** Location and number of suspects as well as what type of weapons are involved;
 - b)** An estimate of casualties/fatalities, if known; and
 - c)** Where additional assistance (AFD/EMS, Mohawk Ambulance, etc) are needed, including exit/entry routes for emergency vehicles.
- iv.** Outside law enforcement agencies may respond to active shooter events in the city of Albany to preform mutual aid. It is recommended that the incident commander direct these outside agencies to assignments where they would be most effective.
 - a)** The incident commander should take into consideration outside agency responder's capabilities and familiarity with the city of Albany and the buildings within the city.
 - b)** Incident commanders should also take into account communication issues (e.g., does that officer from an outside agency have the ability to speak with Albany Police Department officers on scene).
- v.** Notify additional Albany Police Department units and resources (e.g., Emergency Services Team, K-9 officers, Crisis Management Team, New York State Police Bomb Squad, AFD/EMS, etc).

b. Bombs/Improvised Explosive Devices (IED):

- i.** Suicide / Homicide Bombers shall be considered the same as an active shooter.
- ii.** Bombs/Improvised Explosive Devices create several issues for first responders on scene. Officers are reminded of the following facts associated with Bombs/IED's:
 - a)** Bombs/IED's when used inside of a building or inside of a vehicle like a train or bus will produce shrapnel but also create a shock wave.
 - b)** The shrapnel produced from the devices will kill and injure personnel in the immediate vicinity of the blast.
 - c)** The shock wave created by an explosion has a longer

range to cause death, serious physical injury, and physical injury.

- 1) Shock waves from explosions will follow the path of least resistance and create linear danger areas (e.g., hallways inside of a building).
- 2) Officers shall as soon as practical evacuate hallways where bombs/IED's are located.

d) When a Contact or Rescue Team encounters a possible bomb/IED, the following procedure shall be followed:

- 1) [REDACTED]
- 2) [REDACTED]

e) When encountering bombs/IED's in an active shooter situation, officers should use the following techniques to protect themselves from the device(s).

- 1) [REDACTED]
- 2) [REDACTED]
- 3) [REDACTED]

f) The following rules shall be followed when dealing with bombs/IED's:

- 1) Never touch the device.
- 2) Create distance from the device.
- 3) Communicate the discovery of the device to dispatch and other personnel on scene.

g) Consider a different route based on the condition of

the device, e.g., is the timer activated or does it have a burning fuse;

- h) [REDACTED]
- i) [REDACTED]
- j) If the contact team who discovered the device can [REDACTED]
- k) If the contact team discovers the device [REDACTED]
- l) [REDACTED]

9. Public Information Officer (PIO):

- a. The PIO shall prepare a public notification for awareness and safety.

10. Active Shooter/Threats Policy and Training Review:

- a. The Training/Policy Unit Sergeant shall be responsible for conducting a documented annual review of the department's active threats policies and training needs with the basic goal of providing tactical training to first responders in order to better protect the community and save lives.

G. Civil Disturbances:

1. It is the duty of the department to always weigh the 1st Amendment Rights of individuals or groups with public safety. If 1st Amendment Rights can be protected with no danger to public safety, just mere public inconvenience, then 1st Amendment Rights should prevail.
2. It is important for law enforcement to understand the difference between protests and civil disturbances.
 - a. Protests are an expression of objection by words or by actions to particular events, policies, or situations, and are a protected First Amendment right. Different types of protests include, but are not limited to:
 - i. Sit-ins;
 - ii. Wade-ins;
 - iii. Preach-ins;
 - iv. Walk-outs; and
 - v. Protest marches.
 - b. Civil disturbances are the refusal to obey a law as a result of moral objections, especially through passive resistance.

3. When responding to the scene of a civil disturbance, officers shall:
 - a. Observe the situation from a safe distance and determine if the crowd is peaceful or potentially violent;
 - b. Observe whether there is a safety issue involving the general public or the participants involved;
 - c. Observe whether there is violence being perpetrated against person(s) or deliberate damage being done to property;
 - d. Observe if the rights of the general public are being restricted as a result of the disturbance;
 - e. Activate the patrol units in-car camera system;
 - f. Request back-up units to respond, as necessary;
 - g. Notify a supervisor as to the seriousness of the situation; and
 - h. Attempt to identify, by observation, the leader of the group.

4. Upon arrival, the supervisor shall:
 - a. Assess the situation for seriousness and potential danger;
 - b. Determine if the situation is minor in nature, can be handled with existing resources, or if mutual aid assistance is necessary;
 - c. Provide the following information to Communications personnel:
 - i. Estimated size of the crowd and area involved;
 - ii. The mood of the crowd (peaceful, hostile, violent);
 - iii. Weapons involved or suspected (bricks, bottles, knives);
 - iv. Property destroyed; and
 - v. Other information pertinent to the situation (e.g., traffic control).
 - d. Activate Incident Command System (ICS), if necessary;
 - e. Deploy department civil disturbance equipment, if necessary.

5. Response:
 - a. If there is not a danger to public safety and the only issue at hand is public inconvenience the civil disobedience action shall be treated as a peaceful protest. In this case the supervisor shall make contact with the leader or leaders and advise them of the importance of the event remaining a peaceful protest.
 - b. If the supervisor deems there is a danger to public safety that is above and beyond a public inconvenience then they shall make contact with the leader or leaders and inform the leader or leaders of his/her authority and purpose and that the act of civil disobedience is beyond a protest and needs to be dispersed.
 - c. If the crowd is violent, this may be accomplished by using the PA system in police vehicles or an air megaphone.
 - d. The announcement should be written prior to being given so as to provide clarity and consistency with directions such as; announce exit routes, establish a time limit for dispersal, allow all persons who desire to peacefully disperse to do so.
 - e. If the crowd fails to disperse and continues its activity, the

to keep the dispatcher advised of any new or vital information which might be obtained at the scene.

- f. All telephone calls received from the media in reference to the incident shall be referred to the Public Information Officer.
- g. No information shall be given over the phone to anyone not directly involved with the incident.

2. Bomb Threat Response Sheets:

- a. Bomb Threat Response Sheets, APD Form # 310 shown on pages 22 and 23 of this order, shall be available at the dispatcher call receiving positions.
- b. It is imperative to the safety of all involved that specific information be recorded.
- c. Personnel should be aware that ~~certain characteristics~~ information relative to the person making the threat can be beneficial in determining the reason for the threat.
- d. All the information requested on the Bomb Threat Response Sheet should be considered vital to the responding officers.
- e. Seldom are threats made directly to the police. Most come from the person or company that has been threatened. Personnel taking such a call shall speak to the person who actually received the threat and shall question that person in depth while all the information is fresh in their mind.
- f. The most important information to gather shall consist of the following:
 - i. The exact time the call was received;
 - ii. The exact words the caller used;
 - iii. The exact location the device is located;
 - iv. The exact time the device is to detonate;
 - v. Any reason given for the bombing;
 - vi. Any specific reasons or demands made; and
 - vii. If the caller stated that they were part of an organization or cause.
- g. If personnel receive a call from a person making an actual threat, personnel shall pay particular attention to [REDACTED].
- h. Personnel shall ascertain as much about the caller as possible the sex, approximate age, ethnic origin, any noted speech accents or impediments, or mannerisms (e.g., calm, nervous, frightened, or belligerent).
- i. Personnel shall remain as calm as possible: Do not upset the caller. [REDACTED].
- j. If possible, [REDACTED].
- k. Record the exact words of the caller, [REDACTED].
- l. Continue to explain to the caller that there is a serious danger of injury or death to innocent people.

m. Ask him/her to repeat the location of the bomb and what time the

- bomb is set to go off.
- n. If there is a demand made by the caller, document the caller's instructions and indicate your willingness to cooperate.
 - o. Fill out the information requested on the Bomb Threat Response Form that you are able to ascertain.
 - p. Take control of the situation and ask the proper questions to be sure that you have all the information that is available.
 - q. Be sure to get a call back phone number if speaking to a person other than the one making the threat, in case it is necessary to make further contact.
 - r. The original Bomb Threat Response Form shall be forwarded to Case Collation Coordination Information Unit (CCCIU).
3. The final decision for an evacuation for both private and public facilities should be left up to the landlord, business or agency representative, unless a device is located, in which case an evacuation is mandatory.
 4. If an alleged bomb/IED is found the following procedures will be followed:
 - a. **DO NOT TOUCH THE BOMB/IED** under any circumstances. Personnel should not disturb anything in the immediate area near the bomb. This includes, but is not limited to:
 - i. Avoid turning light switched on or off; and
 - ii. Avoid opening or shutting doors (leave them as they are found).
 - b. Communications personnel and a supervisor should be notified immediately.
 - c. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
 - d. Persons inside the building/vehicle/immediate area shall be immediately and safely evacuated by Albany Police Department personnel if they haven't already done so. If possible, a perimeter a minimum of [REDACTED] should be established around the building.
 - e. Notification of the New York Police Troop G Bomb Squad shall be done by the ranking supervisor on scene or the Operations Lieutenant. A New York State Technical Sergeant will respond or notify the ranking supervisor of other alternatives.
 - f. The Bureau of Alcohol, Tobacco and Firearms shall be notified.
 5. If the device has detonated, the entire effected area where the blast took place and any area affected by the blast and blast debris is to be treated as a crime scene. The following procedures should be followed:
 - a. Evacuations of the affected areas;
 - b. Medical treatment to any injuries;
 - c. FIU notified for gathering and processing of physical evidence;
 - d. Notification of Fire Investigators; and

- e. All proper Standard and Supplemental Reports shall be completed by responding personnel.

I. Hazardous Material/Spill/Package:

- 1. A hazardous materials response begins with the recognition of a potential problem and realization of the possible dangers if left uncontrolled.

- a. Responding officers must realize that any accident involving a cargo vehicle (e.g., truck, train, watercraft, aircraft, etc.) maybe a potential hazardous material accident.
- b. Knowledge of the container, material(s), and location is essential for developing the most correct response for the situation.
- c. Many harmful effects can result from exposure to hazardous materials. Some of these effects could be: illness to person(s) or animal(s), damage to property, and damage to the environment.
- d. Officers shall be cautious and alert for any evidence or indication of hazardous materials before approaching a scene.

2. Patrol Responsibilities:

- a. Plan a response route in correlation to wind direction and attempt to use natural or man-made barriers for shielding protection.
- b. The use of distance from the suspected source will offer the greatest protective measure. [REDACTED]
[REDACTED]
[REDACTED]
- c. Identify appropriate response routes for other units and agencies.
- d. Limit radio use in the "HAZMAT" zone.
- e. Do not smoke, use flares, or introduce any other possible sources of ignition to the scene.
- f. Note all weather conditions, making special note of the wind direction at the scene.
- g. Attempt to assess the situation from a distance. If binoculars are available, use them to read placard identification numbers. If possible, identify labels, placards, container shapes, shipping papers, and gather information on the vehicle or container.
- h. Identify the substance through the use of four (4) digit United Nations numbers.
 - i. These numbers are located on the signs and placards and can be referred in the Emergency Response Guidebook located in Mobile Data Terminal.
 - ii. If the guidebook and/or Mobile Data Terminal are unavailable, Communications personnel will be able to identify the substance via the Albany Police Department Website.
- i. Advise Communications personnel of the situation for the purpose of immediately summoning AFD.

3. When reasonably possible, officers shall determine if the arrestee and other family members are English-language proficient.
 - a. If the arrestee or members of their family are not English-language proficient, arrangements should be made to provide a translator.
 - b. A parent should not be allowed to interpret for a child and a child should not be allowed to interpret for a parent.
4. Personnel shall refer to General Order 3.8.25 – Safeguarding Children of Arrested Parents for further information regarding safeguarding children under pre-planned situations.

K. De-Escalation Procedures:

1. Once the high risk situation has been brought under control and the scene has been secured, the supervisor shall begin de-escalation procedures to include the following:
 - a. Disengage officers, as appropriate;
 - b. Return on-duty officers to routine service;
 - c. Release personnel from other agencies to return to their duties, if applicable;
 - d. In consultation with the supervisor of specialized units, release personnel from those units;
 - e. Inventory and return all equipment to its storage location;
 - f. Assign officers to remain in the area, as needed;
 - g. Protect any crime scene(s); and
 - h. If ICS was activated, follow ICS de-escalation procedures.

L. Event Deconfliction System:

1. Event Deconfliction is the process of determining when law enforcement personnel are conducting an event in close proximity to one another at the same time. Events include:
 - a. Raids;
 - b. Undercover operations;
 - c. Surveillance; and
 - d. Executing search warrants.
2. The Albany Police Department utilizes the program SAFETNet.
 - a. SAFETNet is an Event Deconfliction site that gives non-communicating agencies in local, state and federal law enforcement a common gateway to identify conflicts with their events, subjects, and targets.
3. If the Albany Police Department is involved in a high risk event, authorized SAFETNet user personnel, which shall be determined by the Community Response Unit (CRU) Lieutenant, shall:

- a. Access SAFETNet.
 - b. Input the event, subject or target.
 - c. The user is then notified if a conflict exists.
4. If a conflict exists, the information presented to the user from a SAFETNet system administrator may include:
 - a. The name;
 - b. Phone number;
 - c. Email;
 - d. Agency;
 - e. The agency contact for the conflicting event; and
 - f. If multiple events are in conflict, the contact information for each event is shown.
5. Authorized members of this department will inform a department supervisor, the authorized member may reach out to the agency contact person where the event conflict exists for information sharing.

IV. PRE-PLANNED EVENTS

A. Special Events Planning:

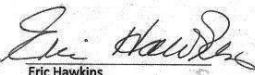
1. The Event Coordinating Officer will address the following:
 - a. Staffing and manpower needs for the event;
 - b. Assigned locations for staff and manpower;
 - c. Logistical requirements, purchases needed above available resources;
 - d. Coordination with Communications as to what radio channel will be utilized; and
 - e. Emergency first aid and ambulance services.
2. The Event Coordinating Officer will work with Traffic Engineering to address the following:
 - a. Ingress and egress issues for traffic control;
 - b. Barricaded locations coordinated along with the Department of General Services;
 - c. Emergency No Parking; and
 - d. If needed, coordination with outside agencies include, but are not limited to:
 - i. Capital District Transportation Authority (CDTA);
 - ii. Local Hospitals;
 - iii. New York State Department of Transportation (NYSDOT);
 - iv. Albany County Department of Public Works; and
 - v. New York State Department of General Services.

B. VIP Security Plan:

1. When the Albany Police Department receives advanced notice that a VIP will be coming within the jurisdictional area of the department and security is requested, the Event Coordinating Officer will take the following considerations:
 - a. The person, due to notoriety or position;
 - b. Unusual safety risks; and
 - c. The ability of the department to meet the necessary requirements to provide adequate protection for the duration of the visit.
2. Based on the information the Event Coordinating Officer will develop a detailed plan which shall include, but is not limited to:
 - a. Dates and times of arrival and departure;
 - b. Intelligence information;
 - c. Coordination with security detailed to VIP;
 - d. Officer assignments;
 - e. Equipment needs;
 - f. Emergency first aid and ambulance services;
 - g. Radio communications;
 - h. Maps and locations of travel routes and lodging; and
 - i. Deployment and usage of department specialized units.

C. Pre-Planned Civil Disturbance or Protest Events:

1. It is the duty of the department to always weigh the 1st Amendment Rights of individuals or groups with public safety. If 1st Amendment Rights can be protected with no danger to public safety, just mere public inconvenience, then 1st Amendment Rights should prevail.
2. In the event that personnel of the Albany Police Department become aware of a preplanned event of civil disturbance/disobedience or protest the following shall be followed:
 - a. Personnel shall attempt to gain as much information as possible including, but not limited to the following:
 - a. Date, time, and location of event;
 - b. The individual/groups purpose or goals; and
 - c. If possible, how many people are expected to attend.
3. Personnel shall notify their immediate supervisor as soon as possible. Supervisor(s) shall act as the Incident Commander.
4. Based on what is known about the preplanned event, Supervisors/Incident Commander shall arrange to have resources in place to deal with the pre-planned event.


Eric Hawkins
Chief of Police



ALBANY, NEW YORK

POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



Bomb Threat Response Sheet

YOUR NAME _____ LOCATION _____ DATE _____

EXACT WORDS OF CALLER _____

TIME _____ EXT # _____ PERSON CALLER REQUESTED _____

I SAID: _____

WHEN will it explode? (record exact words) _____

WHERE is it? (record exact words) _____

WHAT does it look like? (record exact words) _____

OTHER STATEMENTS (record exact words) _____

WHO is the caller?

NAME _____ ADDRESS _____

PHONE NUMBER _____ ORGANIZATION _____

SEX: _____ AGE _____

VOICE: Fast _____ Distinct _____ Disguised _____

LANGUAGE: Educated _____ S;M '= _____ International _____

VOICE TONE: Loud _____ Sad! _____

Accent _____ Im.. 9rd --

MANNER: Calm _____ Angry _____ Emotional _____ Laughing _____ Deliberate _____

The voice was _____ was not _____ familiar to me

BACKGROUND SOUNDS _____

NOTIFIED:

Company _____

_____ =Jre _____

SIGNED:

NAME _____ Title: _____