

<b>YORK-POQUOSON SHERIFF'S OFFICE</b>	<b>GENERAL ORDERS</b>
<b>SUBJECT: Unusual Occurrences</b>	<b>NUMBER: GO 2-22</b>
<b>EFFECTIVE DATE:</b> February 11, 2019	<b>REVIEW DATE:</b> January 2, 2019
<b>AMENDS/SUPERSEDES:</b> GO 2-22, January 1, 2003	<b>APPROVED:</b>  Sheriff
<b>VLEPSC:</b> OPR.05.01, OPR.05.02, OPR.05.03	

1    **INDEX WORDS**

- 2
- 3    Call-back/mobilization Plan
- 4    Disasters
- 5    Emergency Operations Center, Department of Emergency Management (DEM)
- 6    Emergency Operations Plan, York County
- 7    Mapping
- 8    Resources, search and rescue
- 9    Search and rescue
- 10   Special events
- 11   Special operations
- 12   Unusual occurrences

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14   **POLICY**

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16   Unusual occurrences include emergencies resulting from natural or man-made disasters or civil

17   disturbances such as riots, civil disorders, or labor disputes and other protests or counter protests, all

18   with the potential for violence. The Sheriff's Office response to these unusual occurrences involve

19   emergency management issues. While these occurrences are uncommon, the Sheriff's Office must

20   not only deploy personnel in the field, but must coordinate the responses of other law-enforcement

21   agencies, emergency service agencies, and the National Guard or active military. Sheriff's Office

22   personnel must act quickly, decisively, and knowledgeably to mitigate disorder or disaster by

23   restoring order and control, and by protecting lives and property. The many variables involved

24   prevent precise development of plans for specific situations; however, basic planning can help to

25   guide deputies.

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27   **PURPOSE**

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

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31   **PROCEDURES**

- 32
- 33   • Administration
    - 34   ○ The Sheriff is responsible for overall planning of the law-enforcement response to
    - 35   unusual occurrences, including disasters, and for Sheriff's Office participation in the
    - 36   County Emergency Operations Plan.
    - 37   ○ The York County Emergency Operations Plan is the official plan for handling natural
    - 38   and man-made disasters.

- 39 ○ Unusual occurrences include both natural and man-made disasters.  
40 ○ Natural disasters include hurricanes, tornados, storms, floods, snow and ice storms, fire,  
41 or any other natural catastrophe which results in property damage, suffering or hardship,  
42 or loss of life.  
43 ○ A man-made disaster includes transportation accidents, explosions, major power  
44 failures, hazardous materials exposure, or environmental contamination, which results  
45 in property damage, suffering or hardship, or loss of life.  
46 ○ The Sheriff is responsible for coordinating all law enforcement plans with federal, state  
47 and local officials charged with emergency activities.  
48 ○ Agency equipment utilized for the following unusual occurrence situations shall be  
49 inspected at least semi-annually for operational readiness:  
50     ▪ Riot (civil disturbance) equipment.  
51         ❖ (See [GO 2-26, Civil disturbances](#))  
52  
53     ▪ ERT equipment  
54         ❖ (See [GO 2-43, Emergency Response Team \(ERT\) Operations](#))  
55  
56 ○ Aid to or from other jurisdictions in unusual occurrences is covered under Sheriff's  
57 Office Policy, [RR 1-17, Jurisdiction; Mutual Aid](#).  
58  
59 ● Mapping  
60 ○ The York County Geographic Information Systems Office (GIS) office maintains a  
61 variety of maps and aerial photomaps to serve in planning operations and on scene  
62 incident management.  
63  
64 ● Communications  
65 ○ During a natural or man-made disaster or in the event of a fire or catastrophic equipment  
66 failure, telephone, CAD and radio capability can be transferred to the James City  
67 County Emergency Communication Center from the York County Emergency 911  
68 Communications Center.  
69  
70 ● Special operations  
71 ○ Supervisors must know the abilities of assigned personnel and shall use this information  
72 in assigning or calling out deputies for special operations.  
73 ○ They shall assign deputies by skill qualification, training, physical fitness and agility,  
74 psychological stability, and interpersonal communication skills which are best suited for  
75 requisite response.  
76 ○ Deputies engaged in special operations shall be under the authority of the commander of  
77 that unit, until properly relieved.  
78 ○ Bomb disposal operations will be conducted by the commander of the on-scene  
79 explosive ordnance disposal (EOD) unit.  
80 ○ The following General Orders outline operations for specific occurrences:  
81     ▪ [GO 2-23, Hostage Incidents](#);  
82     ▪ [GO 2-24, Hazardous Materials](#);  
83     ▪ [GO 2-25, Bomb Incidents](#);

- 84                   ▪ [GO 2-26, Civil Disturbances](#);
- 85                   ▪ [GO 2-43, Emergency Response Team \(ERT\) Operations](#);
- 86                   ▪ [GO 2-46 Dignitary Protective Services](#).
- 87
- 88           • Special events planning
- 89           ○ The Command staff will utilize advance planning to determine special event manpower
- 90           and resource needs.
- 91           ○ The York-Poquoson Sheriff's Office Special Event Plan shall consist of the following
- 92           minimum criteria:
- 93           ▪ Special personnel qualification requirements, if any.
- 94           ▪ Command and control, including the establishment of a designated incident
- 95           commander.
- 96           ▪ Written estimates of traffic, crowd, or crime problems anticipated.
- 97           ▪ Contingency planning for traffic direction and control.
- 98           ▪ Manpower requirements, including special operations personnel.
- 99           ▪ Logistics requirements for personnel and staging of equipment.
- 100           ▪ Coordination with county and outside agencies
- 101           ▪ Need for an on-scene PIO.
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- 103           ○ A written after-action report shall be written and submitted to the Sheriff following any
- 104           unusual occurrence.
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### **MOBILIZATION/CALL-BACK**

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- 108           • In accordance with [RR-1-2, Rules of Conduct](#), all sworn members of York-Poquoson
- 109           Sheriff's Office shall maintain an active phone line with the phone number on file with the
- 110           911 Emergency Communications Center.
- 111           • In any emergency or special operation where additional Sheriff's Office manpower is
- 112           required, the Sheriff or his designee may:
- 113           ○ Hold over the departing shift, so that personnel from two shifts are available, and/or;
- 114           ○ Call back limited additional personnel.
- 115           ○ Initiate a major mobilization/call-back.
- 116
- 117           • Some special operations are planned weeks in advance and, where possible, additional
- 118           personnel required will be given advance notification of time, place, uniform, duties, etc.
- 119           • For other operations such as raids, security considerations may limit advance notification to
- 120           minutes.
- 121           • The Sheriff or his designee shall assign personnel called back as required, using the special
- 122           skills, knowledge, and abilities of recalled deputies where appropriate.
- 123           • Call-back time is paid time and will be strictly controlled and accounted for, minimizing
- 124           expenditure where feasible.
- 125           • The York County Sheriff's Office Call-back/Mobilization Plan consists of four stages:
- 126           ○ Limited callback:
- 127           ▪ The callback of a limited number of personnel.
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- Alert Stage I:
    - Command staff and subordinates are notified of possible mobilization/ call-back and to stand by.
  - Response Stage II:
    - Callback of command personnel and the next scheduled shift.
  - Response Stage III:
    - Expanded call back up to and including the callback of all Sheriff's Office personnel (sworn and non-sworn).
  - Authorization
    - A limited callback may be authorized by the on-duty supervisor with notification to the Sheriff, Chief Deputy, and Patrol Division Commander as soon as practical.
  - Alert Stage I
    - On duty supervisor with the same notification requirements as a limited call back.
  - Response Stage II
    - Emergency Mobilization may be authorized by Division Commanders with the immediate notification to the Sheriff and Chief Deputy.
  - Response Stage III
    - Emergency Mobilization may be authorized only by the Sheriff or Chief Deputy.
  - Procedures
    - In the event of a Stage II or III call back, the Sheriff, or his designee may, depending on the nature of the incident:
      - Direct the 911 Emergency Communications Center supervisor to arrange for complainants calling into the 911 Emergency Communications Center to be informed that the Sheriff's Office is presently available to only respond to critical service requests, and suspend calls for service not involving danger to life or property.
      - Provide and supervise adequate personnel to operate telephones.
      - If sufficient personnel are not available, the following measures will be taken:
        - ❖ Direct the use of any available, non-sworn personnel.
        - ❖ Direct the use of any available auxiliary personnel.
        - ❖ If necessary, assign court personnel to this function.
      - Personnel assigned to the telephones are responsible for calling off-duty personnel and informing them:
        - ❖ The Emergency Mobilization/Call Back plan is in effect;
        - ❖ To immediately report for duty or to the designated staging area and be ready for assignment;
        - ❖ Instructions will be given on the type of uniform in which to report;

- 174                   ❖ Any specific areas of the county to be avoided during transit.  
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176                   ○ It shall be the responsibility of the Sheriff, or his designee, to test the Emergency  
177                   Mobilization Plan as required.  
178  
179                   • Staging Areas  
180                   ○ Primary and if needed alternate assembly areas will be designated by the Sheriff, or  
181                   his designee, at the time the Emergency Mobilization Plan is put into effect.  
182  
183                   • Command Assignments  
184                   ○ The Sheriff and/or Chief Deputy will coordinate command issues with local  
185                   emergency management personnel.  
186                   ○ The Patrol Commander is primarily responsible for strategic or tactical management  
187                   control issues.  
188                   ○ The Administrative Commander is primarily responsible for logistical support and  
189                   coordinating sufficient resources to coincide with the incident.  
190                   ○ The Investigations Commander is primarily responsible for damage assessments and  
191                   photographic documentation or other areas as assigned.  
192                   ○ The Courts/Civil Process Commander is primarily responsible for designated shelters,  
193                   staging and assembly areas.  
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## **YORK COUNTY EMERGENCY OPERATIONS PLAN**

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197                   • The York County Emergency Response Plan outlines plans for unusual occurrences/  
198                   disasters where the incident requires a response by multiple agencies either within and/or  
199                   outside of York County.  
200                   • A copy of the Emergency Operations Plan is available on the [County “I” drive](#) and provides  
201                   guidance on the following topics:  
202                   ○ Basic plan  
203                   ○ Purpose  
204                   ○ Situation and assumptions  
205                   ○ Organization and assignment of responsibilities  
206                   ○ Concept of emergency operations  
207                   ○ Phases of emergency management  
208                   ○ Mitigation  
209                   ○ Preparedness  
210                   ○ Response  
211                   ○ Recovery  
212                   ○ Exercises and training  
213                   ○ Authorities  
214                   ○ References  
215                   ○ Definitions  
216                   ○ Glossary of acronyms  
217                   ○ Functional annexes  
218                   ○ Hazard-specific appendices

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- Field training officers shall conduct training for all new personnel on their roles and responsibilities under the county emergency operations plan.
- The county emergency management coordinator reviews and updates the plan as needed. For further guidance, review the York County Emergency Operations Plan in its entirety.

**SEARCH AND RESCUE (SAR)**

- Procedures
  - Whenever an adult or child cannot be located, or there is reason to believe the person (adult or juvenile) may have wandered off or have been abducted, a search of the area shall be conducted.
    - Whenever a search party is organized for missing persons, the Sheriff’s Office canine as well as canine units from adjoining jurisdictions and Virginia State Police may be requested.
    - Any available agency personnel should be activated to assist in the search.
  - Under state law, the Virginia Department of Emergency Management (VDEM) is the official state agency, which coordinates emergency services within the Commonwealth. It has an extensive list of resources available to assist local agencies with search and rescue operations.
    - Local/regional resources:
      - ❖ York County Fire and Life Safety
      - ❖ Newport News Park Rangers
      - ❖ National Park Service Rangers
      - ❖ Virginia Division of Forestry
      - ❖ U.S. Coast Guard
      - ❖ Game and Inland Fisheries
      - ❖ Virginia Marine Police
      - ❖ East Coast Search and Rescue Dog Team
      - ❖ Virginia State Police Canine Unit and aircraft
      - ❖ Aircraft and/or manpower from local military bases (contact the base commanding officer
      - ❖ Nightingale Air Ambulance
  - Initial Sheriff’s Office and Fire and Rescue responses should be well coordinated between the on-scene incident commanders from both agencies.
  - Additionally, operations should include comprehensive family interviews and rapid searches at favorite locations and along favored routes.
  - See [GO 2-10, Missing Persons](#), for additional guidance regarding missing adults and children.