97-04 EMERGENCY DESK PROCEDURES

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE:
June 22,
2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-04**

EMERGENCY DESK PROCEDURES:

GENERAL GUIDELINES / SHOTS FIRED / ATTACK ON THE LOBBY /

FOUND EXPLOSIVE DEVICE / HOSTAGE SITUATION WITHIN THE

STATION (Revised 06-22-06)

Purpose of Directive:

This directive sets forth Carson Station's policy and procedures regarding a controlled response to a tactical situation occurring in/around the station.

Scope of Directive:

This directive applies to all work areas, shifts, and employees assigned to duties at Carson Station.

Directive:

The following general procedures are to be followed by desk personnel in the event they are confronted with an emergency situation near an entrance to the station, in the lobby, or in the desk area. A response to an armed attack into the station, or on its perimeter, will most likely be the result of a swift attack instituted against the lobby. However, an attack via any of the entry doors to the station cannot be discounted.

A rigid plan is not feasible. The deputy(s) under attack will more than likely bear the brunt of any attack and will have to respond by whatever means available to him/her at that instant. If the attack is limited and confined to one area, the affected deputy(s), or whomever becomes aware of the situation, must attempt to warn personnel throughout the station of the circumstances.

Management Directive 97-04 (Revised)
June 22, 2006

Emergency Desk Procedures

-2-

General Guidelines

If an emergency situation occurs in the station lobby or desk area, the following general guidelines shall be followed. Since an armed attack could occur at several different locations inside and outside of the station, a flexible response plan is necessary. The following options are listed as guidelines in the event circumstances allow for a coordinated response.

1. Immediately contain the situation by utilizing personnel at strategic locations. Create an isolation zone to keep the contained area from growing and keep personnel from driving or walking into the containment (i.e., primary and secondary containment).
2. Immediately notify the Watch Commander, Watch Sergeant, and other station personnel as deemed appropriate. These notifications can be made by utilizing the station's Public Address system, dispatch system, or by sending personnel to relay the infoiiiiation. It is imperative that notifications be made immediately throughout the station. Attempts must be made to alert/inform all personnel, sworn and non-sworn.
3. Summon necessary resources (field personnel, Fire Department, SEB, Arson/Explosives, EOB, etc.)
4. Order non-uniformed personnel in administrative offices to secure themselves in the most accessible and safe office available outside of the secondary containment area. They will remain there until notified to move elsewhere or until notified that the situation has been stabilized.
5. Notify concerned Sheriff's Stations, requesting their assistance if necessary.
6. If applicable, establish a command post away from the affected area, though

preferably within the secondary containment area, and at the appropriate point, establish an Incident Log.

7. Notify appropriate Sheriff's Department personnel and units (Station Command, SCC, SHB, FOR II Headquarters, Duty Commander, City Officials, etc).

Management Directive 97-04 (Revised)
June 22, 2006

Emergency Desk Procedures

-3-

8. If necessary, evacuate the desk area. The evacuation may be partial or complete depending upon the circumstances. Routine telephone service can be provided as long as the telephone operator can remain at her post. If this is not possible, place the telephones on night lines and call forward the desk lines to the secretariat, operations, or detective bureau and move the desk operations to one of these locations. Go "on paper" and self dispatch using handheld radios. Switch 9-1-1 lines to Lennox Station.

Note: The entire station may have to be evacuated under some situations. Desk personnel must be familiar with the procedures for switching the entire dispatching and communications capabilities to another Sheriff's station capable of absorbing the significant increase in telephone and dispatching responsibilities (preferably Lennox Station) during the time that Carson Station is evacuated or isolated.

9. If necessary, halt all vehicle and pedestrian traffic around the station.

10. If possible, the Incident Commander may direct properly equipped unifoimed deputies to take up

positions that will allow them cover and also allow them to provide cover for evacuating or moving personnel.

11. Armed intrusion into, or which threatens, the interior of the station or a breach of other entry points must

be dealt with by whatever means available to those in the station. If possible, personnel should attempt

to evacuate the affected area and take up positions in an effort to contain the suspect(s) and to provide

cover for possible evacuations or movement of personnel.

Shots Fired / Attack on the Lobby

If the station should come under attack or if personnel working in the lobby/desk area are fired upon, the following procedures shall be followed:

1. If appropriate, personnel shall return fire, following applicable Departmental policies. Personnel shall be particularly cognizant of civilian visitors and employees and shall take whatever measures necessary to ensure their safety.

Management Directive 97-04 (Revised)
June 22, 2006

Emergency Desk Procedures

-4-

2. Immediately broadcast the situation to field units and coordinate their response to the station, advising them of the safest route to take to prevent them from responding into the line of fire.
3. Immediately broadcast the situation over the station's Public Address system.
4. If personnel are available, consider positioning aimed personnel to secure and cover the lobby/desk area and other alined personnel to secure other entrances to the station.
5. Advise the Watch Commander and the Watch Sergeant.
6. Advise the jailer to lock down all prisoners, including trustees.
7. Request the assistance of detectives and other non-unifonned personnel as needed. Use caution in positioning or involving non-uniformed personnel to avoid mistaken identity situations.
8. If appropriate and at the direction of the Watch Commander, special weapons may be deployed from the armory (AR-15, tear gas, sting balls, etc).
9. Establish a command post away from the desk area and initiate an Incident Log.
10. Make appropriate notifications and switch 9-1-1 calls to Lennox Station.

Found Bomb / Explosive Device

If a suspicious package/device is discovered near or in the station lobby, the following shall be

followed:

1. Immediately notify the Watch Commander and Watch Sergeant.
2. An immediate evacuation of visitors and personnel may be necessary. The location of the

package/device will detelinine the extent of the evacuation. The Watch Commander

will make the final detennination re: evacuation. (If normal desk operations are halted due to

an evacuation, refer to general guidelines for continued

Management Directive 97-04 (Revised)
June 22, 2006

Emergency Desk Procedures

-5-

desk/dispatching capabilities. If faced with an extended operation, contact EOB and

request a mobile dispatching unit to be brought to the station.)

3. A safe perimeter must be established, including the possible closure of roads bordering the station and possible evacuation of nearby residences.

4. Make appropriate notifications and establish an Incident Log.

Hostage Situation Within The Station

If a hostage is taken within the station area, following procedures should be considered:

1. Take all appropriate steps to contain the suspect(s) and hostage(s). (Consider this situation the same as you would a barricaded suspect.)
2. Immediately notify the Watch Commander and the Watch Sergeant.

3. Immediately notify SEB and the Crisis Negotiations Team and request their response.
4. Designate one deputy to attempt to open a dialogue with the suspect.
5. If possible, dispatch armed deputies to sufficiently provide cover and to keep the suspect(s) and hostage(s) under surveillance.
6. Notify station personnel so they will not inadvertently interfere with the operation.
7. Establish a primary and secondary perimeter on the station.
8. Establish a command post away from the desk area and initiate an Incident Log. (If the desk area is involved, refer to general guidelines for relocating desk/dispatching responsibilities.)
9. If necessary, completely evacuate all non-essential personnel.

Management Directive 97-04 (Revised)
June 22, 2006

Emergency Desk Procedures

-6-

10. Make appropriate notifications.

TSR/PN/clk