



The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



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Section 01 All Hazards General Operations

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Supersedes GO 15-026

A. Policy

1. The Department will use the standard Incident Command System (ICS) protocols during critical incidents.
 - a. ICS shall not limit initiative, judgment, or independent action required to provide appropriate and effective police service.
2. These procedures will assist supervisors with the handling of an emergency or disaster.
3. Whether man-made or natural, area disasters will require response by the Aberdeen Police Department.

B. Planning Responsibility

1. The Deputy Chief or designee is tasked with planning a response to critical incidents. (46.1.1)

C. Functions in Critical Incidents

1. The **Command Function** will address the following, including but not limited to:
 - a. activating the incident command system; (46.1.3a)
 - b. establishing a command post; (46.1.3b)
 - c. initiating the notification and mobilization of additional agency personnel; (46.1.3c)
 - d. obtaining support from other agencies; (46.1.3d)
 - e. establishing a staging area, if necessary; (46.1.3e)
 - f. providing public information and maintaining media relations; (46.1.3f)
 - g. maintaining the safety of all affected personnel; and (46.1.3g)
 - h. preparing a documented after-action report. (46.1.3h)
2. The **Operations Function** will address the following, including but not limited to:
 - a. establishing perimeters; (46.1.4a)
 - b. conducting evacuations; (46.1.4b)
 - c. maintaining command post and scene security; (46.1.4c)
 - d. providing for detainee transportation, processing, and confinement; (46.1.4d)
 - e. directing and controlling traffic; and (46.1.4e)
 - f. conducting post-incident investigation. (46.1.4f)
3. The **Planning Function** will address the following, including but not limited to:
 - a. preparing a documented incident action plan; (46.1.5a)
 - b. gathering and disseminating information and intelligence; and (46.1.5b)
 - c. planning post-incident demobilization. (46.1.5c)
4. The **Logistics Function** will address the following, including but not limited to:
 - a. communications; (46.1.6a)
 - b. transportation; (46.1.6b)



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- c. medical support; (46.1.6c)
- d. supplies; and (46.1.6d)
- e. specialized team and equipment needs. (46.1.6e)

5. The **Finance/Administration Function** will address the following:

- a. recording personnel time; (46.1.7a)
- b. procuring additional resources; (46.1.7b)
- c. recording expenses; and (46.1.7c)
- d. documenting injuries and liability issues. (46.1.7d)

D. General Plan for Coordinated Action at Emergencies

1. The ranking officer on the scene of an emergency shall act as Coordinator, with the following duties: (46.2.1a)
 - a. Briefly survey the scene and adjacent area, determine conditions and notify Communications of assistance required;
 - b. Designate assistants to control certain phases of the operation;
 - c. Set up a command post;
 - d. Advise Communications of command post location;
 - e. Identify Incident Commander;
 - f. Care for injured;
 - g. Notify Incident Commander of additional assistance needed;
 - h. Provide for security of scene - utilize allied agencies;
 - i. Arrange for traffic control (designate traffic control officer);
 - j. Notify the Chief of Police, or designee, of status of situation (periodically);
 - k. Designate approach routes - advise Communications;
 - l. Designate staging area (Officer in charge);
 - m. Establish press and information center (Officer in charge);
 - n. Establish temporary morgue (coordinating with medical examiner);
 - o. Designate investigator to handle reports, etc.;
 - p. Arrange for communications;
 - q. Where needed, make arrangements for:
 - 1) Fire equipment;
 - 2) Helicopter;
 - 3) Lights;
 - 4) Shelter;
 - 5) Food;



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- 6) Rescue equipment;
 - 7) Mass transportation;
 - 8) Identification;
 - 9) Road blocks or detours (by Public Works, SHA and/or County Roads);
 - 10) Road repairs (Public Works/SHA);
 - 11) Repairs to utilities; and
 - 12) Towing vehicles.
2. The Command Staff of the Department shall:
- a. At the scene, ascertain from the Coordinator existing conditions and latest developments;
 - b. Appoint an Incident Commander;
 - c. Consult with other officials and determine any additional action or precautions necessary;
 - d. Keep the Coordinator informed of action taken, directed, or recommended; and
 - e. Notify Harford County Emergency Operations Center if an incident classification change should be implemented.
3. First Aid Station
- a. The Coordinator shall establish a first aid station when necessary and shall maintain order.
 - b. Medical units, ambulance attendants, and rescue workers will assist police officers in identifying the deceased and injured persons.
4. Temporary Morgue
- a. If necessary, the Coordinator shall cooperate with the medical examiner in establishing a temporary morgue, which should be separate from the first aid station.
 - b. The deceased persons will be identified if possible, tagged, covered and cared for.
 - 1) The medical examiner will authorize the removal of bodies in an emergency to a temporary shelter.
 - c. A police officer designated by the Coordinator shall be responsible for safeguarding all personal property of the deceased.
 - d. Request for assistance from outside allied agencies shall be made through the Coordinator
5. Surveys of the Scene and Adjacent Areas
- a. Officers (and Maryland Civil Defense personnel, when involved) shall:
 - 1) Survey the scene and adjacent areas to determine the extent of damage, areas affected and potential hazards; and
 - 2) Submit a report of the survey, including action taken or recommended, to the Police Coordinator.



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6. Utilities
 - a. Shut off of gas, steam, water, etc., may be directed by a responsible official when deemed necessary.
 - b. Householders and occupants shall be notified in advance when practicable or as soon as possible thereafter, and shall be instructed to shut off outlets.
 - c. Occupants and householders shall be notified again before such services are restored.
 - d. The police Coordinator shall direct and supervise all such notifications.
7. Evacuations
 - a. Evacuations should be ordered by the Incident Commander when deemed necessary. Serious consideration will be given to:
 - 1) Area to be evacuated;
 - 2) Approximate number of persons involved;
 - 3) Sick, aged, infirm, and children;
 - 4) Probable period of evacuation;
 - 5) Temporary shelter, food, and clothing, if necessary.
 - 6) Transportation, if necessary; and
 - 7) Necessary instructions to be given evacuees on such matters as clothing to carry, securing of premises, etc.
8. Keeping the Chief of Police Informed
 - a. The Coordinator shall arrange to transmit status reports to the Chief of Police, briefly describing:
 - 1) the nature of the emergency;
 - 2) any new developments, areas affected;
 - 3) number of dead, injured, rescued, or evacuated;
 - 4) nature and extent of property damage;
 - 5) departments and agencies represented at the scene;
 - 6) any special measures adopted; and
 - 7) any other pertinent information.
 - b. Proper entries shall be made in the CAD System by the Coordinator.

E. Communications at Scene

1. If the Communications repeater system becomes inoperative in the initial stages of an operation, patrol cars may be assigned to locations within the operation area, and their non-repeater radios utilized as means of maintaining communications.
2. Officers may be assigned as messengers between locations to augment existing facilities.
 - a. Assistance from civilians may also be obtained for this purpose.



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3. As additional facilities become available, temporary means of communication may be replaced, bearing in mind the necessity for maintaining adequate facilities at all times.
4. During all phases of the operation, the command post must be kept advised of the situation, of actions taken by the various units, and of progress reports from emergency crews, morgue, first aid station, etc.
5. The command post must be kept advised of all information available from outside sources concerning the emergency.
6. Loud Speakers
 - a. All Department marked police vehicles have speaker systems available for voice amplification.
 - b. This device may be assigned in the actual emergency area, in the parking area, along the outer perimeter for crowd control, in the staging area, etc.
 - c. Portable loud speakers are available in the Supervisor's Office and through Harford County Fire Headquarters.
7. Portable Radios
 - a. Portable radios will be assigned to strategic locations within the area, such as parking and staging areas, traffic control points, command post, first aid station, and ambulance parking area.
 - b. Since transmissions may be intercepted by outside receivers, these radios shall not be used for confidential messages.

F. Requesting Federal Assistance in Emergencies (2.1.4)

1. When it is determined that a Federal law enforcement agency's assistance is required, the Incident Commander or designee, or supervisor of the emergency incident shall call that federal agency directly to request assistance.
2. When it is determined that National Guard or military assistance is required the Incident Commander or designee, or Division Commander, shall notify the Chief of Police.
3. The Chief of Police shall notify the City Manager and the Mayor of Aberdeen so that the Mayor can request for National Guard assistance to the Maryland State Governor.

G. Emergency Response Routes

1. In order to permit the prompt response of emergency personnel and equipment to the scene of an emergency or disaster, an emergency response route should be established from the scene to a point where traffic is moving freely and without congestion.
2. Use of Emergency Routes
 - a. Vehicles responding to the scene shall, as far as possible, use the predetermined emergency response route.
 - b. Personnel may use more direct routes if they are familiar with the area and the traffic on the route selected will allow.



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- c. Authorized emergency equipment shall be permitted to enter police lines at any point unless such action would impede or significantly interfere with emergency operations or procedures.

3. Traffic Restrictions

- a. Personnel assigned to an emergency response route shall enforce applicable restrictions.
- b. If congestion develops, traffic shall be immediately detoured from the route by personnel assigned without awaiting specific instructions from supervisors to do so.
- c. If it becomes apparent that the designated route is not adequate, due to construction or other obstruction, the member assigned to the route shall forthwith notify the command post so that an alternate route can be designated.
- d. Traffic restrictions placed on this emergency route will only be as stringent as required.

H. Traffic Control at Disaster Area

1. Vehicle Traffic

- a. Members of the Department assigned to patrol emergency response routes shall be responsible for insuring that no delays are encountered by responding vehicles.
- b. Vehicles should be removed promptly either by the owner, or, in the owner's absence, by towing vehicles.
- c. The Patrol Supervisor, upon being notified of the emergency, shall request radio stations in the area to broadcast a request that unauthorized persons avoid the emergency area and to advise motorists of alternate routes.

2. Pedestrian Traffic

- a. Lines will be established and maintained through which unauthorized persons will not be allowed to pass.
- b. The assistance of fire department or military units should be considered in the maintenance of such lines.

3. Vehicle Staging Area

- a. An area near the disaster scene shall be selected for use as a staging area for vehicles used in rescue work.
- a. A supervisor, equipped with communications to the command post, shall be placed in charge of this area and given enough personnel to properly discharge control functions.
- b. Vehicles should be dispatched from this area as needed by persons at the immediate disaster scene.
- c. The staging area supervisor shall keep command post informed as to vehicles, personnel, and equipment available for use.

I. Equipment

- 1. When it is evident that a disaster has occurred, certain equipment should be automatically dispatched or requested to the scene.



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2. Prior to requests for additional equipment, the Coordinator shall ascertain what is present and what is needed.
3. All equipment dispatched shall be directed to respond to the staging area where a record shall be maintained of its use.
 - a. From this point, equipment may be directed to locations where needed.
4. Equipment Available for Communications
 - a. Patrol vehicle with mobile radio, first aid supplies, etc.
 - b. A Departmental Vehicle equipped with:
 - 1) Portable radios;
 - 2) Blankets;
 - 3) Wooden stakes (previously assembled and bundled for this purpose);
 - 4) Disaster tags and police line tape;
 - 5) Megaphone (Bullhorn);
 - 6) Plastic disaster bags;
 - 7) Nails, hammer;
 - 8) "No Parking" signs;
 - 9) Target stapler;
 - 10) 4-5 cases of flares;
 - 11) Flashlight batteries;
 - 12) Camera with film and bulbs;
 - 13) Property Tags;
 - 14) Supply of Property Forms (APD Form 6);
 - 15) Detailed maps of the area; and
 - 16) Rope.

J. Assisting Departments and Agencies (46.2.1c)

1. The command post shall notify other departments and agencies concerned of the location of the emergency and the location of the staging area to which they will be asked to report.
 - a. Upon arrival at the staging area, a record shall be made as to numbers available, type of equipment, person in charge, etc.
 - b. Personnel and equipment thus reporting should remain in this area until called for by the Coordinator.
2. Other Emergency Equipment from Assisting Units:
 - a. Flood lights, rope - from local rescue units;
 - b. Barriers - Public Works, local State Highway Administration Office or county roads departments;
 - c. Body bags - local undertakers;



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- d. Mobile Command Post - Harford County Emergency Operations Center;
- e. Telephone installation - local phone company;
- f. Towing vehicles - local garages;
- g. Bulldozers - local construction companies;
- h. Portable toilets (Make arrangements through the command post);
- i. Portable Generator - through Public Works, Harford County Emergency Operations;
- j. RADEF Equipment, if needed - Harford County Emergency Operations Center;
- k. Shovels, picks, etc. - Public Works Department and/or State Highway;
- l. Fire equipment; and
- m. Ambulances.

K. Unified Command

1. Unified Command (UC) shall be implemented whenever an incident requires a significant response from more than one agency.
 - a. The response to the incident will require the cooperation and resources of multiple agencies.
 - b. The decision makers from responding agencies will develop a coordinated plan of action.
 - c. The role of “lead” and support agencies may shift during the course of the incident, but the input of all is needed throughout.
2. When an incident would be best suited for Incident Command, the IC shall:
 - a. Ensure that the Deputy Chief (who will plan the response) and the Chief of Police are notified;
 - b. Request the presence of the appropriate level representative of the needed agencies; and
 - c. Ensure that there is sufficient room in the Command Post to accommodate the people and staff necessary.
3. Under Unified Command, the IC shall ensure that:
 - a. A single set of objectives is established;
 - b. Information flow between agencies is maintained; and
 - c. Decisions are made with input of the agencies involved.

L. Public Information

1. The PIO shall designate a media staging area.
2. The PIO shall generate a Public Media Plan (see *Policies & Procedures Chapter 02.06 Sec. D.*) that will include all involved agencies and organizations. (11.3.4d)



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M. Equipment Inspections (46.1.8)

1. The Administrative Commander or designee shall complete a documented quarterly inspection for operational readiness of the command vehicle and any other equipment designated for use in support of a critical incident plan.

N. Training (46.1.9)

1. All affected personnel shall undergo annual training on the Department's critical incident plan, including the Incident Command System (ICS).
2. All affected personnel shall participate in biennial tabletop or full-scale exercises to assess the Department's capabilities with the Critical Incident Plan (All Hazards Plan) and the Incident Command System.



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Chapter 32 Critical Incidents
Section 02 Aircraft Accidents

Original Policy
Supersedes None

A. Military Aircraft Accidents

1. In cases of military aircraft accidents which occur in the City of Aberdeen, notification to Aberdeen Proving Grounds must be made immediately, then notification to Air Force Systems Command, located at Andrews Air Force Base, Telephone (301) 981-9111. This command will accept the call and will be responsible for the investigation.
2. The military authorities are charged with the responsibility for the investigation of all military aircraft accidents, including the guarding of wreckage, determination of the cause, care and treatment of injured military personnel, identification of the injured and dead, notifications to next of kin and publicity releases.
 - a. Special "crash teams" have been set up at all military installations for the specific purpose of responding to and taking charge at the scene of military aircraft accidents.
 - b. Upon the arrival of the proper military authorities, the Aberdeen Police Department will accede to their requests and render necessary assistance.
 - c. All members must be guided by this and refer all inquiries from interested parties to the public relations officer of the nearest military post.
 - d. In the absence of military aircraft personnel, the following steps shall be taken immediately:
3. Obtain whatever assistance is required.
 - a. Medical--doctors--ambulances
 - b. Fire and rescue companies
 - c. Additional department members
 - d. Alert area hospitals.
4. Secure the area and exercise extreme caution.
 - a. Military aircraft may contain classified equipment as well as live ammunition, high explosives, and or nuclear weapons, plus high-octane aviation fuel.
 - b. The immediate danger of further fire and/or explosion after the crash must be considered.
 - c. The danger of a nuclear explosion following an aircraft crash is not probable.
5. Pending the arrival of military authorities, the following additional steps should be taken:
 - a. Remove injured persons to a safe distance away from the wreckage
 - b. Render first aid as required
 - c. Summon medical assistance and other emergency services as indicated
 - d. Protect wreckage, isolate and guard the area, exclude unauthorized persons
 - e. Prevent spectators from picking up and taking away "souvenirs"
 - f. Control traffic and expedite admittance of authorized traffic.



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Supersedes None

B. Non-Military Aircraft Accidents

1. Aircraft accidents, other than military aircraft, will be reported immediately to the National Transportation Safety Board.
2. National Transportation Safety Board (NTSB) Pursuant to the Federal Aviation Act of 1958, as amended, the National Transportation Safety Board is responsible for the investigation and the determination of the probable cause of all accidents involving civil aircraft.
 - a. The Bureau of Aviation Safety (BAS--formerly a part of the Civil Aeronautics Board) is an arm of the NTSB and is responsible to the NTSB for the investigation of civil aircraft accidents.
 - b. The State of Maryland comes under the jurisdiction of this office for aircraft accident investigations.
3. In accordance with NTSB's Investigation Regulation--PART 430, rules pertaining to aircraft accidents, incidents, overdue aircraft, and safety investigations--the nearest BAS Field Office is to receive immediate notification of such occurrences so it can dispatch an investigator.
 - a. Prompt notification is essential for the determination of wreckage security and for arranging a pathological and toxicological examination on all fatally injured flight crew members.
 - b. The BAS has by federal statute the authority to obtain these examinations.
4. The Washington Field Office of the National Transportation Safety Board (located at Dulles International Airport) investigates fatal aircraft accidents, all air taxi accidents, all air carrier accidents and all accidents involving aircraft exceeding 12,500 pounds maximum gross weight.
 - a. The remaining non-fatal general aviation accidents are delegated to the Federal Aviation Administration to investigate for the NTSB.
 - b. In cases where the FAA is assigned to investigate an accident the NTSB will notify the FAA.
5. How to Report Occurrence
 - a. Tell the telephone operator you wish to report an aircraft accident to the National Transportation Safety Board, Washington, D.C., phone number 1-202-382-6821.
6. Give the following information to the secretary of the investigator.
 - a. State that you wish to report an aircraft accident; include your title, name, Aberdeen Police and telephone number; should the call be disconnected the investigator may then return your telephone call.
 - b. Report the location and time of accident and whether or not a fire has occurred.
 - c. Give accurate geographical location; i.e., road number or detailed directions on how to reach the site.
 - d. Give number of passengers and whether there are any survivors.
 - e. Report any or all of the following:
 - 1) number on the aircraft tail, fuselage or wing: N-



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- 2) type of aircraft: large, small, military, etc.
- 3) where survivors, if any, are located
- 4) leave telephone number where you may be reached in case any additional information is needed.

C. Rescue

1. Have Communications immediately alert area hospitals for possible intake of survivors.
2. The first action to be taken at an accident scene is the rescue of survivors.
3. Use care in approaching the wreckage by vehicle--survivors may have been thrown clear of the wreckage.
4. When necessary to disturb wreckage to remove survivors, make sketches or notes of the original location.
5. Establish a NO SMOKING ban in the vicinity.
6. The accident site should be roped off to prevent the public from being exposed to injury, to prevent theft, and to prevent destruction of ground scars near the wreckage.

D. Preservation of the Accident Site

1. Crash-rescue personnel, firemen, and police should be admitted to the scene.
 - a. Every piece of wreckage, its location, and its exact position is important to investigators in determining the sequence of events and causes of the accident.
2. Except when disruption is necessary to rescue survivors, no part, no matter how small, should be disturbed, for even instrument readings, control positions and injury patterns can be determined from damaged equipment and a small component is often a key factor.
 - a. Wreckage debris is under government custody and should remain in place until released by the investigators.
 - 1) Every effort should be made to prevent theft or souvenir hunting.
 - b. If there are fatalities, the bodies should be tagged, their locations staked and removed only with proper authorization.

E. News Media

1. The press has a service to perform and access to certain information.
 - a. However, if newspaper, radio, or television representatives arrive before the Safety Board investigator, they should be reminded of scene preservation requirements and that accurate information will be supplied on arrival of the investigators.
2. The names of deceased persons should not be released before next of kin can be notified.

F. Other Matters of Importance

1. Additional information to be developed and reported when possible includes:
 - a. Witnesses' names, addresses, and phone numbers.
 - b. Weather conditions at the time of the accident.
 - c. Direction aircraft was headed and what it appeared to be doing.



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- d. Was the aircraft on fire in flight?
 - e. Was there an explosion in the air prior to the crash?
 - f. What were the various sounds heard (engine noise, etc.)?
 - g. Did you see any objects fall from the aircraft?
2. Prevent the taking of photographs.
- a. Civilian photographers are authorized to take pictures of unclassified equipment only.
 - b. All classified equipment, if known, should be protected and covered immediately.
 - c. If a civilian photographer takes photographs, he should be advised to turn the negative or film plate over to military authorities for examination.
 - d. It will be returned to him if found to contain nothing that would endanger Governmental security.
 - e. The Internal Security Regulations of the United States provides penalties for violations of security of this type.
3. Persons to be considered as "authorized" for admittance to the crash or accident scene, as conditions may require, in the first instance, are:
- a. Doctors, nurses, ambulance personnel with ambulances
 - b. Fire and rescue company personnel with their equipment
 - c. Members and other police agency personnel who actually are to perform police duties.
4. Authorized military personnel will have identification.
- a. This identification permits them to enter the scene of the accident and to vouch for other military personnel to be admitted.
 - b. Military police and military firefighting personnel will also respond.
 - c. Only those officers of the Military Investigation Board, the Provost Marshal (Directorate of Security), Fire Chief, Accident Board President, and the accident investigator are considered competent military authority.
5. Exact knowledge of the position of each crew member in the wreckage is important and may furnish valuable help in determining the cause of the accident or in establishing the cause of injuries or death; hence, if injured and dead are moved before arrival of authorities, marking and charting is necessary.



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Section 03 Other Accidents

Original Policy
Supersedes None

A. Investigation of Other Types of Accidents

1. Procedures outlined for motor vehicle accidents are applicable, for the most part, to investigations of other types of accidents.
2. In addition, there are certain matters that must be considered, followed, and/or ascertained in connection with various types of accidents we are called upon to investigate.

B. Boating Accidents

1. Whenever boating accidents are reported to members of the Department, the required information will be immediately transmitted to the Natural Resources Police, Marine Division, Annapolis, 267-5181 or 267-7740 for appropriate action.

C. Hunting Accidents

1. An Offense Report will be initiated whenever a hunting accident that involves either a wound or death is investigated by the Department.
2. It will be the responsibility of the patrol supervisor to notify the Department of Natural Resources Police of such incident.

D. Train Accidents

1. Immediately notify nearest appropriate railroad station so that railroad signals can be "set" to warn approaching trains.
2. Upon arrival at scene confirm the type and seriousness of the accident, along with notification to Communications as to required assistance, if any, from:
 - a. Additional members of the Department
 - b. Doctors, ambulances, and other emergency services
 - c. Railroad maintenance crews
 - d. Railroad police
 - e. Alert area hospitals.
3. Interview the train crew and obtain names, addresses, and ages, along with statements from each.
4. Do not delay the train unnecessarily.
5. The train may have left or failed to stop, and in such cases, assistance from the railroad police may be required to obtain necessary information at some later time.
6. Investigative data required:
 - a. Type of train (passenger or freight).
 - b. Number of railroad cars and engines.
 - c. Train and engine numbers.
 - d. Starting point and destination of train and time trip commenced and ETA at destination.
 - e. Last railroad station the train stopped at and what time it left.
 - f. Was train on time, late and trying to make up time, or ahead of schedule.
 - g. Speed of train (may be able to check speed recorder in cab of engine).



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- h. Speed restrictions, if any, set by railroad at or just prior to accident point.
- i. What railroad signals were "set" for guidance of engineer at or just prior to accident scene.



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Chapter 32 Critical Incidents
Section 04 Radio Activity and Hazardous Materials

Original Policy
Supersedes None

A. General

1. Radioactive materials are in current use by hospitals, research laboratories, industry, etc., and are transported throughout the State of Maryland by truck, railway, aircraft, and water-borne transportation.
2. The following procedures have been prepared for the guidance of members of the Department at the request of the Nuclear Regulatory Commission to help cope with any incident involving radioactive materials.

B. Radioactive Material - Procedures

1. Complete information concerning the incident will be forwarded to Communications and the Chief of Police by the quickest means available. This information should include:
 - a. Type of incident (railway, highway)
 - b. Basic description (explosion, fire, etc.)
 - c. Exact location
 - d. If possible, obtain all information contained on the Interstate Commerce Commission (ICC) label or labels.
2. Communications shall, upon being notified of any incident, notify the following immediately by telephone:
 - a. State Department of Environment, Hazardous and Solid Waste Management Administration, at (410) 974-3551.
 - b. The State Civil Defense Director, Deputy Director or Operations Officer, 410-486-4422.
 - c. Harford County Emergency Operations Center.

C. Atomic Weapons

1. When it is believed that an accident or incident has occurred involving an atomic weapon (or weapon component) or radioactive material that can be identified with a military service, Communications will in addition to the notification specified in B-2 above, request assistance from:
 - a. Headquarters First United States Army at Fort George G. Meade (301) 677-2468 or 2466.

D. Spillage

1. If radioactive materials are subjected to spillage or release and if immediate actions in the involved area are necessary for the preservation of life and health, minimum contact with radioactive materials by emergency personnel may be allowed if the following precautions are taken:
 - a. If the incident involves wreckage and a person is believed to be alive and trapped, make every possible effort to rescue him
 - b. Keep the public away from the accident. An exclusion area of 1500 feet or more should be established.
 - 1) Souvenir collection should be forbidden.



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- c. Segregate and detain those who have possibly been in contact with the radioactive materials until they can be examined.
 - 1) Obtain names and addresses of those involved
- d. Remove the injured from the area of the accident with as little contact as possible and hold them at a transfer point.
 - 1) Take any measures necessary to save life, but carry out as minimal first aid and surgical procedures as possible until help is obtained from radiological team physicians or other physicians familiar with radiation medicine.
 - 2) Whenever it is recommended by a doctor, an injured individual should be removed to a hospital or office for treatment and the doctor or hospital should be informed when there is reason to suspect that the injured individual has radioactive contamination to his body or clothing
2. In incidents involving fire, fight fires from upwind, keeping out of smoke, fumes, or dust arising from the accident.
 - a. Treat incidents involving toxic chemicals in the same manner as those involving fire.
 - b. Do not handle suspected material until it has been monitored and released by monitoring personnel.
 - c. Segregate clothing and tools used at fire until they can be checked by radiological emergency teams
3. In the event of an incident involving a vehicle accident, detour all traffic around the scene.
 - a. If this is not possible, move the vehicle the shortest distance possible necessary to clear a right of way.
 - b. If radioactive material is spilled, prevent passage through the area unless necessary.
 - c. If a right of way must be cleared before radiological assistance arrives, wash spillage to the shoulder of the right of way with minimum dispersal of wash water.
4. DO NOT eat, drink, or smoke in the area.
5. Do not use food or drinking water which may have been in contact with material from the accident.
6. DO NOT take too much action prior to the arrival of radiation specialists and physicians.

E. Hazardous Material - Procedures

1. Many accidents and other emergencies involve more than one level of law enforcement and require a cooperative emergency response.
2. It is of extreme importance for all levels of law enforcement to be aware of what actions they should take during hazardous material emergencies.
3. A hazardous material is any element, compound, or combination thereof, which is flammable, corrosive, detonable, toxic, radioactive, an oxidizer, an etiological agent, or is highly reactive and which, because of handling, storing, processing, and packaging may have detrimental effects upon operating and emergency personnel, the public, equipment, and/or the environment.



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Section 04 Radio Activity and Hazardous Materials

Original Policy
Supersedes None

4. General Information

- a. First, and most important, is the identification of shipments considered hazardous.
 - 1) This is usually accomplished directly or indirectly by descriptive data in shipping documents, on containers, package labels, and vehicle placards.
 - 2) If this information is not readily obtainable, due to an incapacitated driver, destruction of a bill of lading or other shipping papers, immediately contact the Chemical Transportation Emergency Center (CHEMTREK) 800/424-9300. CHEMTREK provides technical expertise in handling hazardous material emergencies.
 - 3) They can also provide additional phone numbers for emergencies, such as accidental poisoning.
 - 4) When in doubt, immediately contact CHEMTREK. Basic information needed:
 - b. Name of caller and call back number
 - c. Location of problem
 - d. Shipper or manufacturer
 - e. Container type
 - f. Rail car or truck number
 - g. Carrier name
 - h. Consignee
 - i. Local conditions.
5. Should CHEMTREK identify a potentially hazardous material, Communications will immediately contact the appropriate state agencies to cope with the situation at hand, whether it be toxic vapors, pollution to streams, etc.
6. Officers must be aware of hazards that exist with the transportation of hazardous materials.
7. At the scenes of accidents, officers will exercise extreme caution to prevent being injured, and initiate measures without delay to protect the public, especially if the type of hazardous material is not known.
 - a. Keep patrol vehicle and all other vehicles at least 1,500 from leaking tankers, drums, or cases. When possible, position your vehicle up grade from any highway incident.
 - b. Keep fires, open flame, lanterns or flares, lighted cigarettes, cigars, and pipes away from scene.
 - c. Move injured persons only if they are located in a hazardous area.
 - 1) When you send a person to the hospital and he is, or may be, contaminated, be sure to advise the ambulance crew so they may protect themselves and inform the hospital.
 - d. Set up warning signals on the highway to prevent further accidents.
 - 1) Do not use flares when flammables are present.



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- e. If possible, prevent leaking liquids from draining onto the highways or into sewers or streams by damming or digging a drainage trench.
 - 1) Upright tipped containers if possible.
 - f. Keep traffic and spectators moving away from the accident.
 - 1) In all cases, keep all people at a safe distance of at least 1,500 feet from the accident or fire. This does not include fire or rescue personnel.
 - g. If hazardous or toxic vapors are escaping from a spill, evacuate people from the area downwind until the spill has been eliminated.
8. Should any of the suspected dangerous material being transported get on the officer's skin or clothing, he will remove his clothing and shower as soon as possible.
- a. It is of utmost importance not to take contaminated clothing into barrack or home, as this clothing may cause serious illness or death to those who come into contact with it.



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Chapter 32 Critical Incidents
Section 11 Missing Adults and Missing Children

GO 20-014, 04/03/2020
Supersedes GO 18-058

A. Policy

1. The Department shall immediately accept and investigate reports of missing persons and missing children including runaway, abandoned, abducted, or unidentified persons and children that were last seen in Aberdeen. (41.2.6a)
2. There shall be no required waiting period to take a missing person report.

B. Definition

1. Critically Missing -- A reported missing person where foul play may be a factor; or any child or any at risk person.

C. General Responsibilities (41.2.6e)

1. The PCO receives the call for service and notifies a police officer.
2. The Police Officer opens an investigation, meets with the reporter, obtains the initial information, begins the investigation, and continues to investigate until the person is located or a detective takes over the case.
3. The Shift Supervisor generates an Amber Alert or Silver Alert, when applicable.
4. The Records Clerk tracks the time the child or adult has been missing and sends the Missing Persons Data Collection Guide (NCIC booklet) to CID, within the required time periods.
5. The CID Supervisor assigns the case to a detective.
6. The Detective conducts the follow-up investigations at least every 30 days until
 - a. The missing person is located,
 - b. Another agency assumes responsibility for the investigation, or
 - c. The investigation is terminated.

D. Initial Investigation

1. Upon verifying a child or adult was last seen in Aberdeen, the receiving officer shall immediately open a missing person's investigation. The officer will: (41.2.6e)
 - a. Complete a Missing Person Report (MSP Form 79) and obtain the initial description and all or as much information about the missing person as possible, including, but not limited to: (41.2.5a) (41.2.6c)
 - 1) Name of missing person;
 - 2) Date of Birth;
 - 3) Place of Birth;
 - 4) Race and Sex;
 - 5) Height and Weight;
 - 6) Color of eyes and hair; and
 - 7) Any other information listed on the Missing Person Report form.
 - b. Determine for investigation whether:
 - 1) The missing child or adult has been the subject of a prior Missing Persons Report;



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- 2) The missing child or adult suffers from a mental or physical handicap or illness;
 - 3) The disappearance of the missing child or adult is of a suspicious or dangerous nature; and/or
 - 4) The person filing the report of a missing child or adult has reason to believe that the missing child or adult may have been abducted.
- c. Obtain a recent photograph of the child or adult, preferably a digital image and standard photograph if available.
- d. Give the initial description and other information to the Communications Section, and a PCO will enter the missing child or adult information into METERS/NCIC. (41.2.5b) (41.2.5c) (41.2.6c)
- 1) A missing child or adult shall be entered into METERS/NCIC within 2 hours after the person has been reported missing.
 - 2) Any person under the age of 21 who is reported missing must be entered into NCIC.
 - 3) All other persons must meet the NCIC criteria in one of the following categories to be entered:
 - a) Disability;
 - b) Endangered;
 - c) Involuntary;
 - d) Juvenile;
 - e) Catastrophe Victim; or
 - f) A person over the age of 18 not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety.
- e. Notify the supervisor and submit the Missing Person Report to the supervisor for review. (41.2.6b)
2. Non-Critically Missing Children
- a. The officer will immediately seek to determine the circumstances surrounding the disappearance of the missing child.
 - b. The officer will notify the on-duty or on-call detective and will continue to investigate until a detective takes over the case.
3. Critically Missing Children
- a. The officer will begin the investigation and gather information which may include, but is not limited to:
 - 1) Locating and inspecting the scene where the child was last observed;
 - 2) Interviewing family members, friends, teachers, or other sources of information;
 - 3) Notifying the local Department of Social Services to:
 - a) Determine if the child/family has a case history of abuse or neglect; and



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- b) Obtain any information that may assist in the locating of the missing child.
 - b. The officer will notify the on-duty or on-call detective and will continue to investigate until a detective takes over the case.
 - c. If the missing child has not been located within twelve hours, the additional procedures “Extended Missing Children Investigations” will be implemented.
4. Critically Missing Adults (41.2.5f)
 - a. The Officer will begin the investigation and determine if one or more of the following circumstances exist, including but not limited to:
 - 1) The missing adult suffers from a neurodegenerative disease;
 - 2) The missing adult suffers from mental/physical impairment or serious illness;
 - 3) The missing adult is suicidal; or
 - 4) There is evidence of foul play.
 - b. The officer will notify the on-duty or on-call detective and continue to investigate until a detective takes over the case.

E. Extended Missing Children Investigations (41.2.6f)

1. If the missing child has not been located within 12 hours, the CID Supervisor will assign the case to a detective.
2. If the missing child has not been located within 24 hours, and there is reason to believe the child may not be located in Aberdeen, the Detective will notify the Maryland State Police and the agency in the jurisdiction where the child is thought to be located.
 - a. The Detective will cooperate with the outside agencies’ efforts to locate the missing child.
3. The Detective will complete the NCIC booklet as soon as practicable.
4. The CID supervisor will ensure that the complainant is contacted weekly during the initial stages of the investigation and periodically thereafter until: (41.2.5d)
 - a. The missing person is located;
 - b. Another agency assumes responsibility for the investigation; or
 - c. The investigation is terminated.
5. When a child has been missing for 30 days, the CID supervisor will ensure that a Missing Persons Data Collection Guide (NCIC booklet) is completed and filed in Records no later than 10 days after the 30-day period.

F. Further Investigation (41.2.5e)

1. When an adult has been missing for 3 days, the Records Clerk will forward the case with a Missing Persons Data Collection Guide (NCIC booklet) to the Criminal Investigations Division.
 - a. The CID Supervisor will assign the case to a detective.
 - b. The Detective will complete the NCIC booklet.



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2. Investigator may conduct activities that include, but will not be limited to:
 - a. Contacting the complainant for additional information;
 - b. Contacting relatives, employers, schools, associates, places the missing person frequents; and
 - c. Ensuring all media releases are completed, as needed, through the PIO.
3. The Detective will determine if additional resources or specialized services are required for follow up investigation or search, and obtain those services, which may include but are not limited to:
 - a. Search and Rescue Dogs;
 - b. Helicopters;
 - c. All-Terrain Vehicles;
 - d. Boats;
 - e. Fire/EMS; and
 - f. Other agencies.
4. The Detective shall
 - a. Conduct a follow-up investigation thereafter, at least every 30 days:
 - 1) Until the missing person is located;
 - 2) Until another agency assumes responsibility for the investigation; or
 - 3) Until the investigation is terminated; and
 - 4) Document every follow-up investigation and results on a Supplemental Incident Report.

G. Missing Person Returned or Located Follow-Up Investigation (41.2.5e)

1. When a missing child or adult has returned or has been located or the Department has been notified by the family or other source, it shall be the responsibility of the investigating officer to:
 - a. Confirm the recovery by face-to-face contact with the missing child or adult;
 - b. Confirm the circumstances of return, including condition of child and nature of the closure;
 - c. Immediately have the missing person removed from METERS/NCIC; and (41.2.6c) (41.2.5c)
 - d. Arrange, as soon as possible, a personal follow-up interview with the missing child or adult to determine the circumstances surrounding the disappearance.

H. Maryland Child AMBER Alert

1. AMBER Alert criteria: (41.2.6d)
 - a. The child must be under 18 years of age;
 - b. The Department has confirmed the abduction;



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- c. The Department believes that the child is in imminent danger of serious bodily injury or death;
- d. There is enough descriptive information about the victim and the abduction for law enforcement to assist in the recovery of the child;
- e. The child's name, and other critical data elements, including the Child Abduction Flag, has been entered into NCIC; and
- f. The child is believed to be in the broadcast area.

2. AMBER Alert Broadcast

- a. The reporting officer will notify the supervisor that an AMBER Alert should be sent out.
- b. The Supervisor is responsible to notify MSP Pikesville Headquarters at 410-653-4200 to activate the AMBER Alert.

I. Silver Alert

1. Silver Alert criteria: (41.2.5f)
 - a. The missing person is over 65 years of age.
 - b. The missing person suffers from Alzheimer's disease or other mental disabilities.
2. Silver Alert Broadcast (41.2.5b)
 - a. The reporting officer will notify the supervisor that a Silver Alert should be sent out.
 - b. The Supervisor is responsible to notify MSP Pikesville Headquarters at 410-653-4200 to activate the Silver Alert.



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Chapter 32 Critical Incidents
Section 05 Bomb Threats and Bomb Incidents

Original Policy
Supersedes None

A. Procedure

1. Upon receipt of a bomb threat or report of an incident regarding actual or suspected explosive devices or other conditions involving hazardous explosive material, an Offense Report will be initiated.
2. An incident of this nature should be dealt with swiftly and efficiently.
3. When information of this nature is received, the patrol supervisor will:
 - a. Respond to the scene with the assigned officer;
 - b. Notify Fire Headquarters as a matter of information;
 - 1) No fire apparatus should be requested except when an explosion has occurred, there is a fire, or the possibility of a rescue exists;
 - 2) Fire department personnel will not be requested to assist in searching for a bomb;
 - c. When a suspected bomb is located, Communications will immediately be notified and will arrange for the response of the appropriate Explosive Specialists from the State Fire Marshal's office by notifying the Duty Officer at the Maryland State Police, Tele-Communications Division, Pikesville, Maryland, at (410) 653-4200;
 - 1) The M.S.P. Duty Officer will immediately notify the on-call Explosive Specialist who will evaluate the situation and determine the appropriate response;
 - d. In all incidents of bomb threats, bomb plants, and bombings, it shall be the responsibility of Communications to notify the Federal Bureau of Investigation as soon as possible in Baltimore at (410) 285-8080. Information will include:
 - 1) Location
 - 2) Type
 - 3) Time received

B. Building Evacuation and Search

1. When the person in charge of the building to be searched is available, the decision to evacuate will be his.
 - a. If this person is not available and the situation requires immediate attention, the first officer at the scene will direct the evacuation utilizing supervisors, teachers, public address systems, etc.
 - b. Avoid panic.
2. When federal reservations are involved, federal authorities will be responsible when exclusive jurisdiction exists.
 - a. Where jurisdiction is concurrent, the incident will be handled routinely.
3. The patrol supervisor will be responsible for all operations, e.g. the search, accumulating information regarding the incident, giving attention to the person who received the initial threat.
4. Whenever possible, buildings should be systematically searched by officers accompanied by persons familiar with the location in question, e.g. janitors, supervisors, etc.



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Original Policy

Supersedes None

5. If no specific location for an explosive device is known, search the outside of the building first paying special attention to:
 - a. Garbage cans;
 - b. Vehicles parked close to the building;
 - c. Shrubs and bushes;
 - d. Ledges; and
 - e. Piles of trash, etc.
6. When searching the inside, start from the bottom and work upward, checking public areas and facilities, hallways, false ceilings and stairways, etc.
7. If a suspected explosive device is detected, the officer discovering such will:
 - a. Note location.
 - b. Note description - size, etc.
 - c. Note whether the device is making any noise.
 - d. Ensure that the device is not moved or touched. Touching the device may cause it to explode.
 - e. Notify Fire Marshal's Bomb Specialist at scene.
 - 1) He will handle all suspected explosives.
 - 2) The officer's job at the bomb scene or incident is to preserve any physical evidence by recognizing it and protecting it from contamination, obliteration, and alteration by spectators, fellow officers, or fire department personnel, and record facts of evidence from witnesses that might lead to a solution of the crime.



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Chapter 32 Critical Incidents
Section 08 Hate Crimes

Original Policy
Supersedes None

A. Introduction

1. Racial, religious or ethnic hatred incidents such as cross burnings or painting of swastikas or slogans, and incidents relating to the sexual orientation of an individual or group, warrant thorough police attention.
2. It is important to investigate such acts in order to stop further incidents and threats of violence, and to assuage the citizens' fear of repeated harassment.

B. Policy

1. The Aberdeen Police Department will promptly respond to, investigate, and file an appropriate report on all complaints where there is an indication that motivation for the incident was based upon the victim's religion, race, ethnic background or sexual orientation regardless of whether or not a crime was actually committed. Further, officers will display sensitivity to the concerns of the effected individual or group.
2. Procedure
 - a. When it is determined that an incident has occurred where the motivation was based upon an individual's or group's religion, race, ethnic background or sexual orientation, an officer will be dispatched promptly to the scene.
 - b. Every effort should be made to assure the victim that the incident will be fully investigated.
 - c. The investigation, in addition to normal collection of evidence, should concentrate on determining if this incident is part of a continuing pattern against the victim or neighborhood and/or related to organized group activity.
 - d. The Maryland Human Relations Commission by law receives notice of all such incidents reported to police. Further, they are in contact with the minority community and receive information that is not always reported to police by the victim. The local Human Relations Commission representative will be contacted as an investigative resource before any assessment of solvability or closure is made.
 - e. A copy of the report generated by an investigation into an incident of harassment due to a person's race, religion, ethnic background or sexual orientation will be forwarded to the Maryland State Police, Criminal Intelligence Division.
 - f. Prior to any case being closed without an arrest, the victim will be contacted to determine if any further incidents of harassment have occurred and to be made aware of the progress of the investigation. If, after supervisory review, it is determined that the case will be administratively closed for lack of evidence, the victim will be so advised.
 - g. Incidents will be reported as directed in Chapter 29 of this manual.



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Chapter 32 Critical Incidents
Section 12 COVID 19 Pandemic Protocols

GO 20-016, 05/13/2020

A. Policy

1. The Aberdeen Police Department and the City of Aberdeen shall implement protocols to minimize risk in the workplace following a disruption of operations caused by the COVID 19 pandemic and may apply to other communicable diseases.
2. These protocols (procedures) supplement related policies and procedures in this manual.

B. Employee Procedures if Symptoms are Suspected

1. All employees shall notify their supervisors if they suspect they are experiencing symptoms of COVID-19.
2. An employee who develops symptoms before arriving at work:
 - a. *Shall not* go to work; and
 - b. Shall seek the assistance of a healthcare provider immediately.
3. An employee who develops symptoms while in the workplace shall immediately:
 - a. Separate from coworkers and other persons;
 - b. Notify the supervisor;
 - c. Leave the workplace; and
 - d. Seek the assistance of a healthcare provider immediately.
4. Symptoms of COVID-19 include but are not limited to:
 - a. Coughing;
 - b. Fever;
 - c. Shortness of breath; and
 - d. Difficulty breathing.
 - e. Other symptoms may include:
 - 1) Chills;
 - 2) Body Aches;
 - 3) Sore Throat;
 - 4) Headache;
 - 5) Diarrhea;
 - 6) Nausea, Vomiting;
 - 7) Loss of Taste or Smell; and
 - 8) Runny Nose.

C. Re-Entry Procedures

1. Chief of Police shall notify all Department personnel when re-entry is permitted.
2. Department personnel shall await direction from their supervisors.



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3. Patrol shall be scheduled by the Patrol Shift Supervisors as directed by the Patrol Commander.
4. Communications and Records shall be scheduled by the Administrative Supervisor.
5. CID shall be scheduled by the CID Supervisor.
6. SOU shall be scheduled by the SOU Supervisor.
7. Administration shall be scheduled by the Administrative Commander.
8. Chief's Administration shall be scheduled by the Chief of Police.
9. Command Staff shall be scheduled by the Chief of Police.
10. Personnel who are considered high-risk shall await instructions from their Supervisors.

D. Re-Entry Requirements

1. An employee who recovered from the COVID-19 virus shall provide written documentation from a medical provider stating that the employee may return to work.
2. Employees who were not infected and are not experiencing COVID-19 symptoms are cleared to return to work.
3. Temperature Checks
 - a. The employee's temperature will be taken, with a thermal infrared thermometer, shortly after his or her arrival at work.
 - 1) An employee with a temperature above 100 degrees will not be permitted in the Police Headquarters or any City of Aberdeen building.
 - 2) North Wing Police Department employees will have their temperatures taken by the on-duty police supervisor.
 - 3) West Wing City of Aberdeen employees will have their temperature taken by the Risk Manager or designee.
 - b. All visitors shall have their temperatures taken.

E. Workplace Protective Procedures

1. Face masks
 - a. Employees and visitors shall wear face masks or face coverings when they are sharing a confined space inside Police Headquarters and City of Aberdeen offices.
 - b. Employees and visitors are encouraged, but not required, to wear face masks or face coverings inside Police Headquarters, at the Firing Range, and in the City of Aberdeen offices.
2. Physical Distancing (Social Distancing)
 - a. Employees and visitors shall maintain at least six (6) feet separation from other persons whenever possible.
3. Meetings
 - a. In-Person meetings should be limited.



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- 1) Attendees shall try to remain at least six (6) feet apart.
- b. Meetings shall be conducted by telephone or by video conference, when practical.
4. Physical Contact
 - a. Employees shall avoid physical contact with visitors and other employees, including refraining from hand-shaking and similar physical contact, and shall direct others to increase personal space to at least six (6) feet.
5. Hand Washing
 - a. Employees shall practice regular hand-washing and using of hand sanitizers.
6. Personal Protective Equipment
 - a. Employees shall have access to personal protective equipment as required.

F. Visitors

1. All visitors to the Police Department and City of Aberdeen buildings shall be screened upon arrival.
2. Temperature Check
 - a. A visitor who has a temperature above 100 degrees shall not be permitted to remain in the building.
3. Visitor Questionnaire
 - a. Each visitor will be asked a set of questions.
 - b. Any visitor who answers "yes" to any of the following questions shall not be permitted to remain in the building:
 - 1) Have you been confirmed positive for COVID-19?
 - 2) Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - 3) Have you been in close contact with any persons who has been confirmed positive for COVID-19?
 - 4) Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
4. Accessibility to Non-Public Areas of the Police Department and City of Aberdeen Building
 - a. Only those visitors whose presence is necessary to conduct essential business and cannot reasonably be conducted using telephone or video conferencing shall be allowed.