

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 6, 1995

GENERAL ORDER U-4

SUBJECT: UNUSUAL OCCURRENCES

PURPOSE

- 1 - The purpose of the General Order is to identify planning, operational and coordination responsibilities in the response to and the resolution of unusual occurrences. Unusual occurrences are generally defined as situations, generally of an emergency nature, that result from disasters and civil disturbances.

Specific instructions and checklists for handling unusual occurrences are contained in the Event Management Manual maintained in the Patrol Lieutenant's Office.

POLICY

- 2 - It is the policy of the Berkeley Police Department to maintain the capability to plan for and respond to unusual occurrences so as to provide for the safety of the community.

PROCEDURES

- 3 - Whenever possible, a mission statement (plan) will be developed and communicated to all responding personnel prior to any police response. In scheduled special events, the mission statement will be in writing and briefed to all assigned personnel prior to deployment. In spontaneous events or incidents, the mission statement may be distributed verbally, but must still be an integral part of the planning process.
- 4 - As soon as possible in spontaneous events or incidents, and in every instance in scheduled special events, an operations plan will be developed and followed. When events are scheduled in advance, a Special Order will be developed and distributed.
- 5 - In every unusual occurrence, an Event Commander will be appointed. In small scheduled events or spontaneous incidents, the Event Commander may be a Sergeant. In larger incidents, the Event Commander may be a Watch Commander, the Duty Command Officer, or a Division Commander. **In prolonged civil disorder, the CMT Lieutenant will be the event commander.*** In every instance, the Event Commander will be identified and his/her identity broadcast to all assigned personnel. Every change of Event Commander will be logged in all logs maintained by command post(s) and communication center(s).
- 6 - After-action reports will be the responsibility of the Event Commander having command at the time the incident is declared over, or as assigned by the Division Commander. A copy of the after-action report will be routed via the chain of command to the Chief of Police.

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- 7 - The Patrol Captain is designated as the individual responsible for planning responses to unusual occurrences. The Patrol Captain may delegate this responsibility to one of the Patrol Lieutenants, **or CMT Commander.***
- 8 - The Patrol Captain is responsible for maintaining liaison with appropriate City, County, State, and Federal disaster officials and agencies, to include attendance at meetings, training sessions and exercises as necessary. This function may be delegated to one of the Patrol Lieutenants.
- 9 - All plans developed to deal with unusual occurrences will be reviewed annually and, when necessary, updated.
- 10 - All equipment designated for use in unusual occurrences, to include Department controlled vehicles and radios, will be inspected monthly by the using Division/Bureau and noted deficiencies will be reported in the Monthly Management Report.

References: CALEA Standards
Event Management Manual
CMT Manual*