

Incident Response/Command Notification

Index Code: 1604

Effective Date: 11/15/02 (Revised 5/29/2018)

I. Purpose

The purpose of this directive is to establish standardized procedures for deputies responding to calls for service.

II. Policy

It is the policy of the Office of the Sheriff to provide an effective, safe and timely response to all calls for service, consistent with equipment and personnel availability.

III. Responding to Calls for Service

A. The dispatching of deputies to calls for service will be conducted by the Queen Anne's County Department of Emergency Services (DES) utilizing the Emergency Police Dispatch System (EPD) adopted by the National Academy of Emergency Police Dispatch, in conjunction with procedures established in this directive.

B. Deputies will respond to all calls for service except for; (1) those handled over the telephone by a supervisor, (2) those turned over to another agency, and (3) those determined by a supervisor to be unfounded.

C. Deputies responding to calls for service will do so in a reasonable and prudent manner, consistent with the safety of the responding deputy and the public. Operation of a vehicle during an emergency response must conform to all directives issued by the Office of the Sheriff and the requirements of Section 21-106 of the Transportation Article.

IV. Response Codes

Response codes are classified to provide the most efficient response for service, while taking into consideration the safety of all persons involved. Response codes are provided by the dispatcher at the time the call for service is dispatched and is intended to be a guide for the responding deputy. Response codes may be upgraded or downgraded by a supervisor or the responding deputy if known circumstances merit such a change.

A. Delta Code 1 Response

A "Delta Code 1 Response" directs an expeditious response and authorizes the use of emergency equipment (lights and siren). A Delta Code 1 Response requires at least two units and is usually prompted by one of the following requests for service:

1. A law enforcement officer needs immediate help, and the circumstances indicate that the safety of the officer or others is involved.
2. A situation where there are reasonable grounds to believe that human life is in imminent danger, and an emergency response could prevent the loss of life or serious injury.
3. The incident is in progress, and the escape of a suspect could further endanger human life.

B. Delta Code 2 Response

A "Delta Code 2 Response" directs a non-emergency response, where emergency equipment (lights and siren) is generally not needed and therefore not authorized under normal circumstances. However, under certain circumstances emergency equipment may be used to expedite movement through traffic if the responding deputy has good reason to believe that time may make a difference in the outcome of any ensuing investigation, and can justify doing so. A Delta Code 2 Response requires two units to respond.

C. Charlie Response

A "Charlie Response" directs a non-emergency response and therefore does not authorize emergency equipment. If available, a Charlie Response requires two units to respond.

D. Bravo Response

A "Bravo Response" directs a non-emergency response and therefore does not authorize emergency equipment. A Bravo Response only requires one unit to respond.

E. Alpha Response

An "Alpha Response" directs a non-emergency response upon availability of a unit. Although this response does not require an immediate response, deputies should make an effort to respond in a reasonable and timely fashion if not preoccupied with other duties.

F. Domestic Incidents

Unless exigent circumstances exist, two law enforcement units will be dispatched to any domestic situation whether a standby or active incident. Call history and notes for the location will be obtained while enroute. The first arriving unit will, if circumstances allow, await the backup unit before engaging the involved parties. If either party wishes to take any belongings from the residence, only necessities such as clothing, toiletries and tools of the trade (e.g. work tools/uniforms) will be removed while agency personnel are present. If there are any active Court Orders, law enforcement personnel are responsible for reviewing them to ensure compliance.

V. Incidents Requiring a Supervisor

A. When available, a supervisor will also respond to the following incidents to ensure that they are being properly handled, determine if additional resources are needed, and that unneeded units return to service promptly:

1. Injured deputy
2. The use of deadly force
3. Search and Seizure Warrant
4. Hostage or barricade situation
5. Explosive device or bomb threat
6. Departmental motor vehicle collision
7. Serious motor vehicle collisions that are likely to result in a fatality
8. Death scenes not obviously identified as due to natural causes

B. The above list is not intended to be all-inclusive. Supervisors may be held responsible for the handling and investigation of any incident brought to their attention. Accordingly, supervisors should respond to all serious or non-routine incidents, if available, to ensure proper law enforcement response.

VI. Command Staff Notification

A. Any incident where there may be a question as to the agency's liability, or which may result in heightened community interest, the Sheriff will be promptly notified via the chain of command. If any member in the chain of command does not respond to the notification in a reasonable and timely manner, that member will be skipped and the next higher level of

command will be promptly notified.

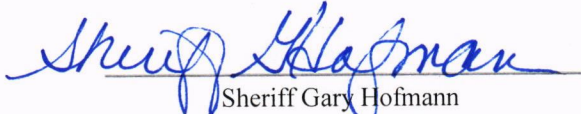
B. The nature of those incidents that should be brought immediately to the attention of the Sheriff, as outlined above, include the following:

1. The death or serious injury of an employee of the Office of the Sheriff.
2. The death or serious injury of another person caused by an employee of the Office of the Sheriff.
3. Any incident during which an employee has allegedly performed in a manner that created an increased likelihood of death or serious injury to other persons or significant loss of property.
4. Any incident in which an employee is injured or becomes ill while on duty and requires medical treatment.
5. An employee is suspected of committing or charged with a crime other than a minor traffic violation.
6. Unforeseen critical staffing shortages that cannot be resolved at the Lieutenant level.
7. Any incident during which a member of the public suffered a life threatening injury.
8. Bomb threats.
9. Barricade/hostage situations.
10. Emergency callouts of the Office of the Sheriff SWAT team.
11. Any serious incident involving a government employee or elected official.
12. The discharge of a firearm by a deputy excluding the use of a firearm to shoot a suffering, injured animal or one that is a threat to public safety. (If a domestic animal is shot without the consent of the owner, notifications will be made.)
13. Critical missing child/person.
14. Any incident that may result in heightened community interest in specific areas such as:
 - Large police presence
 - Aviation hovering
 - Foot pursuit or vehicle pursuit with a bailout
 - Escapees
 - Extended high speed pursuits
 - Overdoses
15. Any incident involving **any County employee** that initiates a mental health check or investigation.

VII. CALEA Reference: 11.4.5, 41.2.1, 81.2.4e, 81.2.4f.

VIII. Proponent Unit: Field Operations
Division

IX. Cancellation: This directive cancels Index
Code 1604 dated 3/5/2018.


Sheriff Gary Hofmann