

Approved Date: April 24, 2009

By: Wayne Ringer  
Office of the City Attorney



**City of  
Norfolk**

Prescribed Date: 5/8/09

By: Regina H. Williams  
City Manager/Director of Public Safety

Departmental General Order OPR-660  
Norfolk Police Department

Subject: Jail Emergencies

Office of Preparation: Strategic Management Division

Supersedes:

1. G.O. 80-006, dated May 29, 2008
2. Any previously issued directive conflicting with this order.

Related Documents:

1. G.O. ADM-125: Jurisdiction - City of Norfolk
2. G.O. ADM-130: News Media Policy
3. G.O. ADM-460: Emergency Preparedness Unit
4. G.O. OPR-415: Incident Based Reporting (IBR)
5. G.O. OPR-510: Radio Communications
6. G.O. OPR-610: Incident Command System (ICS)
7. G.O. OPR-630: Hostage and Barricade Resolution
8. G.O. OPR-670: Escape of State Inmates
9. G.O. OPR-750: Field Command
10. NPD Emergency Action Plan

Order Contents:

- I. Norfolk Sheriff's Office
- II. Telecommunicator
- III. Patrol Division Supervisor
- IV. Field Commander
- V. Additional Personnel
- VI. Evacuation of Building
- VII. Public Information Officer (PIO)

Attachment: First Floor Jail Perimeter Diagram

A handwritten signature in black ink, appearing to read "B. Marquis".

Bruce P. Marquis  
Chief of Police

BPM/sm

## Purpose

To provide procedures when responding to City Jail emergencies.

## Policy

Relevant components of the Incident Command System, as set forth in G.O. OPR-610: Incident Command System (ICS), will be implemented as necessary during a jail emergency.

## Definition

Jail emergency: Includes but is not limited to, incidents of hostage taking, barricaded prisoners, rioting or fire, which occur within the jail complex.

### I. Norfolk Sheriff's Office

Norfolk Sheriff's Office (NSO) personnel are responsible for the following:

- A. The Sheriff or designee is the predominant authority governing emergency situations within the jail facility and inner perimeter during emergency situations, as part of a unified command.
- B. It is the responsibility of the NSO to request the assistance of the NPD or other agencies during situations that warrant additional resources.
- C. NSO personnel are responsible for:
  1. Containment of the emergency situation within the jail facility.
  2. Isolation of inmates, civilians and employees during an emergency situation within the jail facility.
- D. During incidents of inmate rioting, circumstances of major disturbance or hostage/barricade situations, following the request of the Sheriff or designee and with the approval of the Chief of Police or designee, Norfolk Police Department (NPD) personnel or teams may provide support to restore and maintain order within the jail facility.
- E. One NPD supervisor and one NSO supervisor shall be designated liaison responsibilities between the two agencies to enhance communication, assist with information, prevent duplication of efforts and limit confusion between agencies.

## II. Telecommunicator

The Emergency Communications Center (ECC) telecommunicator shall be responsible for the following:

### A. Notifying:

1. Norfolk Sheriff's Office Master Control Post (757-664-4969) when calls are received from a party outside of the Norfolk Sheriff's Office.
2. Field Commander.
3. Patrol Division supervisor (Street Lieutenant, or, if unavailable, the next appropriate sector supervisor).

### B. Communications:

1. Maintaining an open line of communication with:
  - a. Person calling in the incident.
  - b. Sheriff's Office.
  - c. Incident Command post.
2. Communications shall operate on a subfleet designated by the ECC telecommunicator and carried out in accordance with G.O. OPR-510: Radio Communications. Personnel not involved in the operations of the jail emergency shall operate on their regular subfleet.

### C. Dispatch:

1. Officers will be dispatched with the primary responsibility of establishing outdoor perimeters as indicated in the First Floor Jail Perimeter Diagram (Attachment), as follows: an outer perimeter around the Jail and Courts Complex and an inner perimeter around jail facility entrances.

## III. Patrol Division Supervisor

The assigned Patrol Division supervisor shall:

- A. Respond to the scene immediately.
- B. Establish and/or report to the command post and take charge of the NPD operation until properly relieved.
- C. Be responsible for the perimeter security as needed.
  1. If necessary, traffic flow around the City Civic Complex, including the Berkley Bridge, shall be redirected. Traffic control should be coordinated with the State Police and a Traffic Unit supervisor.
  2. Deployment of Perimeter Teams

- a. If necessary, establish an outdoor perimeter to include building exits as indicated on the First Floor Jail Perimeter Diagram, Attachment.
  - b. Ensure that in the case of riot, hostage situation, or barricaded subject, no attempt is made to enter the jail complex by any personnel, either patrol or investigative, without the Field Commander's approval, and only in response to an NSO request.
- D. Coordinate efforts with the Incident Commander and unified command, as required by circumstances.

IV. Field Commander

The Field Commander shall report immediately to the command post, take charge of the police operation as part of a unified command, and be responsible for the following until properly relieved:

- A. Notifying the Chief of Police or designee.
- B. Determining whether to establish a command post or an ICS/UCS, according to ICS protocol set forth in G.O. OPR-610: Incident Command System (ICS).
- C. Determining whether all patrol and investigative units need to be notified by the ECC telecommunicator regarding the jail emergency.
- D. Notify a Detective Division supervisor in cases of escape so that an investigator can be assigned to the case.
- E. Notify the Public Information Officer (PIO) in accordance with Section VII of this order.
- F. After the outdoor perimeter has been secured, determine whether an indoor perimeter is required. If needed, indoor perimeter control shall be carried out by Special Operations Team (SOT) personnel, whose Officer-in-Charge shall access the complete set of Jail Plans kept in the Vice and Narcotics Division safe, for use when securing an indoor perimeter during hostile situations. The NPD SOT will work in conjunction with the NSO Special Operations Team, if activated, under the direction of the Incident Commander.
- G. Notify the telecommunicator at the conclusion of the operation.
- H. Complete and submit a detailed report of the jail emergency to the Chief of Police.

V. Additional Personnel

Additional personnel or specialized units may be activated in coordination with NSO specialized units, as needed.

## VI. Evacuation of Building

- A. A complete set of floor plans of the City Jail shall be kept in the Vice and Narcotics Division safe for easy access by the SOT Team, should their assistance be required. The only personnel authorized access to these plans shall be the:
1. Chief of Police.
  2. Bureau Chiefs.
  3. Commanding Officers of the Detective, First Patrol, and Special Enforcement Divisions.
  4. Field Commander.
  5. Officer-In-Charge, SOT.
- B. Personnel
1. The NSO shall determine if the Public Safety Building is to be closed to the public and if personnel are to be evacuated. In the event that the NSO is unable to do so, the alternate designated Incident Commander selected under the unified command system shall perform this function.
  2. If not otherwise notified, the Field Commander shall notify the commands located within the Public Safety Building of the jail emergency and possible evacuation.
    - a. Personnel should not report to their respective offices if the emergency occurs before reporting to work.
    - b. Personnel who have reported to work in the building should remain in their respective offices, unless directed otherwise.
- C. Prisoners
- The NSO shall be responsible for the evacuation of prisoners. In situations when the Sheriff's Office is unable to perform such function, the unified command Incident Commander shall be responsible for the evacuation of prisoners.

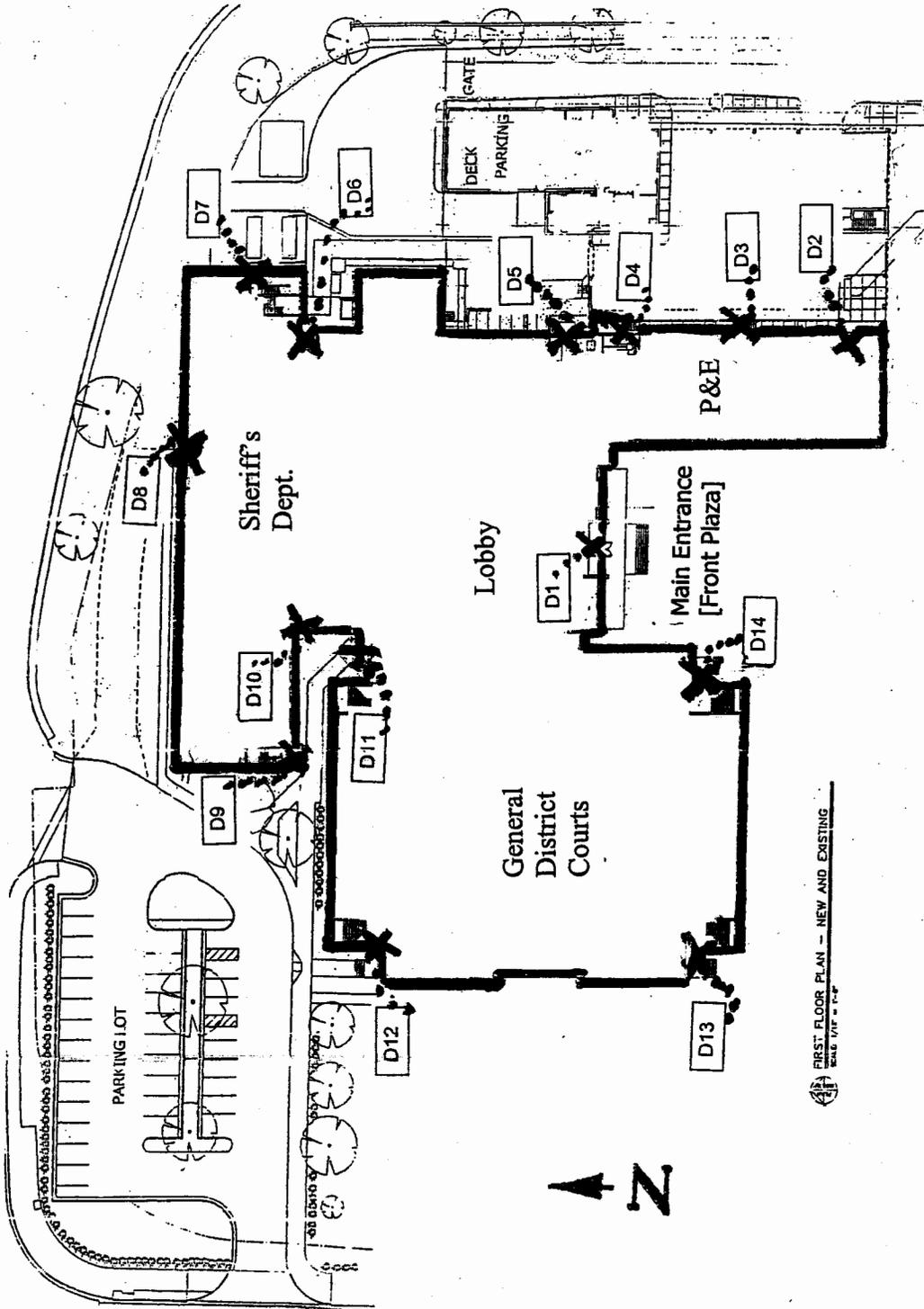
## VII. Public Information Officer (PIO)

- A. The PIO shall report to the Field Commander.
- B. The NPD PIO is the only person authorized to disseminate police-related information to media representatives at the scene of the emergency.

- C. The PIO shall establish a joint location with the NSO-PIO to meet the media in accordance with procedures established in G.O. ADM-130: News Media Policy. In the event that the NPD-PIO is unavailable, the Field Commander shall designate a media liaison officer to partner with the NSO-PIO.
  - 1. An attempt shall be made to keep the media informed in a timely manner to avoid rumors and unwarranted speculation regarding police operations and the specific incident.
  - 2. Up-to-date information which does not adversely affect the efficiency of the operation shall be relayed to the PIO by the Field Commander, as soon as practical.

CITY HALL AVE

UNION STREET



ST. PAUL AVE

**LEGEND:**  
 D = Door Number  
 X = Door Location