

## 12.170 CIVIL DISTURBANCE OPERATION PROCEDURE

### ***Reference:***

Procedure 12.125, Licenses and Permits: Investigation of  
Procedure 12.145, Critical Incident Response Plan  
Procedure 12.160, Rumors/Potential Civil Disturbances  
Procedure 12.165, Emergency Recall and Test Recall  
Procedure 12.171, Use of the Mobile Command Center  
Procedure 12.175, Use of Special Weapons and Tactics Unit  
Procedure 12.545, Use of Force  
Ohio Revised Code 2917.04, Failure to Disperse

### ***Definitions:***

**Command Post Call Number** - District Command Posts are designated by the word "District" and district number followed by the words "Command Post" (e.g., District One Command Post, District Two Command Post, etc.)

**Police Command Center (PCC)** - Established when the Police Chief, or in his absence an Assistant Police Chief, orders recall of police personnel. The Center is located at 310 Ezzard Charles Dr. in the Chief's conference room.

**Regional Emergency Operations Center (REOC)** - Activated when the City Manager orders recall of all City departments' personnel. Police Communications Section (PCS) maintains the recall list. If conditions exist that render the REOC inoperable, the Police Chief or his designee will determine an alternate location.

**Staging Area Call Number** - District Command Post number followed by the beat, which the staging area is located, e.g., 1002: District One/Beat 2, etc.

**Standby Cars** - One supervisor and two two-officer units designated daily from each district and shift for rapid deployment to any location for a variety of critical incident situations.

**Field Command Vans** – Each district is equipped with a van designed for supplying Department personnel the tactical equipment needed for handling critical incidents and civil disturbances. Districts should consider field command vans as rolling armories.

Any equipment in their armory (gas masks, riot shields, riot helmets, shotguns, PepperBall launchers, ammunition, etc.) which has a primary purpose of supporting field operations should be placed within the field command van.

**Alert Cars** – Two two-officer units assigned to patrol that part of their district closest to the trouble area. Alert cars are NOT dispatched on routine radio runs.

**Civil Disturbance Units** – Each district has a pre-identified group of specially trained officers, selected based on their desire to serve as response team members, assigned to its platoon. Each platoon consists of two squads commanded by a platoon leader (lieutenant), an assistant platoon leader (sergeant), and two squad leaders (sergeants). Each squad consists of ten police officers. Two additional police officers are assigned to each squad to serve as replacement officers for squad members not available. The district platoons serve as the Department's primary responders for preplanned demonstrations. For spontaneous events, or for events requiring more than each platoon's two squads, additional squads may be formed by each district to augment the Department's response capabilities.

**Squad Call Numbers** – Squads are issued two digit call numbers. The first number identifies the district/section/unit where the squad originated. The second number indicates which squad from that district/section/unit, e.g. Squad 52: District Five, 2<sup>nd</sup> Squad.

**SWAT Response Teams** – SWAT response teams consist of a team leader (sergeant) and from five to nine officers. Each SWAT response team operates in a caravan of between three and five marked police vehicles. SWAT response teams can deploy in either uniform of the day or in SWAT uniform. SWAT response teams are dispatched to trouble areas involving shots fired, officer or citizen rescue, or crimes in progress, e.g., Aggravated Riot, Riot, Assault, Breaking and Entering, Vandalism, Criminal Damaging, Arson, etc. Each SWAT response team is equipped with tactical weapons to facilitate their response to critical incidents requiring their intervention.

**Risk Management Teams** – Risk Management Teams are comprised of personnel from the Internal Investigations Section and the Inspections Section. A Risk Management Team consists of two to four supervisors/officers. Risk Management Teams respond to handle citizen complaints and use of force investigations, including the completion of any related reports associated with a complaint or use of force.

**Crowd Management** – Observing, monitoring and facilitating the activities of persons assembled.

**Crowd Control** – The use of police action to stop the activities of persons assembled.

**Phase II Notification List** - List of persons notified by PCS for Phase II.

**Chain of Notification Recall Roster** - List of alternate personnel notified by PCS, if they are unable to reach the number one person on the Phase I - Phase II Notification Lists.

**Fire Department Strike Team** – Three engine companies.

**Fire Department Task Force** - Three engine companies, two ladder companies and one staff officer.

**Emergency** – any incident, whether natural or man-made, that requires responsive action to protect life or property.

**Planned event** – a planned non-emergency activity (sporting event, concert, parade, etc.)

***Purpose:***

Provide Department members with a plan of action during civil disturbance operations.

Enhance the mobilization of personnel and equipment to quell disturbances, which could escalate into more serious situations.

Provide for the integration of Hamilton County police agencies, Ohio National Guard, Ohio State Highway Patrol (OSHP), and federal troops with Department personnel.

***Policy:***

During a Phase II through a Phase IV, the following practices are in effect.

1. Curtail routine radio dispatches and routine police duties.
2. Immediately direct rumors and other information pertaining to racial problems, civil disturbances, or police involvement to the Regional Emergency Operations Center (REOC)
  - a. If conditions exist that render the REOC inoperable, the Police Chief or his designee will determine an alternate location.
3. Assign a subordinate to command officers and supervisors as a recorder, driver, etc., as soon as personnel become available.
4. Request aid or assistance from sources internal or external to the Cincinnati Police Department through the REOC.

5. The Cincinnati Police Department may be placed on 12-hour shifts, and may have off days, off time, and vacations cancelled.
  - a. Only the Police Chief or Acting Police Chief can initiate a 100 percent recall.

Fire or police command officers will designate operational zones during civil disturbances as follows:

1. Green Zone
  - a. Indicates areas of the City not involved in hostile activities and no anticipation of hostile activities developing.
  - b. Normal activities will continue within this zone, although operations may be modified as the citywide situation escalates and various criteria are implemented.
  - c. Fire Department personnel will respond into this zone without police escort.
2. Yellow Zone
  - a. Indicates areas where hostile activities are not presently occurring but are deemed likely to develop.
  - b. Closely monitor personnel safety operations with caution being exercised during all activities.
  - c. Fire Department personnel may request a police escort to enter this zone.
3. Red Zone
  - a. Indicates areas where civil disorder is known to be occurring.
  - b. Fire Department personnel will not enter this zone without a police escort.

**Information:**

To control a variety of situations, ranging from small crowds to riotous conditions, the Department has provided a systematic approach to personnel mobilization. Depending upon the gravity of the situation, an Alert, Phase I, Phase II, Phase III, or Phase IV may be initiated as it becomes apparent additional personnel and equipment are needed to contain the situation.

**Procedure:**

## A. Standby Cars

1. Each district is responsible for identifying one supervisor and two two-officer patrol units as standby cars at the beginning of each tour of duty. These standby cars are designed for rapid deployment to any location for a variety of critical incident situations.
  - a. After deployment of the first set of standby cars, unaffected districts will establish a second set of standby cars. Deployment of this second set of standby cars constitutes an Alert.

## B. Alert

1. When an event with a potential for problems is known in advance, a captain or above can initiate a Planned Alert. When an event occurs without warning, a sergeant or above can initiate a Spontaneous Alert.
  - a. The initiation of an Alert does not necessarily commit personnel to the scene. It provides district supervisors with adequate standby personnel if needed.
2. When an Alert is initiated, all supervisors in the trouble area will maintain a log of events.
3. PCS will:
  - a. Initiate a radio broadcast, mobile data computer (MDC) transmission, and teletype message announcing an Alert.
    - 1) Make a follow-up telephone call to each district.
  - b. Notify the officer in charge (OIC) of each district, Criminal Investigation Section (CIS), and Special Services Section (SSS).
  - c. Notify the bureau commanders or alternates.
  - d. Dispatch Alert cars to the Command Post only when requested by the OIC of the trouble area.
  - e. Do not dispatch Alert cars on routine radio runs.

- f. Transfer Alert cars from their assigned locations within the Computer Aided Dispatch System (CAD) to US PA (Unit Status – Alert Dispatch Group). This will create a file listing all car numbers and officers assigned as alert units.
  - g. Clear the file contents when the incident has secured.
4. Each district OIC will:
- a. Field two two-officer patrol unit Alert cars.
  - b. Ensure a replacement Alert car(s) is fielded, in anticipation of a Phase I, should the initial Alert car(s) respond to the scene.
    - 1) Transmit the radio call numbers of Alert cars to PCS immediately.
5. Alert cars will patrol that part of their district closest to the trouble area, and respond to the scene only if dispatched by PCS.
- a. Respond to the command post when dispatched.
6. The responding officers' district OIC is responsible for returning unused vehicles.
7. The OIC at the trouble scene will establish a command post if the Alert cars are requested to respond.
- a. When the 10 initial Alert cars are dispatched to the scene, the OIC must establish a Phase I to obtain the 10 standby cars established under Section B.4.b.

#### C. Phase I

- 1. A Phase I may be initiated without having previously been in an Alert status, or may follow a situation where initial Alert cars have been exhausted.
- 2. The district supervisor (sergeant or above) initiating a Phase I will immediately furnish PCS with the following information:
  - a. A brief account of conditions necessitating the Phase I.
  - b. The location of the forward command post and staging area.

3. The initiating supervisor in the trouble district will select a driver/recorder and:
  - a. Ensure the seven critical tasks have been implemented (refer to Procedure 12.145).
  - b. Establish fixed posts, as necessary, e.g., vulnerable properties, observation posts, roadblocks, etc.
    1. Transmit this information to PCS as soon as possible.
4. PCS will immediately:
  - a. Dispatch to the staging/command post area two two-officer patrol units from each district.
  - b. Dispatch the district commander, or in his absence, the ranking district supervisor.
  - c. Notify command officers as directed by the Phase I Notification List.
  - d. Notify Department units by radio, MDC, and teletype that a Phase I is in effect, followed by a telephone call to each unit.
    - 1) PCS will notify all persons on the Phase I Chain of Notification Recall Roster that a disturbance is in a formative stage.
  - e. Dispatch one two-officer patrol unit, as an escort, to the location where each Fire Department Strike Team and Task Force is formed, when requested by the Fire Department.
    - 1) The Fire Department may also request assignment of one two-officer patrol unit, as an escort, to each Rescue Unit.
  - f. Assign Park Unit personnel to the District Five OIC and Traffic Unit personnel to the District Three OIC.
5. The OIC of each district and section will begin forming on-duty personnel into two-officer patrol units and notify PCS of radio call numbers.
  - a. The OIC will identify officers who will be formed into squads in the event of a Phase II.

- b. Personnel will not respond to the disturbance unless dispatched by PCS.
  - c. A request for additional supervisors at the trouble scene will be honored by using supervisors from those districts or sections having more than one supervisor on duty.
6. Districts and sections will initiate internal operation plans. The OIC will notify district/section commanders.
- a. If the district station is not endangered by the disturbance, it will not be necessary to deplete personnel by assigning station guards or special guard details.
7. Initiate a Phase V if the disorder is contained and quelled.
- D. Phase II
1. Only the Police Chief or assistant police chief can initiate a Phase II.
- a. The Chief or an assistant police chief will provide PCS instructions indicating the number of off-duty personnel to be recalled, and those units that should be held on duty beyond their normal working hours.
2. Patrol Bureau and Resource Bureau Commanders will take charge of field operations and communications. Each commander will work 12-hour shifts.
3. Administration Bureau and Investigation Bureau Commanders will take charge of prisoner processing and internal investigations. Each commander will work 12-hour shifts.
- a. Risk Management Teams will be formed to respond to citizen complaints and use of force investigations and reporting.
4. The Evidence/Property Management Section Commander will take charge of supplies and equipment and personnel transportation requirements including supply and equipment movement.
5. PCS will immediately:
- a. Dispatch the requested number of squads identified by each district and section under Phase I to the command post or staging area.

- b. Notify Department units by radio, MDC, and teletype that a Phase II is in effect.
    - 1) Follow-up will be via a telephone call to each police district and section.
      - a) Each section will notify its units.
  - c. Provide recall and other instructions given by the command officer initiating the Phase II.
  - d. Activate the Police Command Center at the order of the Police Chief.
  - e. Activate the REOC at the order of the City Manager.
  - f. Notify all personnel on the Phase II Notification List.
  - g. Dispatch one two-officer patrol unit, as an escort, to the location where each Fire Department Strike Team, Task Force, and Rescue Unit is located.
    - 1) These patrol units will remain with Fire Department personnel at all times, including standby periods.
    - 2) Additional personnel may be requested by police officers if necessary.
6. The OIC at the Command Post will:
- a. Assign responding personnel using the district beat plan.
    - 1) Supervisory personnel from outside the trouble district will maintain their permanently assigned call number.
  - b. Revise the emergency lineup and transmit it to PCS immediately.
7. All units will initiate internal operation plans.
- a. Units instructed to recall personnel will identify officers who can be utilized in forming squads.
    - 1) Assign remaining recalled personnel into two-officer units.
    - 2) Prepare a revised lineup and transmit it to PCS immediately.

- b. Units not instructed to recall personnel will continue to operate with two-officer units formed under Phase I.
  - c. District stations not endangered by the disturbance will not deplete personnel by assigning station guards or special guard details.
8. The SWAT Coordinator will form SWAT personnel into SWAT response teams.
- a. Recall additional SWAT personnel to allow SWAT members to be on duty during each shift if the Phase II continues beyond the current shift.
    - 1) Do not use SWAT response team personnel for other duties so they are available for dispatch in the shortest time possible.
    - 2) Ensure the commanding officers of SWAT personnel are notified of SWAT assignments.
9. Police personnel who encounter a sniper or an armed barricaded person will immediately summon a SWAT response team.
- a. If needed, a squad may be dispatched in addition to a SWAT response team to assist in securing the outer perimeter.
10. Mutual Aid
- a. The Police Department has mutual aid agreements on file with the majority of municipal police agencies in Hamilton County. The Police Chief may request aid from these agencies through the Hamilton County Communications Center.
    - 1) Make every effort to integrate these officers with Department personnel to provide communications, power of arrest, knowledge of the area, etc.
11. Initiate a Phase V if the disorder is contained and quelled.

#### E. Phase III

- 1. The City Manager or Mayor can initiate a Phase III. It involves integrating the Ohio National Guard or Ohio State Highway Patrol (OSHP) with Department personnel.

- a. The average response time to Hamilton County by the OSHP is twenty minutes. The average response time of the Ohio National Guard, with force, is eleven to twelve hours.
  - b. Make every effort to integrate these personnel with Department personnel to provide communications, powers of arrest, knowledge of the area, etc.
2. PCS will alert all units that a Phase III is in effect.
  3. All police units will initiate Phase III internal operations plan.
  4. Initiate a Phase V if the disorder is contained and quelled.
- F. Phase IV
1. The City Manager or Mayor through the Governor can initiate a Phase IV. It involves the integrating of federal troops with the Ohio National Guard, OSHP, and Department personnel.
    - a. Make every effort to integrate these personnel with Department personnel to provide communications, powers of arrest, knowledge of the area, etc.
  2. PCS will alert all units that a Phase IV is in effect.
  3. All police units will initiate Phase IV internal operations plans.
  4. Initiate a Phase V if the disorder is contained and quelled.
- G. Phase V
1. A Phase V is the decreasing of personnel strength as the seriousness of the disorder decreases.
  2. A Phase V is initiated by the OIC once the disorder is brought under control. It can be initiated after a Phase I, II, III, or IV.
  3. Prepare after action reports using log sheets maintained by supervisors, as directed in the after action report procedure contained in each unit's internal Civil Disturbance Operation Procedure (CDOP) plan.
  4. Hold a critique of operations in conjunction with all primary, backup, and supporting agencies.

- H. Upon approval of an application for a planned event, Special Events Unit will;
1. Forward a completed Regional Emergency Operations Center Activation Matrix to Information Fusion Section.
    - a. When the Regional Emergency Operations Center Activation Matrix score totals 30 or more, Information Fusion Section will forward a recommendation for the activation of the REOC to the Police Chief for consideration.
      - 1) When the Police Chief determines the REOC will be activated during a planned event, the REOC staffing policy and procedure will be followed and the appropriate team – Red (Fire Department Team Leader), Blue (Police Department Team Leader), or Green (Hamilton County EMA Team Leader) – will activate and staff the REOC.
        - a) Information Fusion Section Unit will detail at least one supervisor to staff the REOC during the planned event.
        - b) An Information Fusion Section supervisor will be involved in the planning stages of a planned event which requires the activation of the REOC.
- I. CDOP Equipment Inventory and Inspection/Facilities Security and Maintenance Inspection
1. The 4<sup>th</sup> Sunday of every month, each district/section/unit will conduct an inspection and inventory of all items listed on Form CDOP103, CDOP Equipment Inventory, and Form CDOP103A, Facility Security and Maintenance Inspection.
    - a. A unit supervisor designated by the unit commander has direct control of the inspection.
      - 1) Accuracy of the report and the readiness of the equipment are the responsibility of this supervisor.
    - b. Prepare Form CDOP103 in duplicate.
      - 1) Insert “DNA” in the appropriate column if an item is not assigned.

- 2) Check the applicable block on the reverse side of Form CDOP103.
  - 3) Explain in the "Remarks" section of the Form CDOP103 any discrepancies between the equipment assigned and the equipment on hand.
  - 4) Record the serial number of all weapons on the Form CDOP103 (shotguns, PepperBall launchers,
    - a) List the location, manufacturer's name and type, and the serial number of the weapon.
    - b) Inspect all firearms. Clean when necessary to prevent rust.
    - c) Account for weapons kept at places other than police facilities or assigned to non-Department personnel on the reverse side of the Form CDOP103.
  - 5) As part of the inspection, district supervisors will ensure all assigned patrol rifles are inspected and cleaned monthly. During the inspection the supervisor will ensure each patrol rifle has two magazines loaded with 30 rounds each.
    - a) The magazines must be physically unloaded, the rounds counted, and the magazines re-loaded.
    - d) SWAT rifles stored in district/section/unit armories will be inspected by SWAT personnel only.
  - 6) Submit a Taser Cartridge Spreadsheet listing serial numbers of cartridges issued from the district/section/unit's stock and email list to Supply Unit.
- c. Take immediate action to replace or repair inoperative, defective or missing equipment.
  - d. The district/section/unit commander will review and sign the completed Form CDOP103 and CDOP103A.
    - 1) Route completed Forms CDOP103 and CDOP103A to Patrol Administration. Patrol Administration will forward the forms to Tactical Planning Unit.

- a) Tactical Planning will forward a copy of Form CDOP103 to Supply Unit. Supply Unit will update the Master Inventory Database.
- 2) Retain a duplicate copy of Forms CDOP103 and CDOP103A in the unit file.