Chester County Police Chiefs Association

MUTUAL AID PLAN

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MUTUAL AID COMMITTEE

1. Purpose

To establish uniform procedures for Chester County law enforcement agencies when requesting and/or contributing aid or assistance during a defined pre-planned mutual aid situation or County Rapid Response emergency.

2. Policy

To provide for the preparation and implementation of a coordinated mutual aid enforcement plan. The plan will enhance the law enforcement capability of the requesting agency and to provide unified command between local/state/federal law enforcement agencies during both preplanned and unforeseen emergencies.

a. Upon notification of an activation of this Mutual Aid Plan, a Chief of Police or his/her designee will assess the Department's ability to provide assistance and will notify Chester County Dispatch of their available resources and manpower.

b. The requesting agency has the responsibility to research and coordinate any reimbursable expenses for any Mutual Aid Plan event. If reimbursable expenses are recovered, the requesting agency is responsible for the coordination, collection and disbursement of the expenses to the responding agencies.

3. Structure

a. The committee shall consist of one (1) chairperson, and seven (7) members, for a total of eight (8) Chiefs of Police.

b. There shall be 2 Chiefs representing regions from the East, West, North and South sections of Chester County.

c. Appointments shall be made by the current President of the Chester County Police Chiefs Association

d. The committee will serve at the discretion of the President of the Chester County Police Chiefs Association

e. The Mutual Aid Committee may also include one member from the Chester County Detectives, PA State Police, Chester County DES and the Chester County Sheriff's Office. Total membership of the committee shall not exceed twelve (12) members.

4. Other Provisions

This agreement does not change the financial landscape of any department. This includes, but is not limited to, the following:

a. The officers shall remain employees of the municipality in which their employment originated.

b. Any financial compensation will remain the responsibility of the officer's employing municipality.

c. All health care benefits will remain the responsibility of the officer's employing municipality.

d. Any injury received while responding to, attending or returning from activation, whether training or actual, will be considered work related and will remain under their respective municipality's collective bargaining agreement and workers compensation insurance policy.

e. Nothing herein is intended nor shall be construed to violate the undersigned municipalities' collective bargaining agreements. Any conflict between this Mutual Aid Agreement and a municipality's applicable collective bargaining agreement shall be governed by the collective bargaining agreement.

POSITION STATEMENT

The Chester County Police Chiefs Association (CCPCA) recognizes its responsibility to protect our communities, maintain law and order and protect the rights and property of our citizens.

1. Significant incidents and events

The Chester County Police Chiefs Association recognizes the likelihood of incidents that may require resources above and beyond the capabilities of an individual member agency in Chester County; and under the authority of 42 Pa.C.S. § 8953. Statewide municipal police jurisdictions are committed to working collectively to provide mutual aid assistance providing for the safe and effective response to address the situation.

2. Civil Disturbances

a. CCPCA recognizes the responsibility to protect lawful demonstrators; however, any serious unlawful incident will be dealt with quickly and decisively to protect the rights and property of all citizens.

b. Civil disturbances are distinguished from the control of a large crowd, such as those at parades, special events, large meetings, and peaceful demonstrations.

c. Civil disturbances may have a lawless element intent on damage to property, injury of persons, and interference with normal, everyday activities. When a civil disturbance develops on any scale in Chester County, the restoration of law and order will be the primary objective of all police operations using only that force which is lawful, necessary, and reasonable.

3. Abducted and Missing Children

CCPCA recognizes that the primary objective with respect to abducted and missing children is to ensure their prompt, safe return to their caretakers.

4. Dignitary Protection

CCPCA recognizes that from time-to-time police agencies will be requested to provide protection to dignitaries, celebrities, or persons at risk. The scope of protection and services required from an agency may render the host agency unable to provide the necessary resources.

DEFINITIONS

1. **Mutual Aid Assistance -** To provide manpower and logistical support upon request of a law enforcement agency to meet the immediate requirements of an emergency situation or preplanned event when the resources of that agency are not sufficient to cope with the problem.

2. **Requesting Agency** - The police agency requesting assistance.

3. **Contributing Agency** - The police agency sending assistance to other agencies.

4. **Civil Disturbance** - Group actions of violence or disorder prejudicial to public law and order.

5. **Demonstration** - An assembly of persons exhibiting a public display of sympathy with, or against, an individual, political, economic, social condition or movement.

6. **Mob** - A disorderly crowd whose members, under the stimulus of intense excitement or agitation, lose their sense of reason and respect for law and follow leaders in lawless acts.

7. **Riot** – An unlawful, potentially violent disturbance created by a group of people.

8. **Abducted or Missing Child** – Children who are missing or abducted.

9. **Dignitary, Celebrity, or Person at Risk** - Are those persons with a high political or media profile that are receiving protection from a legitimate Federal or State Law Enforcement Agency or a foreign Diplomat under protection of legitimate Consulates at the request of the United States Department of State, or any other high-profile individual or group as determined by the committee.

10. **Incident Commander-** The "host chief", meaning the primary jurisdiction's highest-ranking police official in charge of an incident, typically, the Chief of Police or Superintendent, etc., or his or her designee.

Incident Guidelines

1. A member of the Mutual Aid Committee will respond, if necessary, to the incident for on-scene support. One Mutual Aid Committee member will be assigned by the Mutual Aid chairperson to act as liaison with the host chief. If necessary, this Mutual Aid committee member will respond to the incident for on-scene support. Assistance from other committee members may be necessary.

2. The Incident Command System (ICS) will be used for all activations.

3. Comm One (DES Mobile Communications Vehicle) may be dispatched to the scene for Mutual Aid activations; Special "Event Channels" or Tactical Channels" may be assigned, as needed.

4. Incident Commanders are encouraged to contact County Radio to have the Chester County Incident Support Team (IST) dispatched to the scene to assist the Incident Commander and/or the Command Post. Except in an emergency, IST representatives will not have Operational or "Line" duties or authority. Their presence is to provide logistical Incident Management support, as assigned by the Incident Commander or designee.

5. A MICU Ambulance Unit and a Fire Vehicle will be requested to respond to the scene of all major Mutual Aid callouts for the safety of the responding officers and the public.

6. In addition, Hazmat, CCRERT/WCRERT, additional EMS and Fire units or other specialty equipment will be requested to respond to the scene when, in the opinion of the Incident Commander, these resources would be beneficial for the safety of the officers or the public.

7. As soon as practical, an Operational Plan will be developed. Upon completion of the incident, an After-Action Report will be prepared and submitted to the Mutual Aid Committee by the host agency. The requesting host agency shall compile and maintain reports of the incident or event.

8. The host chief is in charge of the event/incident and when necessary, the Mutual Aid Committee Chiefs will serve as his assistants under the Incident Command System (ICS).

9. In addition to the Mutual Aid Chiefs, the committee may request field level supervisors from the responding agencies to assist in coordinating activities during the event.

10. When mutual aid is requested in an abducted or missing child incident, the participating investigators, the F.B.I. and the Chester County Detectives will be automatically notified to participate.

11. All communications, movement of personnel, and operating decisions will be coordinated through the Command Post.

12. The host department will provide one member with sufficient decision-making authority to the command post.

13. The host department will provide the command post personnel with the material necessary for the successful management and operation of the event.

14. The host department will provide the command post with municipal street maps in sufficient quantity to coordinate all activities.

15. Reports, logs, Mobile Video, Body Worn Camera or any other evidentiary items will be turned over to the appropriate investigatory agency/host agency for the incident within 5 days after the conclusion of the event. Assisting agencies may retain copies/data as required by that agency's policies and procedures.

16. When any significant police actions are conducted during the incident, there will be a meeting of all supervisory personnel immediately after the end of the incident to gather pertinent information in preparation of the critique meeting.

17. When the Mutual Aid Committee chairperson deems it necessary, there shall be a critique meeting held within ten (10) days of the incident.

OTHER AGENCIES FOR POSSIBLE ASSISTANCE

The following agencies will be contacted by Chester County Emergency Communications Center/ Department of Emergency Services (DES) and would respond and assist only if needed for the specific situation(s) involved.

1. District Attorney's Office

Upon request, an Assistant District Attorney will be assigned to act as a legal advisor to the Host Chief.

2. Sheriff's Department

Upon request, will provide vans, buses, and personnel to handle the transporting of prisoners.

3. Prison Warden

Upon request, will determine the emergency detention facilities available for adults.

4. Juvenile Probation Department

Upon request, will determine the emergency detention facilities available for juveniles.

5. Chester County Department of Emergency Services

Upon request, will send additional dispatch and/or support personnel to the staging area or to the incident Command Post for assignment.

6. Chester County Chiefs of Police Mutual Aid Committee

Assist the host Chief as requested.

7. Local Emergency Management

8. Chester County Incident Support Team

9. Chester County Mobile Crisis Team

9. Montgomery County Sheriff's Office Bomb Unit

10. FBI, ATF and other Federal Agencies as needed

Emergency Incidents/County Rapid Response Plan

Statement

This plan was developed to establish uniform procedures for Chester County law enforcement agencies when requesting and/or contributing aid or assistance during a defined pre-planned mutual aid situation or County Rapid Response Emergency.

Policy

This procedure calls for a unified countywide law enforcement plan to provide for a response to major incidents beyond the capabilities of a member agency. This would not change the current county "Assist Officer Plan" or the protocols for requesting locally available and established mutual aid. This Rapid Response Plan would be for immediately developing incidents and the coordination of an evolving law enforcement response to major incidents.

Procedure

1. Elevated Law Enforcement Response

a. Each municipal Police Department is requested to designate an Officer on every shift to be designated as the Rapid Response Officer(s) – depending on shift size and local needs.

b. Departments are requested to provide the response number based on shift size at the time of occurrence with the availability based on the number of Officers on a duty shift.

- 1-2 Officers on the shift: No request to send an Officer.
- 3-5 Officers on the shift: One (1) Officer
- 6-8 Officers on the shift: Two (2) Officers
- 8> Officers per shift: Two (2) Officers and one (1) supervisor

Note: The numbers per shift could fluctuate day to day and shift to shift. Departments are only requested to provide the response number based on shift size at the time of occurrence and local needs of the jurisdiction.

c. Based on these numbers of typical shift allocations, the response could expect a total of 20-25 Officers and 2-5 supervisors.

d. When a situation requires the deployment of these Officers, the County shall alert all agencies over the County Emergency Channel.

- Emergency Communications supervisor will assign radio channel to incident.

- Select the EMERGENCY talk group and immediately dispatch the event on Municipality, Location and Vital incident information.

  Example:

  CCDES: [Alert Tone] - Countywide Rapid Response Plan has been activated. All designated RRO's respond to_____, units operate on Channel_____.

- Ensure the CAD incident is sent to all CAD terminals using the "COPY" command.

2. Rapid Response Officer (RRO)

a. Each Department shift supervisor should use their best judgment on who they are assigning as an RRO for each shift. While a K-9 unit would be beneficial to the response, CCRERT/WCRERT may be best if they remain available for secondary deployment. The shift supervisor will make that determination based on their own Department guidance.

b. Officers assigned as an RRO should carry a riot helmet, shield, riot baton (if issued by the Department) in their police vehicle so they can respond immediately to an incident. If those items are not available, they should still respond to assist with the situation.

3. Resources

a. CCDES Emergency Communications Division will develop a communication plan and assign talk groups.

b. COMM ONE responses must be authorized by the Deputy Director of Emergency Communications.

SPECIAL RESPONSES

1. SPECIAL RESOURCE RESPONSE

Request, at any Level, for a specialty response, such as:

a. K-9 Units

b. Tactical Teams

c. Evidence Collection Teams

d. Hazmat Equipped/Trained Officers

e. Hostage Negotiators

f. Armored Vehicles

g. Prisoner Transport

h. EDU/Bomb Disposal Units

i. UAS- Drone equipment

j. Urban Search and Rescue

k. Mass Casualty Units

2. COMMAND SUPPORT TEAM RESPONSE

Request, at any Level, for additional Supervisors and Commanders to fill Incident Police Command functions.

3. INCIDENT SUPPORT TEAM RESPONSE

Request, at any Level, for personnel experienced in various support functions, such as:

a. Logistics

b. Communications Public Information

c. Documentation

d. Staging/Support

RESPONSE TO PREPLANNED EVENTS

There will be two (status levels, Request and Cancel, of the Mutual Aid Plan when requested for activation for preplanned events. These status levels will be done on the Countywide or a Regional basis as needed.

1. The two Status Levels of the plan are:

a. **SITUATION REQUEST –** The Chester County Emergency Operations Center or DES will announce via radio that a Situation Request had been made for Mutual Aid for the appropriate region(s) region. All details of the request will be sent out via MDC and mass notification system to all Chester County Chiefs of Police.

b. **SITUATION CANCEL** – Should only be used when the operation is canceled prior to it starting. The County Emergency Operations Center or DES will advise via radio/MDC and mass notification system that the situation has been canceled.

2. Requesting Agency Procedures for a Situation Alert for a Preplanned Event

The requesting agency shall utilize the following procedure when making a Situation Request:

Alert for a preplanned event:

For pre-planned events such as VIP visits, demonstrations, marches, labor strikes, or any other event that could affect the security, health or welfare of a community, follow the existing Activation Questionnaire forms request procedure specified in the Chester County Police Chiefs Mutual Aid Plan.

a. If the Chief of Police or designee believes that the event or incident can be handled with personnel from their agency alone or with assistance from a neighboring agency, the existing Activation Questionnaire forms do not need to be completed. For situational awareness, it is advisable that the Emergency Communications Center Supervisor be advised of the event or incident.

b. The Chief of Police or designee of the Department is the only person authorized to request assistance under this procedure.

c. The request shall be based on the need to increase and improve the requesting department's capability to provide protection of life and property and thereby preserve the safety and welfare of the community.

d. The Chief or designee shall first notify a Mutual Aid Committee Member of the pending situation and request for a Situation Request. This discussion will assess the specifics of the Alert and determine the appropriate Level of response (e.g., LEVEL I, II, etc.).

e. The Chief or designee shall then be responsible for completing the Activation Questionnaire and forwarding it to a Mutual Aid Committee chairperson for review.

f. Upon review of the Activation Questionnaire, the Chief or designee shall phone 610-344-5100 and advise the Emergency Communications Center Supervisor of the Alert request. The County Emergency Communications Center will not be responsible for keeping track of who has committed to the request unless requested by an agency who does not have administrative personnel. The requesting agency will assume that task.

g. The County Emergency Communications Center Supervisor is then authorized to make the necessary police radio broadcast concerning "Situation Request". The County Emergency Communications Center Supervisor shall collect manpower and equipment information when requested.

h. One Mutual Aid Committee member will be assigned by the Mutual Aid Chairperson to act as liaison with the host chief. If necessary, this Mutual Aid committee member will respond to the incident for on scene support. Assistance from other Committee members may be necessary.

i. The requesting host Chief or designee shall contact the County Emergency Communications Center Supervisor to de-escalate the incident. The Emergency Communications Center Supervisor will in turn notify all affected police Departments and the Mutual Aid Chairperson.

3. Preplanned Event Procedures for a Contributing Agency

The County Emergency Communications Center will send information out via mass notification system with details about the event and contact information for the host agency.

a. The Chief of Police or designee will assess his /her department's ability to provide assistance.

b. Notify the host agency if you are able to assist. The Emergency Communications Center will be available to help coordinate if needed. All inquiries should be directed to the County Emergency Communications Center Supervisor at 610-344-5100.

c. All information will be provided via mass notification system.

MUTUAL AID ACTIVATION QUESTIONNAIRE

This is a questionnaire that can be used to assist the Chief or designee in planning for an incident. The Chairman of the Mutual Aid Committee will use it in approving or denying the requested assistance. This information shall be completed as soon as possible AND Sent to the Chester County DES Supervisor, once an official request for assistance has been made to the County DES.

DEPARTMENT INFORMATION		
Name of Department:		
Department Address:		
Phone Number-Public:	Phone Number-Private:	Fax Number:
Chief of Police:	2nd in Command / OIC	
Department Size: (# Sworn)	80% of Sworn:	Number Committed to Incident:

Incident Type for Mutual Aid Request (Check each that apply)					
Civil Protest / Demonstration		**Criminal**		**Other**	
o	Civil Rights	o	Riot	o	Parade / Carnival
o	Environmental	o	Barricade	o	Natural Disaster
o	Animal Rights	o	Missing / Endangered Person	o	Man-Made Disaster
o	Political	o	Other (Specify Below)	o	Other (Specify Below)
o	Other – Specify:				
Please detail information / intelligence available for justification:					

Requested Resources / Personnel			
TOTAL NUMBER OF OFFICERS REQUESTED:			
Response Type:	o FULL COUNTY	o East	o West

Incident Details		
Incident Date:	Start Time:	Estimated Duration:
Incident Location:		
Command Post Location:	Staging Location:	
Incident Commander:	Staging Area Manager:	
Additional Information:		

MUTUAL AID ACTIVATION QUESTIONNAIRE

Situation Request – Broadcast Information

Requesting agencies may use the following checklist when requesting mutual aid for emergency or pre-planned events. General information should be included in the broadcast. Any sensitive or confidential information should be restricted to Background information not for Broadcast.

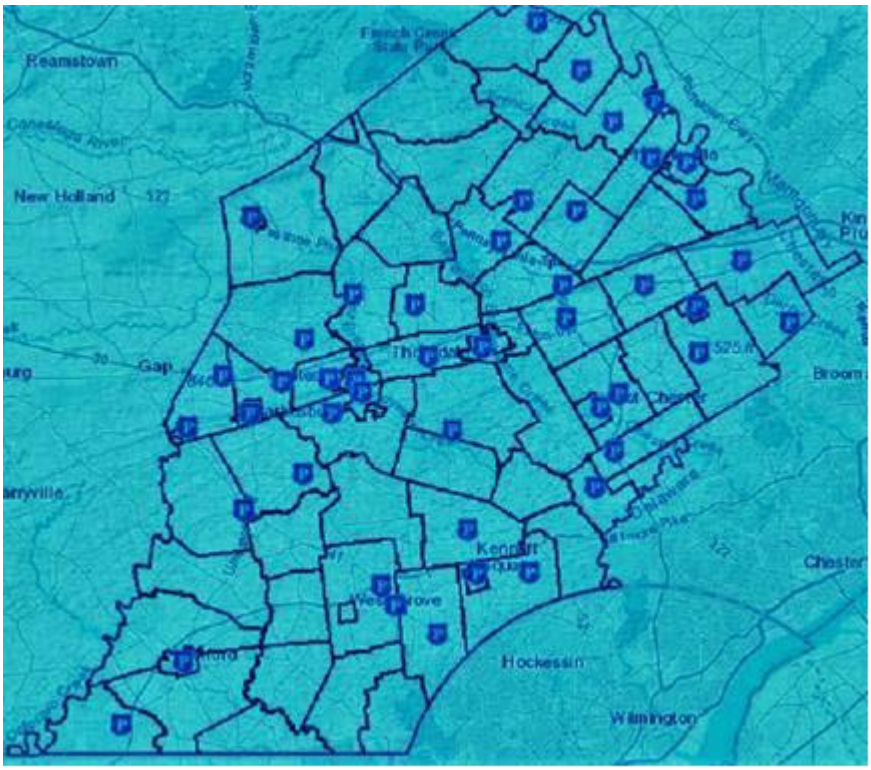
- Name of Requesting Agency
- Type of Incident (parade, strike, riot, civil disobedience, civil rights, environmental, animal rights, natural or man-made disaster, missing or endangered child, dignitary protection)
- Response Level (County, Region) and number of officers needed
- On-duty personnel
- Required equipment
- Staging area
- Intelligence information

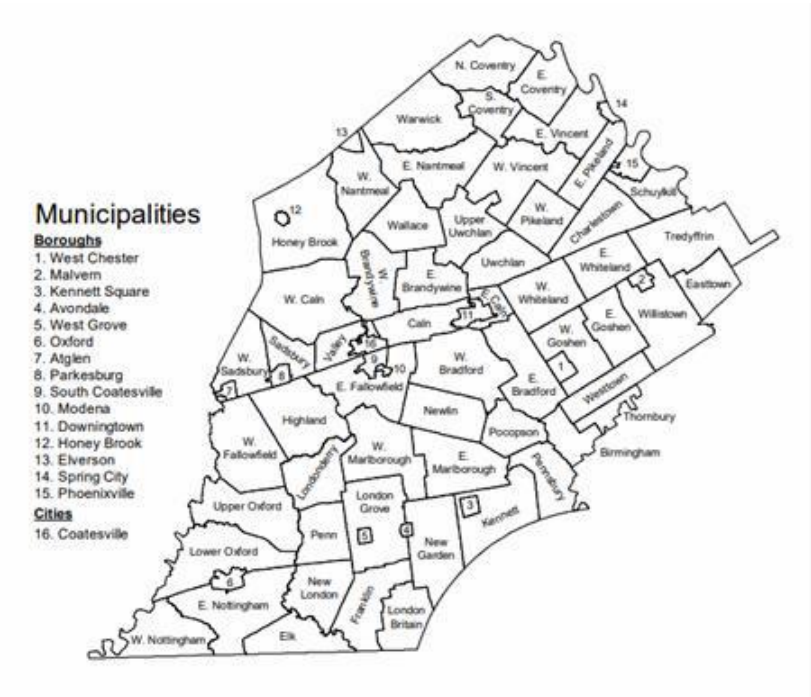
MESSAGE FOR BROADCAST

o RADIO	o MDT	o EVERBRIDGE	o OTHER

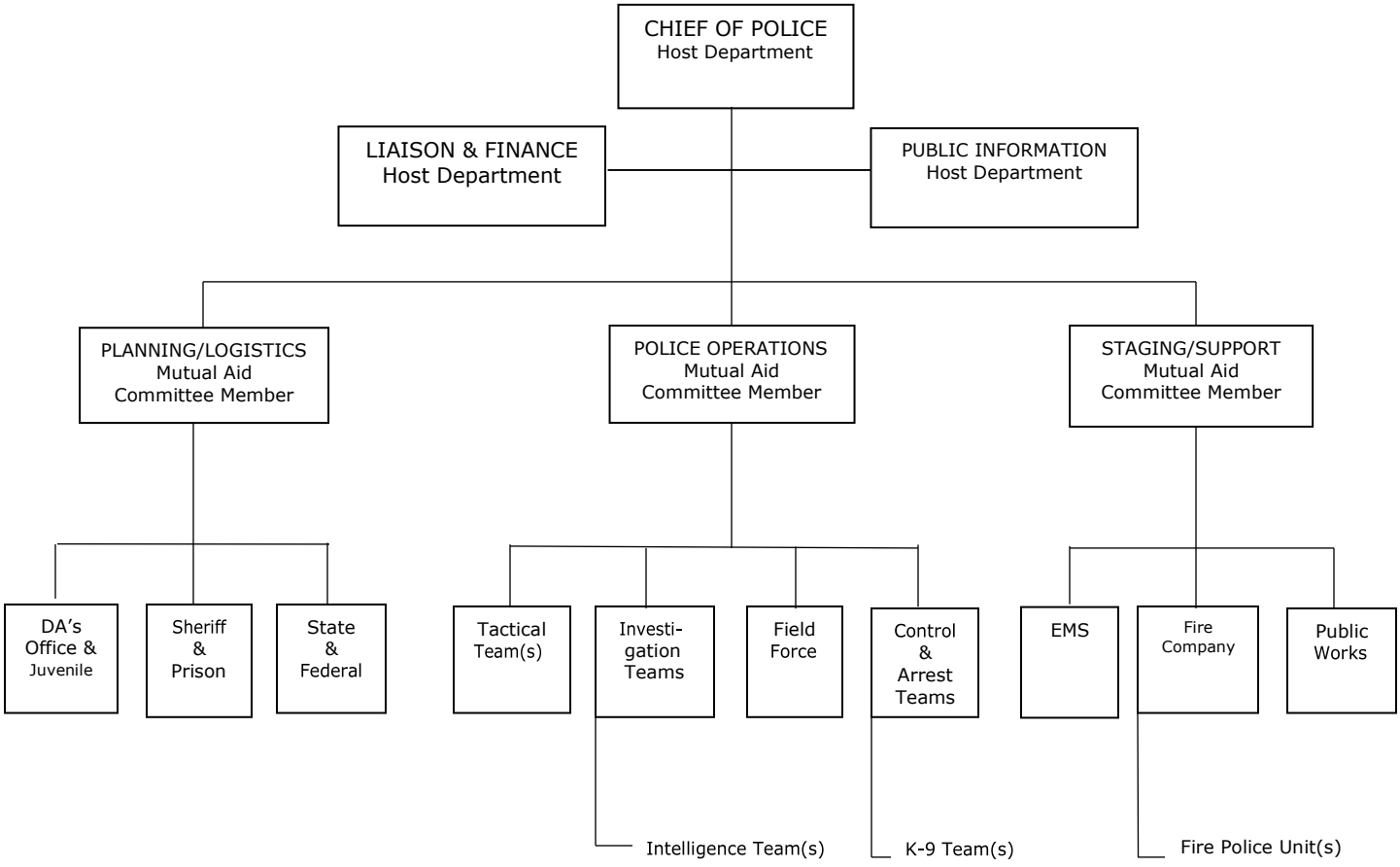
Please send or attach an IAP as soon as possible (ICS Form 201)

Chester County
Police Zones





CHESTER COUNTY POLICE CHIEFS ASSOCIATION
Mutual Aid Plan
Incident Command System



INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 1 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

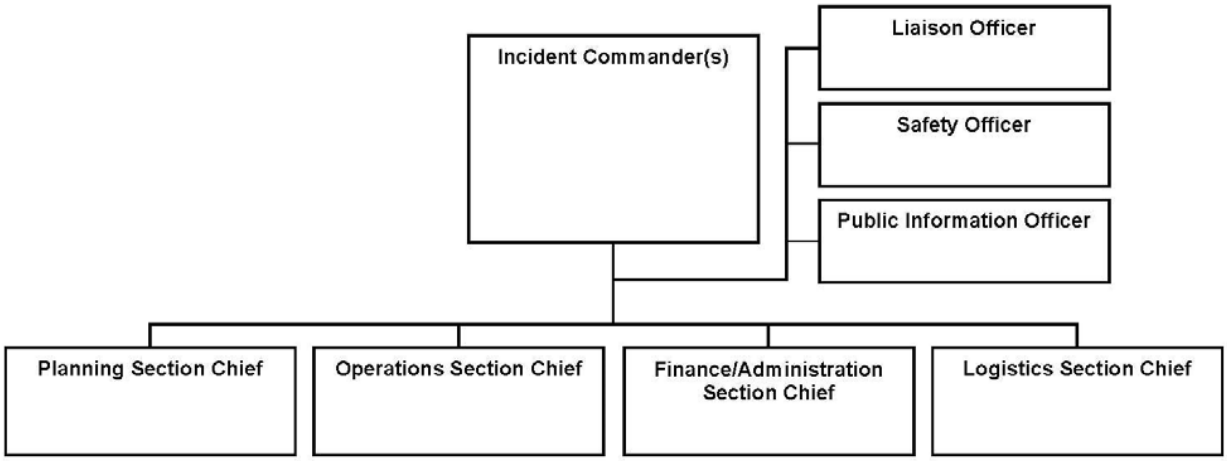
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 2 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

9. Current Organization (fill in additional organization as appropriate)**:**



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 3 Date/Time:

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
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				☐	
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				☐	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 4 Date/Time: _____

ICS 201
Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and Health and Safety Briefing (**for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	**Current and Planned Actions, Strategies, and Tactics** • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.