

**TITLE: MUTUAL AID/HAZARDOUS MATERIAL**

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**PURPOSE**

The purpose of this directive is to provide guidelines and delineate procedures and responsibilities for the response of the Department to large scale civil disturbances and natural and manmade disasters.

**DISCUSSION**

Civil disorders and disasters beyond the logistical resources immediately available to the Department and other local police agencies may occur at any time. The procedures and responsibilities of the Department and its personnel should be planned and available for implementation.

In order to activate a large number of personnel quickly and efficiently, an emergency/disaster call up plan has been developed.

**POLICY**

It is the policy of the Santa Fe Police Department to provide mutual aid and support services to requesting agencies in situations which are covered by Federal Law, State Statute or Local Ordinance; those covered by written Mutual Aid Agreements; in emergency and disaster situations; and those covered by legal contracts for services.

In addition, the Santa Fe Police Department may request mutual aid and support services from other agencies as listed above. All requests for mutual aid and assistance shall be in accordance with law, signed agreements, and/or the procedures outlined in this Directive.

**PROCEDURE**

**PROVIDING SUPPORT IN EMERGENCY SITUATIONS**

**40.1.01** When an outside agency requests aid from this department in covering an incident, our department will take the following action:

- A. The Emergency Services Dispatcher shall take necessary information as in an ordinary call for police service and notify the on duty Commander.
  - 1. Available personnel may be sent with the approval of the on-duty commander, who is responsible for maintaining sufficient personnel to provide necessary emergency services within the City.
  - 2. Extended assistance outside the jurisdiction requires approval by the chief executive officer of the requesting agency and the Chief of Police or his/her designee.
- B. A uniform supervisor may be dispatched to the call at the discretion of the ranking commander, if available.

**40.1.02** When a citizen calls this department reporting an emergency incident outside our department's territorial jurisdiction, the Emergency Services Operator shall:

- A. If the call is an emergency situation, which is received on E-911, the operator shall initiate the immediate transfer when the call is in Santa Fe County.
  - 1. E-911 calls that are to be referred to State Police or agencies outside the E-911 jurisdiction cannot be transferred and the operator must obtain all necessary information, then personally call the appropriate agency.
- B. If the call is an emergency situation that is received on a regular Police Department line, the Emergency Services operator must obtain all necessary information, then personally call the appropriate agency.
- C. If the call is received on E911 or regular lines and is **NOT** an emergency, the operator shall provide the caller with the correct dialing information.

**D.** Police personnel shall not be dispatched to the scene until a request is received from the responding agency which indicates that there are no available personnel to sent in response to an emergency, or that assistance is needed from the Santa Fe Police Department.

1. Exceptions to this requirement will only be made when approved by the on-duty shift commander/supervisor when life or public safety is at risk. (EXAMPLE – Accident with multiple injuries within a one-mile radius of the City limits).

#### **40.1.03 Responding Officer(s) Responsibility**

**A.** Officers, while on duty, who view a serious crime occurring outside of this department's territorial jurisdiction, shall immediately notify the Emergency Services Dispatch Center of the situation.

1. Emergency Dispatch Services shall contact the respective agency to give them the pertinent information and obtain an estimated time of arrival for responding officers from their agency.
2. The reporting officer shall only take those actions necessary to protect lives and public safety and wait until an officer from the particular jurisdiction arrives to take charge of the scene.
3. The officer will obtain a case number from emergency Dispatch Services and initiate a report entitled, "Assistance to Other Agencies" with all pertinent information endorsed.

**B.** Officers who are dispatched to a scene outside the department's territorial jurisdiction shall initiate only the action that is necessary to protect lives and public safety, and detain any suspects until a member of the outside agency arrives to handle the call.

#### **40.1.04 Responding Commanders'/Supervisors' Duties**

**A.** Coordinate and assist on-scene commanders from the requesting agency.

1. Santa Fe Police Department commanders and supervisors shall be responsible for directing and supervising Police Department

personnel and shall make all decisions as to extent of aid provided.

**B.** Make a decision as to extent and amount of time required assisting the requesting agency.

1. If the amount of aid requested or the length of time aid is requested exceed the available shift resources, the commander/supervisor shall notify the District Captain for approval of further assistance and authorization for any overtime to be paid.
2. Unless a formal request is received from the requesting agency's chief executive officer, and approval is obtained from the Chief of Police, aid will not normally continue beyond that which is required to bring a situation under control.
3. Once a formal request is received and deployment is authorized, personnel shall proceed in accordance with direction by the Chief of Police, to include adherence to the procedures outlined in the Comprehensive Disaster Plan in effect for the Santa Fe County area and/or applicable portions of the Unusual Occurrence Plan.

**C.** Direct the activities specifically performed by Police Department personnel and verify that each officer submits the necessary report or supplemental.

#### **40.1.05 Other Requests for Assistance**

**A.** Personnel from other law enforcement agencies that become involved in incidents and/or situations within this Department's jurisdiction may request that his agency handle the situation, even though concurrent jurisdiction exists. Examples of this type of situations include, but are not limited to:

1. Pursuits into this jurisdiction;
2. Calls for service in which officers from other departments are victims, witnesses, or otherwise involved;
3. Motor vehicle accidents involving government vehicles not belonging to this agency;
4. Crimes in which an officer(s) from another agency are alleged to be involved or suspect,

in accordance with the District Attorney’s policy on independent investigations.

- B.** The on-duty commander or supervisor shall be notified immediately and will be responsible for direction/supervision as in all incidents occurring with the jurisdictional boundaries of the City.
- C.** The assigned officer or detective shall have the responsibility to investigate and prepare reports in accordance with all policy, procedures, and standard operating procedures relating to the incident.

- C.** All situations requiring aid from other agencies will be documented in memorandum form and submitted to the District Captain by the end of the commander’s/supervisor’s shift.
- D.** In the event that the request is made at night or on weekends, the District Captain will be notified by telephone in addition to the memorandum. The Captain shall be responsible for briefing the Deputy Chief of Police for Operations.

**REQUESTING SUPPORT IN EMERGENCY SITUATIONS**

**40.1.06** Problems which do not exceed the resources of the department, but could be more efficiently or safely handled by utilizing assistance from another agency, will require the approval of the on-duty commander or supervisor.

- A.** When calls for emergency assistance exceed the available resources, the on-duty commander may request assistance from agencies having concurrent jurisdiction.
  - 1.** The commander or supervisor will first take steps to reallocate existing manpower by directing all units who are not involved in emergency situations to immediately proceed back in service.
  - 2.** The commander/supervisor shall also assume the responsibility for prioritization of calls for service until all emergency situations are handled, to protect lives and the public peace.
  - 3.** In the event that these steps do not alleviate the emergency situation, the on-duty commander or supervisor shall either request assistance from another agency by telephone, by patch-through, or direct Emergency Services Dispatch to make the request.
- B.** Requests for emergency aid will be based upon immediate need and any extended requirements for aid must be approved in accordance with the guidelines set forth in the section of this directive entitled, “Unusual Occurrences”.

**UNUSUAL OCCURRENCES**

**40.1.07** Unusual Occurrence is a term to describe situations, generally of an emergency nature, that include but are not limited to:

- A.** Natural disasters, such as earthquakes, explosions, floods, fires, hurricanes, and tornadoes.
- B.** Man-made disasters such as hazardous materials emergencies, aircraft or train accidents, and major structural fires.
- C.** Civil disturbances such as riots, disorders, violence erupting from dissident gatherings and marches, rock concerts, political conventions, and labor disputes.

**40.1.08** The Chief of Police has designated the following positions as being responsible for coordinating, planning, participation in rehearsals, and liaison with other agencies in regards to disaster planning and preparedness:

- A.** Operations District Captain – Coordinator for liaison activities, to include planning for response to unusual occurrences.
- B.** Support Services Captain – Liaison to Management Information Systems Department/Fire Department/RECC regarding communications.
- C.** S.W.A.T. Commander – Liaison to Corrections Department in regards to Penitentiary/Jail escapes and/or riots; homeland security; State Emergency Management.
- D.** Special Investigations Lieutenant – Liaison to area medical facilities in regards to disaster planning.

- E.** Fleet Management/Supply Manager – Liaison to Fire Department Flood Response Teams and person designated to oversee monthly inspections of all vehicles and equipment utilized during emergency operations.
- F.** Planning & Research Sergeant – Coordinate the annual review and update of the Unusual Occurrence / Emergency and Disaster Plan and related Manual in February of each year.
- G.** District Attorney Liaison – Person designated to act as liaison to the prosecutors, courts, jail facilities, legal representatives, and Juvenile Probation and Parole during disasters and/or civil disturbances.
- H.** Juvenile Services Commander/supervisor – Liaison to Children Youth and Family Department to coordinate displaced children during a disaster or large scale emergency; Santa Fe Public Schools.

**40.1.09** Upon arrival at a scene involving one of these situations, responding officers will:

- A.** Take necessary steps to safeguard lives and property;
- B.** Determine the extent of the situation and immediately notify the on-duty commander.
- C.** Attempt to render aid to any injured: and
- D.** Take preliminary steps to bring the situation under control and request additional back-up.

**40.1.10** Upon arrival at the scene, the on-duty commander will:

- A.** Assume command of the scene;
- B.** Conduct an assessment of the situation; and
- C.** Contact the Operations District Captain and advise him/her of the situation.

**40.1.11** Assessments will cover the following area:

- A.** Communications needs.
  - 1. Capability of Regional Emergency Communications Center (RECC) Dispatch Services to handle the situation;
  - 2. Activation of the mobile command post; or
  - 3. Request for aid from the Santa Fe County Sheriff Department or New Mexico State

Police in assisting with taking emergency calls for service.

- 4. If the RECC Dispatch Center is affected by the situation, evacuation and relocation from the Sheriff's Department may be necessary.

**B.** Field Command Posts

- 1. Determine best location(s) near the scene considering the type of emergency and any risk to those manning the command post.
- 2. Accessibility of the post and ability of the post commander to direct operations from the possible locations.

**C.** Casualty information

- 1. Estimate of the numbers of injured and/or killed;
- 2. Potentials for further injury or loss of life.
- 3. Notification of St. Vincent's and PHS hospital to activate their emergency preparedness plans;
- 4. Notification of the Office of the Medical Investigator to request support and assistance;
- 5. Notification of the Chaplain to activate area clergy to assist with victims and their families;
- 6. Designation of available area facilities for transport of the injured, as directed by hospital liaisons and Fire Department Paramedics;
- 7. Liaison with Fire Department command staff and O.M.I. staff to set up a perimeter and secure area for triage and identification of deceased.

**D.** Personnel Requirements

- 1. The size of the scene and number of persons involved.
- 2. An estimate of the number of personnel that will be required to handle the situation.
- 3. An estimate of the time required to bring the scene under control and the extent that the scene disrupts normal services to the public;

4. Recommendations on activation of an emergency call-out of personnel; and
5. Recommendations on formal request for mutual aid from other law enforcement agencies.

#### E. Equipment Requirements

1. Communications
2. Transportation
3. Main Armory
4. Food and water for personnel
5. Any additional equipment owned or operated by the Santa Fe Police Department, or local suppliers.
6. Equipment distribution will take place at the time/place designated by the Support Services Supervisor.

#### F. Transportation Requirements

1. This can/may include arrangement for private ambulances and area volunteer fire department ambulance services to assist with transportation of the injured.
2. Arrangements for helicopter evacuation of the injured, through Life Guard and National Guard.
3. Contact with City Transportation and area bus/transit companies to provide large capacity passenger vehicles and/or busses for evacuation, deployment of personnel, or transportation of prisoners.
4. Notification of the City Fleet Management Division to provide on-call emergency maintenance.

#### 40.1.12 Operations District Captain

A. He/she will make a determination based upon the information provided by the on-scene commander and notify the Deputy Chief of Operations.

40.1.13 A general call-out of additional personnel shall be at the discretion of the office of the Chief of Police.

A. Methods for call out include notification by Emergency Dispatch Services, notification by

assigned sworn personnel, or notification through use of the automated calling system.

1. Officers will be directed to report at specific times, places, and to specific Command personnel for assignment.
2. In the event that scene management requires extended coverage, personnel may be placed on various stages of alert, to assure around-the-clock coverage and delivery of regular services to the community. Alert stages will either be designated as immediate, on-call, or subject to call.
3. All personnel are required to report as directed and will remain on-duty until properly relieved or until authorized to secure posts/assignments.
4. Primary assembly areas for command personnel will be at the Mobile Command Post and secondary will be at the Police Department. Additional areas may be directed dependent upon the individual situation.

#### 40.1.14 Duty Posts and Assignments

##### A. On-Scene Commander

1. He/she will remain at the scene and direct operations until relieved by the Chief, Deputy Chief, Major, Operations District Captain; or the S.W.A.T. Commander.
2. The on-scene commander will then resume command of the field upon being relieved, unless directed to remain on scene to assist.

##### B. Operations District Captain

1. Shall take command of the scene and operational activities when directed by the Chief of Police, or designee.
2. He/she shall direct operations from the command post and act as official liaison to other involved agencies and entities.
3. The commander of the Santa Fe Police operation is responsible for keeping an operational log, in chronological order, of the event.

##### C. Support Services Captain

1. Shall assume responsibility for coordination of transportation, communications, and activation of the Mobile Command Post, at the direction of the Chief of Police, or designee.
  2. He/she shall assure accessibility of those storage areas where additional equipment is stored in a state of readiness.
  3. He/she shall direct those operations concerned with public facility security and oversee traffic control operations, in and around the scene.
  4. He/she may act as a liaison to any military support groups associated with security and traffic control, when directed by the Chief of Police, or designee.
- D. S.W.A.T. Commander**
1. Search and tactical operations will be coordinated and implemented by the Operations Deputy Chief and the S.W.A.T. Commander.
- E. Additional Command Personnel**
1. Command Personnel who are activated shall report to the area/post as directed upon call-out, or directly to their immediate supervisor for assignment.
- F. Additional Line Personnel**
1. Personnel are to be clothed in a manner clearly identifying them as Law Enforcement Officers.
  2. Patrol Division personnel will report for duty in full uniform.
  3. Plainclothes personnel will report for duty wearing clothing and accessories that clearly identifies them as Law Enforcement Officers.
  4. All sworn personnel shall report for duty with ballistic resistant body armor, and all required equipment.
  5. Personnel are to operate as a unit, unless otherwise directed.
- G. Activation of special task forces shall be in accordance with the Special Occurrences Plan and at the direction of the Chief of Police with**
- approval from the designated task force commander.
- H. Order of precedence for command officers shall be in accordance with the Department Directive entitled, "Organizational structure".**
1. Subordinate commanders shall report to regular command personnel and/or assume the duties of their superior if the superior is unavailable.
  2. Deviation from the normal order of precedence shall be directed by the Office of the Chief of Police, in accordance with the ICS (Incident Command Structure).
- 40.1.15 Media Notification**
- A. Generally, the agency designated as "in charge" of the operation will be responsible for all media notifications and press releases.**
1. The Chief or his/her designee may direct the Public Information Officer(s) to draft any necessary press releases or emergency warning notices and disseminate to all area media representatives.
  2. The Chief may also direct the P.I.O.(s) to arrange for a news conference to be held at a pre-determined site out of the actual operational area.
  3. All releases will be in accordance with policy and procedure and be directed at rumor control to minimize panic in the community while providing information necessary for public safety and cooperation.
- B. The Chief of the Santa Fe Police Department may authorize or make direct contact with area media representatives in the interest of public safety/well being of our community.**
- 40.1.16 Additional Notifications**
- A. In the interest of public safety, the Chief may direct that appropriate personnel activate the automated dialing system to provide all Neighborhood Watch Groups with a tape recorded bulletin of the incident**
- 40.1.17 Management Control Measures**
- A. The Chief of Police or designee will institute management control procedures, as follows:**



1. All commanders will be briefed upon arrival at the command post and directed to implement their portion of the plan.
  2. A Santa Fe Police Officer will be on duty at all times in the field command post to receive the responding units, log them in, and log them out as they respond to assignments.
  3. Responding units will be briefed about the emergency and their assignment in resolving the situation.
  4. Responding units will be kept under the command and control of their supervisor, however, the supervisor will report to the Incident Commander, who will exercise command and control over all civil law enforcement personnel involved in the operation. This responsibility may be delegated to the commander of the Santa Fe City Police Command Post for instructions.
  5. In the event that the Comprehensive Disaster Plan has specifically name another agency chief executive officer to command the overall operation, law enforcement personnel shall still report to the law enforcement Incident Commander or designee when duty assignments are law enforcement related.
- B.** Situation maps of the City are stored in the office of the Chief of Police and will be available when necessary, for plotting operational commitments.
- 40.1.18 Special Situations Involving Mass Arrests**
- A.** Teams will be designed by command personnel to perform the following activities in accordance with the procedures outlined in the Department Directive entitled, "Arrest Procedures".
1. Set up a detention area and provide security for prisoners waiting to be transported;
  2. Collection of evidence prior to booking at the jail facility;
  3. Providing additional security during transport by bus or other public conveyance;
  4. Assisting jail personnel in setting up temporary holding areas and booking facilities in the fenced or sally port area, as previously arranged;
5. Assisting with identification, processing, and release of prisoners.
  6. The District Attorney Liaison will be responsible for contact with the courts, prosecutors, and public defender's office to arrange for arraignment, defense counsel visits, and bonding procedures. Contact will be with the on-call Assistant District Attorney and Juvenile Probation and Parole who will assist with arrangements.
  7. Jail personnel will assist by making arrangements with other area facilities for temporary housing of prisoners as per their agreements.
  8. Providing security for injured prisoners who must be treated at the scene or hospitalized.
  9. If requested, assist jail personnel with arrangements for food, water, and additional sanitation needs.
- 40.1.19 Legal Authority and Mutual Aid**
- A.** Situations involving disasters or disturbances that require response, which exceed the resources of this Department shall be handled in accordance with State Law and City Ordinance for declaring a disaster and invoking martial law.
1. For further information outlining the necessary procedures in requesting mutual aid and declaration of disaster, refer to the Emergency Operations Plan.
- B.** Based upon a recognized need for mutual aid, the Chief of Police or his/her designee will be notified immediately. The Chief or designee shall decide the appropriate level of requested aid.
1. For additional information regarding the proper procedures for requesting aid from the New Mexico State Police and/or other state agencies, refer to the Emergency Operations Plan.
  2. For activation of search and rescue personnel, contact will be made with State Police District One, at the direction of the Chief of Police, or designee.

- C. The Chief of his/her designee will authorize a detailed Teletype or letter requesting mutual aid. In the event that the need for assistance is immediate, the initial contact/request will be made by telephone and followed by a Teletype.
- D. The Teletype requesting mutual aid will include the following:
1. Reason for mobilization;
  2. Date, reporting time and weather condition;
  3. Manpower requested and an estimate of how long they will be needed;
  4. Assembly point and name of the Santa Fe Police Commander to contact; and
  5. Uniform and equipment needed.
- E. National Guard Requests
1. An emergency or disaster may arise necessitating the call-out of the New Mexico National Guard.
  2. If so, the Chief of Police or his designee may request the call-out via the Mayor, Mayor pro-tem, any City Council member, or in the case of disaster, any city official authorized by law to make such a request.
  3. For proper procedures for requesting response by National Guard, refer to the Unusual Occurrences Manual.
- F. Federal Law Enforcement Agencies
1. In emergency situations when it is necessary to request assistance from federal law enforcement agencies, such as the F.B.I., D.E.A., A.T.F., a bureau section or unit commander may contact them when necessary.
- G. Command personnel from other agencies will be requested to report to the Mobile Command Post or other designated location for briefing.
- a. Assignment of other agency personnel will be coordinated with involved agency command personnel who will continue to supervise and direct their subordinates.
  - b. When it becomes necessary to move personnel who are not familiar with the geography of the City of Santa Fe, a Santa Fe Officer will be assigned to those groups to expedite such movement.
- H. When possible, a separate area with map space and radio monitoring capabilities should be set aside for the other responding jurisdictional units.
1. A knowledge staff member of the Santa Fe Police should be assigned to this area to assist those units with problems that may arise.
- I. Commanders of other jurisdictional units will be included in the planning process, including assignments, which may involve duties such as assisting with mass arrests processing, prisoner transportation, and other duties as related to the operations.
- J. At the conclusion of the mutual aid situation, the Commander of the Santa Fe Police operation will hold a debriefing of all participants. A comprehensive report will also be completed and sent to the Chief, and the Chief Law Enforcement Administrator of all assisting agencies. The report will include:
1. An explanation of the events that led to the emergency operation.
  2. A list of all the agencies and personnel involved.
  3. A list of all equipment requested and used, including a brief explanation of equipment lost, damaged, or stolen, and the cost to replace or repair said equipment.
  4. Identification of injuries to personnel involved in the operation.
  5. A list of damage to any public or private property caused by the emergency.
  6. A list of persons arrested by name, date arrested, charge, arresting officer, and agency.
  7. A detailed breakdown of all other costs.
- 40.1.20 De-escalation procedures**
- A. Once the situation is under control steps will be taken to deactivate personnel in the following order:
1. Agencies providing support and mutual aid;



- 2. Personnel that were placed on immediate emergency call-out;
- 3. Personnel whose response was delayed in accordance with alert stages;
- 4. Martial law (if in effect) will be rescinded.

**B.** Agency personnel will continue to provide required security until necessary clean up is completed.

**40.1.21** Debriefings

**A.** Debriefings will be conducted for all command personnel involved in the operations and each will submit written reports outlining the following areas:

- 1. Documentation of hours expended by their personnel;
- 2. Specific instances that are of liability concern;
- 3. Review of all operations and recommendations for revision of policy, procedures, or plans;
- 4. Damage, loss of life, and injury;
- 5. Recommendation for prevention or minimization of incidents in the future;
- 6. A file containing all material related to the debriefings, including plans and revisions will be maintained and made available to command personnel upon demand.
- 7. Other topics as directed by the Chief of Police.

**HAZARDOUS MATERIALS EMERGENCY RESPONSE**

**40.1.22** The Department of Public Safety, State Police Division, is the primary agency responsible for the management of site operations. The Santa Fe Police Department and the Santa Fe Fire Department will assist whenever and however possible to maintain safety and containment aspects of the operation.

**40.1.23** All hazardous cargo in transport must, by Department of Transportation (D.O.T.) regulation, carry a shipping paper identifying the hazardous material. Many carriers will have a placard (see attachments) advising what hazardous materials are

aboard. Containers of hazardous material should always be marked with a D.O.T. label.

**40.1.24** Officers should be on the alert for placards and/or labels when dispatched to an accident scene involving a truck, train or aircraft, but should be cautioned that only the D.O.T. designated hazard will be placarded. Many additional, equally hazardous properties can exist.

**A.** The following list indicates where the shipping paper may be located:

- 1. Truck – cab, driver clothing, pockets in cab and/or door
- 2. Aircraft – cockpit
- 3. Train – caboose, engine, unit, engineer, or employee

**40.1.25** Officers are cautioned that some hazardous material can cause instant death or injury from breathing fumes or by exposure to the skin. Whenever possible, officers should approach the accident from an upwind position if such an approach is prudent. If officers are unsure of the chemical spill, it should be handled as if it were hazardous material and the necessary precautions taken.

**METHAMPHETAMINE LAB RESPONSE PROCEDURES**

**40.1.26** The Department of Public Safety, State Police Division, is the primary agency responsible for the management of Methamphetamine site operations. The Santa Fe Police Department will assist whenever and however possible to maintain safety and containment aspects of the operation. Santa Fe Police Officers responding to calls resulting in the suspected presence of Methamphetamine labs shall immediately remove themselves and others from the residence or vehicle. The scene shall then be secured with no entry allowed. The New Mexico State Police shall be contacted immediately, and informed of the circumstances. Upon contact by a State Police Agent Officers will provide as much information as possible and await further instructions. The Special Investigations Lieutenant and Property Crimes/Narcotics Sergeant shall also be notified.

**A.** Officers/Detectives shall:

1. Put together a District Court Search Warrant, while response team is en route
  2. Put together a District Court Destruction Order, while response team is en route
- A. Officers/Detectives shall not:
1. Take a vehicle to another location for processing (it will be processed at the scene)
  2. Remove items believed to be associated with a lab
  3. If an arrest is made, contact detention facility you are en route with a prisoner who may be contaminated (you may consider removing clothing from suspect before transport)

#### **CARGO IDENTIFIED AS HAZARDOUS MATERIAL**

**40.1.27** When it is known at an accident scene that hazardous materials are involved, members shall proceed with extreme caution and do the following:

- A. Immediately notify communications personnel of what hazardous material is involved (if known) and call the Fire Department and the Department of Public Safety, State Police Division.
- B. If necessary, remove injured persons a safe distance away from the accident scene. **DO NOT BECOME A VICTIM YOURSELF.**
- C. Notify the On-duty commander.
- D. Restrict the area to the public and allow no eating, drinking or smoking. Avoid, if possible, any contact with the hazardous material.
- E. Should an accident occur on a highway, detour the traffic as far as possible from the area. A minimum of 3,000 feet (1/2 mile) is suggested for accidents involving explosives, and/or containers subject to BLEVE, e.g., sealed containers with potential vapor expansion.
- F. Should an accident occur in a residential area, the on-site commander will make a determination regarding any evacuations that may be necessary dependent on the circumstances.
- G. Restrict radio transmissions to reduce the possibility of initiating a secondary explosion.

- H. Park patrol vehicles and turn engines off, keeping vehicles as far as possible away from the spill or explosion while maintaining the ability to restrict traffic to the accident location (recommended 300' minimum).
- I. A copy of the Hazardous Materials Identification Handbook will be in the radio room at all times to that the radio personnel may assist in identifying materials by the identifying placards.
- J. Officers on the scene of the accident shall stand by and assist emergency response teams from the Fire Department and the Department of Public Safety, State Police Division, while maintaining the perimeters established.
- K. If a release of material(s) has occurred, personnel should request a containment check by personnel on had having the necessary expertise and equipment.
- L. The on-site commander shall ensure that he/she properly documents every situation in which department personnel are exposed to any health hazardous materials.

#### **MUTUAL AID AGREEMENTS**

**40.1.28** In addition to mutual aid agreements regarding disaster and unusual occurrences, the Santa Fe Police Department has entered into agreements in regards to the following operation activities:

- A. Escape and Riot Plan
  1. For further information outlining proper procedures in this situation, refer to the Department Directive entitles, "Escape From Custody".

#### **CONTRACTS FOR LAW ENFORCEMENT SERVICE**

**40.1.29** The Chief of Police has the authority and responsibility for all contracts regarding the provision of paid law enforcement services provided by, or to the Santa Fe Police Department and the City of Santa Fe.

- A. The Accounting Supervisor position is designated as the person responsible for assisting with the draft of contracts, tracking and maintenance of existing contracts, and assisting the Chief in prior approval of contracts by the

City Attorney’s Office and the Finance Department.

- B.** Contracts shall be maintained in the Office of the Accounting Supervisor while in effect, and shall be maintained for a minimum of five (5) years after expirations.

**40.1.30** All paid law enforcement services provided by, or to the Santa Fe Police Department shall be covered by a written, signed contract that is based upon an assessment of the recipient agency’s or entity’s needs. Contractual agreements shall contain, at a minimum:

- A.** A statement of the specific services to be provided, which includes, at minimum:
  1. Precise statements to indicate the nature and extent of services provided;
  2. Equipment and facilities to be used;
  3. Functions to be performed;
  4. Responsibilities of the agencies for planning, organizing and scheduling of services.
- B.** Specific language dealing with financial agreements between parties, to include, at a minimum:
  1. Responsibility for salaries and fringe benefits;
  2. Payment for support services and related costs;
  3. Maintenance of cost accounting records;
  4. Procedures to address cost increases;
  5. Time and manner for payment of services; and
  6. Equipment depreciation and other costs.
- C.** Records to be maintained concerning performance of services by the provider agency.
- D.** Language dealing with duration, modification, and termination of the contract.
- E.** Specific language dealing with legal contingencies.
- F.** A stipulation indicating that the provider agency maintains control over its people.

- G.** Specific arrangements for the use of equipment and facilities.

- H.** A stipulation that employment rights of personnel assigned under a contract are not abridged by the provider agency.

**40.1.31** The following procedures shall apply to draft and adoption of any legal contract involving the Santa Fe Police Department:

- A.** Prior to the provision of any services wherein payment is made to this Department, the following steps are required by law:
  1. A contract will be drafted to cover all applicable points listed in this section.
  2. The contract is sent to the Accounting Supervisor for review and he/she will make any necessary revisions.
  3. The contract is sent to the Chief of Police, for review.
  4. All contracts will be forwarded to the Office of the City Attorney for review and formalization.
  5. City Manager, Finance Committee, and Council approval is required on all professional service agreements.

**GLOSSARY**

**UNUSUAL OCCURRENCE MANUAL** – Plan for response and handling of disasters and civil disturbances. Manuals are located in the office of the Chief, Special Investigations Division Lieutenant, Support Services Captain, S.W.A.T. Commander, and Patrol Supply Closet.

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Drafted(awm)01/21

**APPROVED:**   
**BEVERLY K. LENNEN**  
 Chief of Police

**DATE:** 07-23-04