



ILLINOIS STATE POLICE

134699

<input checked="" type="checkbox"/> DEPARTMENT DIRECTIVE <input type="checkbox"/> DIVISION DIRECTIVE		DIRECTIVE NUMBER 89-154
<input checked="" type="checkbox"/> GENERAL ORDER <input type="checkbox"/> SPECIAL ORDER <input type="checkbox"/> NOTICE		DATE ISSUED 07-01-89
CLASSIFICATION LEVEL <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL		EFFECTIVE DATE 07-01-89
SUBJECT DISASTER SCENE IDENTIFICATION KITS	DISTRIBUTION CODE A, B, E	RESCINDS, AMENDS, OR SPECIAL INSTRUCTIONS Rescinds DSP-OPS-32 issued 06-15-80.
RELATED CALEA STANDARD(S) Chapter 46, 46.1.1, 46.1.2, 46.1.3, 46.1.4, 46.1.5, 46.1.6, 46.1.7, 46.1.8, 46.1.9, 46.1.10, 46.1.11, 46.2.1, 46.2.2, 46.2.3	RELATED DOCUMENTS Major Disorder Planning	

I. PURPOSE

To establish procedure for the use of emergency identification kits.

II. POLICY

It is the policy of the Illinois State Police (ISP) to:

- A. Assist in the protection and preservation of lives and property at the scene of a disaster.
- B. Notify and cooperate with other agencies in controlling movement of authorized personnel in a disaster area.

III. OBJECTIVE

To ensure proper identification of persons at disaster scenes by using an emergency identification kit.

IV. PROCEDURES

- A. Each district will maintain an emergency identification kit.
- B. Upon notification of a major disaster, the district commander will immediately dispatch to the command post an emergency identification kit which contains:
 - 1. 500 white resident passes
 - 2. 20 red medical passes
 - 3. 40 green government official passes
 - 4. 160 yellow miscellaneous passes (for rescue workers, etc.)
 - 5. 80 blue utility worker passes
 - 6. 200 black tags for bodies or dismembered parts.
- C. The ISP, if not in charge, may assist the agency in charge of the disaster area in utilizing the emergency identification kit.
- D. The emergency pass file will be maintained in alphabetical order with the index guide furnished in the kit. Each type of pass will be filed by individual category.
- E. Each person issued a pass must return the pass to the command post or check point each time they leave the disaster area.
- F. All means of entry and exit will be controlled and persons desiring to enter or leave the area will be directed to the command post or check point to obtain a pass.
- G. Passes will be worn on the outer garment in a place that can be readily seen by security persons.
- H. Tags on bodies and dismembered parts will be attached in as conspicuous a location as possible. When attached the tags must have the original sheet removed and returned to the command post as expeditiously as possible for record files.
- I. Obtain additional kits and associated supplies through the Division of State Trooper's Hazardous Materials Section.

By order of *Jeremy Margolis*
Jeremy D. Margolis
Director

134699

**U.S. Department of Justice
National Institute of Justice**

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ILLINOIS STATE POLICE

<input type="checkbox"/> DEPARTMENT DIRECTIVE <input checked="" type="checkbox"/> DIVISION DIRECTIVE		DIRECTIVE NUMBER 91-53
<input checked="" type="checkbox"/> GENERAL ORDER <input type="checkbox"/> SPECIAL ORDER <input type="checkbox"/> NOTICE		DATE ISSUED 05-31-91
CLASSIFICATION LEVEL <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL		EFFECTIVE DATE 05-31-91
SUBJECT DISTRICT CONTINGENCY PLANNING	DISTRIBUTION CODE A-Supervisory - DST Only B-Sworn - DST Only E-Office copy	RESCINDS, AMENDS, OR SPECIAL INSTRUCTIONS
RELATED CALEA STANDARD(S) 46.1.1, 46.1.2, 46.1.3, 46.1.4, 46.1.5, 46.1.6, 46.1.7, 46.1.8, 46.1.9, 46.1.10, 46.1.11, 46.2.1, 46.2.2, 46.2.3, 64.1.9, 81.2.3	RELATED DOCUMENTS OPS-50, OPS-52, OPS-103	Rescinds DST-OPS-3, 89-230 issued 07-01-89.

I. PURPOSE

To provide guidelines for district special events and disorder/disaster response plans.

II. POLICY

It is the policy of the Illinois State Police to provide assistance and insure maximum effectiveness in the use of personnel and resources at all special events and disaster/disorder scenes.

III. DEFINITION

Special Events - includes but is not limited to activities such as state fairs, sporting events attracting a great amount of interest, large scale labor problems and highway or bridge construction/maintenance.

IV. OBJECTIVE

To require establishment of district response plans.

V. RESPONSIBILITIES

A. District commanders will establish and maintain district plans.

The plans will include provisions for:

1. communications
2. field command post
3. casualty information
4. court and prosecutorial liaison
5. community relations/public information (media briefing)
6. general liaison (other agencies)
7. legal considerations
8. other law enforcement agency support
9. military support
10. public facility security
11. traffic control
12. juvenile offenders
13. equipment requirements
14. deescalation procedures
15. rumor control
16. availability of command (order of precedence)
17. post-occurrence (aftermath duties)
18. after action reports
19. transportation
20. arrest/confinement procedures (mass arrests)
21. rehearsals
22. situation maps
23. medical treatment

B. Area commanders will:

1. ensure the plans follow the prescribed format.
2. ensure plans are on file in the district, area and field operations office.
3. review and certify district plan's completeness and accuracy to the Field Operations Commander during the month of March each year.

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ACQUISITIONS

C. The Field Operations Commander will maintain a copy of all district plans.

VI. PROCEDURES

A. Each district will develop a plan, if applicable, for:

1. nuclear disasters - format for plan defined in Illinois Plan for Radiological Accidents.
2. correctional disorders (see Addendum 1 for sample check list).
3. civil disorders.
4. natural disasters
5. special events

B. Format for response plans (see Addendum 2 for sample check list)

1. Statement of problem:

Will include a statement addressing the topic of the plan.

2. Initial Response Procedures:

a. Verification and Assessment:

Before any response is initiated, the specific problem will be verified. This verification will include gathering preliminary data to provide basic information needed to assess the severity of the situation prior to implementing a response.

b. Historical Information

Maintaining a history of a disaster or disorder will be assigned to a historian. The historian will have a tape recorder available to record conversations.

c. The area commander, field operations commander, and the Command Center will be notified. The Command Center will notify personnel identified in departmental plans.

3. Notification:

During verification and assessment, the degree of severity may project a need for notification throughout the department, to other agencies, or governmental entities. This notification process will be coordinated through area commanders and identified in this section of the plan.

4. Determination of responsibilities:

a. Will the department have overall responsibility or serve in an assist capacity?

b. Identify and prioritize the specific responsibilities: i.e., security, traffic control, etc.

c. Establish command authority at the scene.

5. Response Implementation:

Certain disorders permit clear and specific assignments; others require general or flexible procedures.

a. Predetermined Strategic Plans

Traffic control, alternate routes, perimeter security, etc., will be placed in the response category.

b. Assembly points

Planning will permit prior determination of assembly points. An example would be prison riots: Where is the best point to assemble personnel prior to initiating action?

c. Command post

The communications system at the command post will address the primary instruments available for communications: radio, telephone, and messengers. Radio frequencies for the operation will be identified. Communications will also address: Will the emergency communications van be requested? Is telephone installation needed? Can a dedicated line be maintained with the district and field operations offices?

d. Liaison

Liaison will be established with a number of entities. In a prison riot, liaison will be with Corrections authorities; in other plans, liaison will be with nuclear plant personnel, local authorities, or other state agencies. Establishing liaison will address vertical reporting in the department.

6. Timekeeping

Timekeeping will account for personnel involved in the operation. The following codes and suffixes (if applicable) will be utilized while en route, during and when returning from disorders or special events:

Natural Disorders		Man-made Disorders		Special Events	
Blizzard	206C	Bomb threat	208N	Fair details	214
Drowning	206E	Hostage/barricade	208O	Traffic control	105
Earthquake	206Q	Labor	208P	Other	See PER-24
Fire	206F	Prison	208Q		
Flood	206G	Public protests	208R		
Hazardous		Racial	208U		
Materials	206H	Student	208V		
Nuclear					
Accident	206I				
Plane Crash	206L				
Tornado	206M				

7. Requesting Personnel

a. The plan will identify a procedure for notifying district personnel. This section will address the staffing process for the command post and the size of squads (normally a 6-1 ratio).

(1) A roster listing all personnel assigned will be maintained by each component. The roster will contain the name, address, telephone number, pager number and any other pertinent information deemed appropriate by the commander of the component.

(2) The roster will be updated as necessary, with copies provided to all assigned personnel and to telecommunications personnel who normally handle the components communications needs.

b. The plan may establish a small span of control to ensure the safety of personnel. Requests for personnel from other districts will specify the size of squads. The integrity of squads will be maintained, if at all possible, when provided from another district. Notification will include the uniform, equipment, and personal items required for the detail.

8. Support Agencies

Support agencies and services will be considered in the plan. The plan will include procedures for contacting support agencies and a summary of departmental agreements with that agency.

a. State Agencies:

- (1) Emergency Services and Disaster Agency (local representative)
- (2) Department of Transportation
- (3) Environmental Protection Agency
- (4) Department of Conservation
- (5) Department of Corrections

- (6) Central Management Services
- (7) National Guard (requests will be made by the Field Operations Commander)

b. Local Agencies:

- (1) Local Police Departments
- (2) County Sheriff's Department
- (3) Fire Department
- (4) County Coroner
- (5) Hospital, ambulance, emergency rescue service
- (6) State's Attorney
- (7) Charitable organization (Red Cross, Salvation Army, etc.)
- (8) Utilities (electric, gas, water, telephone)
- (9) Private contractors and heavy equipment operators

c. Division of Criminal Investigation:

- (1) Early warning, threat potential, and assessment of hostility
- (2) On-site support (both field and command post), investigation, tactical and strategic intelligence, and technical equipment
- (3) Off-site support for investigation and strategic intelligence

d. Division of Forensic Services and Identification:

- (1) Crime scene technicians
- (2) Polygraph examination
- (3) Photographic assistance, supplies, and processing

9. Logistical considerations:

Logistics within a contingency plan can be extensive. When a locality has been declared a federal disaster area, information will be collected by the historian in order to make application for federal disaster relief reimbursements (see Addendum 3 for a sample that may be used for data collection). The following check list will be considered:

- a. housing
- b. food
- c. clothing
- d. support equipment
- e. transportation
- f. air support
- g. medical support
- h. ID pass kit
- i. prisoner transportation
- j. video equipment
- k. temporary morgue and refrigerated trucks

10. External Reporting

a. News Media

- (1) The district public information officer (P.I.O.) will coordinate news releases with the division P.I.O.
- (2) The district P.I.O. will coordinate the release of information with other agencies involved in the response. Joint news releases are encouraged. District releases will address only departmental involvement.

(3) The district P.I.O. will coordinate the release of information with prison officials during prison disorders. District P.I.O.'s will release information concerning only department involvement.

b. Public Information Warning

A process of warning the public about a situation will be included in plans where applicable.

11. Inventory of Firearms and Ammunition

Plans for response to man-made disorders will include a process for inventorying firearms and ammunition preceding and following tactical situations.

12. Termination

An orderly process for securing and accounting for all personnel on the detail will be included in the plan.

13. Critique

Contingency plans will be evaluated by the area commander after implementation. Upon completion, the critique will be forwarded to the deputy director.

14. Addenda 1, 2 and 3 are samples for use in preparing individualized district contingency plans.

Terrance W Gainer

By order of: Terrance W. Gainer
Director



ILLINOIS STATE POLICE

ADDENDUM TO: GENERAL ORDER SPECIAL ORDER NOTICE

SUBJECT
DISTRICT CONTINGENCY PLANNING

DIRECTIVE NUMBER
91-53
ADDENDUM 1

RESCINDS, AMENDS, OR SPECIAL INSTRUCTIONS
Rescinds DST-OPS-3, 89-230 issued
07-01-89.

DISTRIBUTION CODE
A-DST Only, B-DST Only, E

DATE ISSUED
05-31-91

EFFECTIVE DATE
05-31-91

PRISON RESPONSE CHECK LIST

Upon receiving the initial request for assistance from a correctional center, the shift commander will ascertain at least the following information:

How many inmates are involved? _____

Are they contained within the walls of the prison? _____

Are they confined within a certain building(s)? _____

Do they have the run of the prison yards and buildings? _____

What type of weapons have they obtained? _____

Are there known deaths or injuries? _____ How many? _____

Correctional Officers _____

Civilians _____

Residents _____

Others _____

Type of Property Damage Involved _____

Fire _____? Is it under control? _____ Being fought at this time _____

Looting _____ Vandalism _____

Have any hostages been taken? _____

Correctional Officers _____ Residents _____

Civilians _____ Others _____

How many personnel does the correctional center have available? _____

Get the name and rank of person calling from the correctional center _____

- b. Forensic Services and Identification
 - (1) Crime Scene Technicians
 - (2) Polygraph examination
 - (3) Photographic assistance, supplies and processing

2. State Agencies

- a. Emergency Services and Disaster Agency - Local Representative
- b. Department of Transportation
- c. Environmental Protection Agency
- d. Department of Conservation
- e. Department of Corrections
- f. Central Management Services
- g. National Guard - Request for utilizing National Guard must be made by the Field Operations Commander.

3. Local Resources

- a. Local Police Agencies
- b. Sheriff's Offices
- c. Fire Departments
- d. Coroner's Office
- e. Hospitals/Ambulances/Emergency Rescue Services
- f. State's Attorneys
- g. Charitable Organizations - Red Cross, Salvation Army, etc.
- h. Utilities - Electric, Gas
- i. Private Contractors

F. Establishing Logistics

- 1. Housing
- 2. Food
- 3. Clothing
- 4. Support Equipment
- 5. Transportation
- 6. Air Support
- 7. Medical Support
- 8. ID Pass Kit
- 9. Prisoner Transportation
- 10. Video Equipment
- 11. Temporary Morgue/Refrigerated Trucks

IV. EXTERNAL REPORTING

A. News Media

1. Coordinate news releases with the division P.I.O. to ensure accurate and uniform information is being released to the media.
2. Coordinate the release of information with other agencies jointly involved in response to a major disorder. District public information releases will address our involvement and not the overall situation when the department is serving in an assist capacity to another agency and does not have overall responsibility for resolution of the disorder. In all cases joint releases are encouraged.
3. Coordinate the release of information with prison officials during prison disorders. District P.I.O's will release information concerning department involvement. The Department of Corrections will release all information regarding the overall situation.

B. Public Information Warning

V. DETAIL TERMINATION PROCEDURES

VI. CRITIQUE



ILLINOIS STATE POLICE

ADDENDUM TO: GENERAL ORDER SPECIAL ORDER NOTICE

SUBJECT
DISTRICT CONTINGENCY PLANNING

DIRECTIVE NUMBER
91-53
ADDENDUM 3

RESCINDS, AMENDS, OR SPECIAL INSTRUCTIONS
Rescinds DST-OPS-3, 89-230 issued
07-01-89.

DISTRIBUTION CODE
A-DST Only, B-DST Only, E

DATE ISSUED
05-31-91

EFFECTIVE DATE
05-31-91

DISASTER SITE _____ DISTRICT _____
OFFICER COMPLETING _____ NAME ID _____ DATE _____

EMPLOYEE NAME (1)	ID# (2)	CAR# (3)	TOTAL HOURS WORKED (4)	O.T. HOURS WORKED (5)	TOTAL COST OF O.T. HOURS (6)	HOURLY SALARY RATE (7)	R.D.O DURING PERIOD (8)	MILES DRIVEN TO DETAIL (9)	MILES DRIVEN ON DETAIL (10)	AVG. OPS OF AUTO COST PER MILE (11)	PER DIEM TOTAL (12)	LODGING TOTAL (13)	FOOD TOTAL (14)
1													
2													
3													
4													
5													
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COMPLETION INSTRUCTIONS

1. Enter name of department employee (code or sworn).
2. Enter ID number.
3. Enter car number.
4. Enter total number of hour(s) worked.
5. Enter number of overtime hour(s) worked.
6. Enter total cost of overtime hour(s) worked.
7. Enter employee's hourly salary rate.
8. Enter number of regular days off (if any) during the period.
9. Enter miles driven to the detail.
10. Enter miles driven while on the detail.
11. Enter the average cost per mile to operate the automobile.
12. Enter the total amount of per diem.
13. Enter total cost for lodging.
14. Enter only when detail food is provided thus negating a per diem payment.