



## North Eastern Massachusetts Law Enforcement Council (NEMLEC)

**Policy Number:** 23  
**Effective Date:** January 11, 2012  
**Subject:** NEMLEC Operational Unit Activation Procedures  
**Pages:** 6  
**Accreditation Standards:**  
**Mass. Gen. Law:**

**Only a NEMLEC Police Chief or Sheriff, or his designee, may request activation of any Operational Unit. ALL requests for aid must come through a NEMLEC member police department<sup>1</sup>.**

### General Considerations

In accordance with NEMLEC's mission, our agency seeks to provide *"the highest quality of support and supplemental public safety services to its police chiefs through a regional partnership of member communities"*. A key part of NEMLEC's mission is to provide supplemental police personnel to our member agencies when they are tasked with providing an increased level of services due to an emergency, critical incident, or planned event. Our personnel are drawn from member agencies and have been trained to respond when needed as a collective force that is deployed when member police departments identify a need for support.

### Purpose (of policy):

This policy outlines the procedures and guidelines that agencies utilize to activate a unit in an emergency or request support for a planned future event.

### Policy:

#### I. Key Terms & Definitions

Emergency Call-out	A call for immediate supplemental personnel and/or equipment in response to a critical incident or public safety emergency.
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<sup>1</sup> Certain events may be exempt from this requirement. Any non-NEMLEC requests must go through the NEMLEC office and be approved by the NEMLEC Executive Board.

Charity Event	An event conducted by a third-party organization that is being held in one or more NEMLEC jurisdictions.
Control Chief	Police Chief chosen by the Executive Board of the Council to manage and direct the activities of a particular operational component. Each and every operational component of the Council shall have at least one Control Chief designated to manage and direct the component.
Critical Incident	An incident that occurs naturally or man-made without prior warning that places lives, property, and/or the environment in danger and requires the coordinated response and use of multiple emergency response resources and/or disciplines to bring about successful resolution.
Discretionary Deployment	A call for supplemental personnel and/or equipment in response to a non-urgent or planned event that is taking place that a jurisdiction cannot adequately respond to on their own.
Municipal	A city or town agency <b><i>other than the police department</i></b>
Operational Unit	Refers to one of the five NEMLEC operational units, which are: Computer Crime, Incident Management Assistance Team (IMAT), Motor/Traffic, RRT/SWAT, STARS
Planned Event	An event that occurs in any NEMLEC jurisdiction that requires supplemental personnel or equipment, and which is planned in advance, giving public officials time to plan for its management.
Third Party	Any entity that organizes or sponsors an event that is not associated with the police department or a municipal or government agency.

## II. Procedures:

### i. Member Request

Only a NEMLEC Police Chief or Sheriff, or his designee, may request activation of any Operational Unit. The authorized person from the requesting NEMLEC Department must utilize the appropriate activation procedures, as defined in this policy, for the specific type of assistance needed. The unit Control Chief or his designee will decide what resources, if any, will be activated after consultation with the officials from the requesting NEMLEC Department.

### a. Non-member Requests.

Requests for NEMLEC unit support from a non-NEMLEC community are not authorized except in certain circumstances as follows: 1) Emergency Aid – this request is made via telephone to the NEMLEC President or his designee, and can be approved with one consenting member of the Executive Board, 2) Planned Event Assistance – request is made in compliance with the Planned Event procedures (below, section III-iii) and must include authorization for reimbursement to NEMLEC agencies. All requests must come from an executive or designee of a law enforcement agency or affiliate.

**PARTICIPATION IN ALL NON-MEMBER REQUESTS IS NOT REQUIRED, AND IS DONE AT THE DISCRETION OF THE NEMLEC MEMBER CHIEF.**

ii. Operational Command & Control:

During any activation, the requesting NEMLEC Chief of Police or Sheriff, or his designee, shall retain overall authority and responsibility for the situation. The NEMLEC Control Chief or his designee will have the authority and responsibility for the planning and execution of the response desired by requesting agency. The requesting NEMLEC department shall be kept abreast of all actions taken and planned by the Unit. The requesting department shall have the authority to deactivate the unit at any time. They shall perform all reasonable duties that the requesting department requires.

iii. The Incident Management Assistance Team (IMAT) is deployed to every call-out activation unless exempt as outlined below in Section iii(f) below.

a. All Call-out Activations:

1) IMAT will deploy with a team including the following personnel:

1. Commander and/or Executive Officer, Planning Section Chief, Public Information Officer, Staging Area Manager, 2 ICC vehicle operators, and 2 ICC tactical dispatchers.

- a. Additional personnel will be requested as needed based on the type of critical incident and the length of the operational period(s).

b. Planned Events: Planning Process to assist NEMLEC Member Agencies

c. IMAT will deploy personnel if/as requested by the requesting agency.

d. Planned Events: Static Displays with ICC Vehicle

1) Static Displays require a minimum of 2 personnel (1 ICC vehicle operator and 1 ICC tactical dispatcher).

1. This minimum shall not be reduced to accommodate any member agency due to operational safety requirements of the ICC vehicle.
2. The requesting agency may supply a department dispatcher or other staff person to assist the IMAT tactical dispatcher during the static display.

e. IMAT Technical Assistance to NEMLEC Member Agencies

1) IMAT provides NIMS/ICS/NIMSCAST technical assistance (using appropriate IMAT personnel) to member agencies by:

1. On-site meeting
2. Telephone
3. Computer

2) The IMAT Commander or his designee will determine the IMAT personnel assigned to each request based on the area of expertise requested.

f. The IMAT will not deploy to following events, unless requested, as follows:

- 1) Warrant Service calls – A 2-person IMAT advance team will deploy on all Warrant service calls to assist SWAT as needed in planning and documenting the operation.
- 2) STARS – IMAT will deploy to STARS call-out activations only at the request of the STARS Commanding Officer or his designee.

- 3) Motor/Traffic: IMAT will deploy to Motor/Traffic call-out activations only at the request of the Motor/Traffic Commanding Officer or his designee.
- 4) Cyber Crime: IMAT will deploy to Cyber Crime call-out activations only at the request of the Cyber Crime Commanding Officer or his designee.

### III. Types of Activation

#### **i. Emergency Call-out**

An emergency call-out is unscheduled and unplanned and is made when a critical incident necessitates the need for supplemental personnel to:

- to protect life and/or property
- to restore, maintain, or ensure public safety

#### *Activation Procedures –*

*All requests for emergency personnel or equipment must go through the North Andover dispatch center in accordance with procedures outlined in Exhibit \_\_\_\_.*

#### *Operational Pre-requisites –*

- All unit personnel are required to respond unless doing so places an undue or unbearable burden on the sending agency
- Requesting agency must exhaust all resources prior to activation

#### **ii. Discretionary Deployment**

A discretionary deployment is a scheduled or planned event which the community cannot regulate. It represents a likely or imminent threat to public safety, and the requesting member agency cannot manage it without additional resources.

#### *Activation Procedures –*

*All requests for discretionary deployment must be submitted up to 30-days in advance to the NEMLEC office in accordance with the planned event procedures outlined below.*

After conferring with the requesting agency, the unit control chief determines if the request meets the criteria for a discretionary deployment, and then determines the number of personnel that will be activated.

#### *Operational Pre-requisites –*

- 5) All unit personnel, if directed by the control chief, are required to respond
- 6) Requesting agency may reimburse sending agencies for personnel costs if funding is/or becomes available.
  - *Reimbursement: (move to above bullet) Sending agency will invoice requesting agency accordingly unless otherwise determined (large events may be managed by NEMLEC office).*

### iii. **Planned Events:**

A NEMLEC control chief or executive board may authorize the deployment of unit personnel to provide added security and to ensure the safe and efficient movement of traffic and/or persons.

#### *Activation Procedures –*

*All requests for planned events must be submitted 30-days in advance to the NEMLEC office in accordance with the procedures outlined below.*

#### Operational Pre-requisites –

- Personnel response is optional and voluntary.
- Requesting agencies are responsible for reimbursing sending agency for personnel costs.
  - Sending agency will invoice requesting agency accordingly

#### Planned Event request procedures:

- a) Complete NEMLEC planned event request form; submit to NEMLEC office as outlined
- b) NEMLEC Control Chief or designee will contact requesting party to discuss and/or plan event

### iv. **Training**

All NEMLEC operation Unit personnel conduct regular training events, at the discretion of the Control Chief and unit leadership.

#### *Activation Procedures –*

*All regular training notifications are conveyed to unit personnel in a manner determined by the unit leadership.*

#### Operational Pre-requisites –

- All unit personnel are required to attend all scheduled training. Personnel are required to fulfill their unit membership obligations as outlined in the NEMLEC Obligations and Accountability Standards policy (Exhibit A).

## IV. Types of Events

There are three types of planned events that are conducted by, or occur in, NEMLEC member agency jurisdictions. This includes all events that would be conducted in a jurisdiction that might impact public safety. Based on changing conditions and circumstances any of these planned events may escalate and/or evolve into a critical incident requiring additional resources through a NEMLEC call-out activation.

### i. Police

An event organized by the local law enforcement agency. This includes events or incidents related to threats to public safety such as the

protection or movement of dignitaries or high profile figures, response to strikes or demonstrations, and other events.

ii. **Municipal**

An event organized by any unit of a local member government. This includes events such as parades, celebrations or other municipal or government events that might impact public safety.

iii. **Third-party/Charitable Events**

Non-municipal events that are planned and occur in a NEMLEC member community but are not sponsored or conducted by any unit of government. These events require additional information and documentation (Exhibit B, Planned Event Form). Requests for unit support are made by a NEMLEC member chief or designee and must be made in accordance with the Planned Event procedures as mentioned above in section III-iii.

V. **Post Activation**

i. **After-action Reporting:**

Unit Control Chiefs will ensure Commanders prepare and submit after-action reports including event purpose, outcome and personnel attendance within ten days of the event. This will be made available to membership on NEMLEC's SharePoint system or an alternative/additional method.

ii. **Reimbursement**

All reimbursement for personnel costs will be administered by participating agencies, with the sending agency directly invoicing the requesting agency for payment. In some circumstances, as determined by NEMLEC leadership, reimbursement may be managed by NEMLEC personnel.