

Metropolitan Police Department □ Washington, D.C.



GENERAL ORDER



Subject:

Activation and Operation of the
Command Information Center

Series	Number	Distribution	Change Number
803	6	C	1
Effective Date October 11, 1995			
Revision Date *			

The purpose of this order is to establish responsibilities for the activation and operation of the department's Command Information Center (CIC). This order consists of the following:

Responsibilities and Procedures for Supervisory and Command Personnel

- A. General.
- B. Director, Office of Finance, Budget, and Planning Services.
- C. Director, Communications Division.
- D. Director, Information Services Division.
- E. Incident Commanders.
- F. Watch Commanders.

A. General.

1. The Command Information Center (CIC), located in Room 5059 at 300 Indiana Avenue, N.W., shall provide a staff support function for the Chief of Police by monitoring, coordinating, recording and reporting essential police operational activities and information relating to the management of, and recovery from, public emergencies or other events for which the partial or full mobilization of department personnel may be required.

2. The CIC shall serve as the department's primary liaison and coordination point with the Mayor's Command Center and with other D.C. and federal agencies on matters relating to mutual operations and resource needs.

3. The Chief of Police shall determine the events for which the CIC will be activated, and shall exercise overall direction and control of the facility during its period of operation.

B. Director, Office of Finance, Budget, and Planning Services.

1. Upon being notified to activate the CIC, the Director, Office of Finance, Budget and Planning Services, shall immediately notify the Director,

Communications Division, or in his/her absence the Communications Division watch commander and the Director, Information Services Division, of the approximate time that CIC will be made operational and the name of the official who will serve as the CIC Operations Officer.

2. The CIC Operations Officer shall:

- a. Exercise overall supervision of all tasks and activities of the CIC.
- b. Ensure efficient operations and achievement of the CIC mission.
- c. Report, and be directly accountable, to the Chief of Police on all matters relating to the operation of the CIC.
- d. Staff the CIC with personnel from the Office of Finance, Budget, and, Planning Services and, as necessary to perform specialized and essential tasks, personnel from other units within the department.
- e. Determine the number of personnel to be assigned to each position in the CIC and establish the tours of duty for these personnel.
- f. Assign a representative to the Mayor's Command Center as department liaison on matters requiring interagency coordination and support, as needed.
- g. Broadcast over the Command Channel, SOD Channel, City-Wide One Channel, and the district channels the time that the CIC becomes operational and the time when its operation is terminated.
- h. Send to the force a teletype message as to the date and time that the CIC becomes operational and the date and time when CIC operations are terminated.
- i. Ensure that access to the CIC, during periods of activation, is controlled, and that only the following department officials have total access to the center:

- (1) Chief of Police,
 - (2) Assistant and Deputy Chiefs of Police,
 - (3) General Counsel,
 - (4) Night Supervisor, and
 - (5) Those other persons authorized by the Chief of Police, Patrol Services Officer or CIC Operations Coordinator.
3. The positions that may be staffed in the CIC include, but are not limited to:
- a. Operations Coordinator who shall exercise direct supervision over:
 - (1) Personnel assigned as radio monitors, telephone monitors, word processing operators, outside agency coordinators, WALES/CJIS coordinator, and any other personnel assigned to the CIC; and
 - (2) All activities and reports conducted and prepared by the CIC.
 - b. Radio Monitors who capture on the appropriate form for transmittal to the Operations Coordinator all broadcast information pertaining to the event for which the CIC was activated.
 - c. Telephone Monitors who receive all incoming calls on assigned lines, maintain a record of such calls, and prepare the appropriate form for transmittal to the Operations Coordinator.
 - d. Word Processing Operators who shall enter all required information into the computer.
 - e. Data Processing Monitors who oversee the operation of the computer terminals and programs, provide technical advice, and update programs as needed.
 - f. Outside Agency Coordinator who shall monitor the operations of other law enforcement agencies and serve as the CIC liaison to other Federal and District governmental agencies.

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- g. WALES/CJIS Coordinator who shall be responsible for the entry and retrieval of all appropriate information from WALES and CJIS.
- h. Public Information Coordinator who shall serve as a liaison between the CIC and the Office of Public Information.

4. As specified by the CIC Operations Officer, the Operations Coordinator shall prepare for submission to the Chief of Police the following reports:

- a. Command Information Center Activity Report: A memorandum to the Chief of Police (Attachment A) summarizing the activities and events that have occurred since activation of the CIC. The activity report shall be prepared and updated every eight hours or as requested by the Chief of Police. Attached to this report will be a copy of the most recent Demonstration and Events Schedule, Personnel Work Schedule reports and Summary of Events. This report shall consist of seven parts:
 - (1) **Current General Conditions**: A narrative description of the current conditions in the city that are related to the event for which activation of the CIC occurred.
 - (2) **Conditions Previously Reported**: The narrative description of conditions that had been presented in previous reports to the Chief of Police.
 - (3) **Arrests**: This section shall list by organizational element and charge the number of persons arrested in connection with demonstrations or events related to the event for which activation of the CIC occurred. This section will also include the location of the arrest and, if available, a brief narrative description of the circumstances surrounding the arrest(s).
 - (4) **Injuries**: A narrative description of all injuries received by MPD personnel or civilians as a result of activities associated with the event for which the CIC was activated. Included will be the names of the injured parties, location of incident, brief description of the injuries suffered, and disposition, if known.

- (5) **Property Damage:** A brief description of business, private and government property damaged as a result of activities associated with the event for which the CIC was activated. The severity of the damage (major, moderate, slight), location of incident, and cost estimate will be included.
 - (6) **Current Traffic Conditions:** A narrative description of all traffic conditions affected by the event for which the CIC was activated.
 - (7) **Bomb Threats:** A brief description of all incidents of bomb threats that occurred during the activation of the CIC including the time and location of the incident.
- b. **Demonstrations and Events Schedule:** A list of all demonstrations and other public or civic events that are planned to occur which in any way may impact upon or are related to the event for which activation of the CIC occurred. This report (Attachment B) shall be continually updated as the scheduling of demonstrations and events become known. This report shall include:
- (1) The time of the demonstration or event,
 - (2) The name of the group or person(s) sponsoring the event,
 - (3) The purpose of the demonstration or event,
 - (4) The location of the demonstration or event, and
 - (5) Any pertinent remarks related to the scheduled demonstration or event.
- c. **Personnel Work Schedule:** A report showing the number of CDU and Non-CDU personnel currently on duty.
- d. **Summary of Events:** A narrative description in chronological order of all essential police operational activities, public events, and any other pertinent information related to the event for which activation of

the CIC occurred. This report will be maintained and updated on a continual basis and to the extent possible, identify sources of information. For this purpose, essential information shall include:

- (1) Names, cause(s), and location of deaths, if any;
- (2) Number and names of injured persons treated at specific hospitals or first aid stations, including police personnel;
 - (a) Nature of injuries for which treated; and
 - (b) Patient dispositions (i.e., hospitalized or released).
- (3) Persons arrested;
 - (a) Number of persons arrested;
 - (b) Nature of charges; and
 - (c) Location of confinement.
- (4) Requests for aid from police commanders;
- (5) Requests for aid from other D.C. agencies;
- (6) Requests for aid from other persons;
- (7) Damage to private and government property;
- (8) Location of traffic control problems including METRO Rail and Bus operational problems;
- (9) Description and location of missing/lost persons, and;
- (10) Any other information determined essential by the CIC Operations Officer.

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C. Director, Communications Division.

The Director, Communications Division, shall:

1. As needed, provide to the CIC additional communications equipment and ensure that all equipment is operating properly.
2. Designate a liaison person within the division to provide CIC with up-to-date incoming information.
3. Ensure that all command bus communications equipment is operating properly.
4. Ensure that all radio zones are manned as needed and that the city-wide and Special Operations Division zones are actively functioning.

D. Director, Information Services Division

Upon being notified that the CIC has been activated, the Director, Information Services Division, shall ensure that a member of the Tactical Crime Analysis Unit is assigned to the CIC during its hours of operation.

E. Incident Commanders.

All inspectors, deputy chiefs and assistant chiefs on assignment to the special event or incident for which the CIC was made operational shall:

1. Keep the CIC informed of the status of the event or incident in a timely manner as directed by the Chief of Police;
 2. Notify the CIC of the movement of police personnel on detail;
- and,
3. Request through the CIC any assistance needed that is provided by another D.C. or Federal agency.

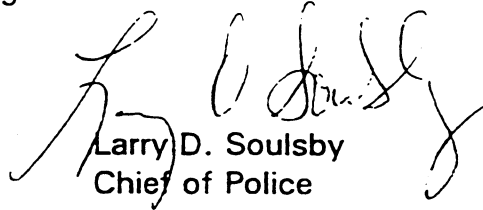
F. Watch Commanders.

1. Immediately upon being notified of the activation of the CIC, the watch commanders of the seven police districts, Special Operations Division, Youth and Family Services Division, and Criminal Investigations Division shall:

- a. Notify the CIC of the name of the official who shall serve as a liaison between the district/division and CIC.

- b. Ensure that the Demand Deployment System in WALES is updated and reflects the actual number of personnel on duty.
 - c. As required by General Order 302.6 (The Washington Area Law Enforcement System), ensure that manpower information provided by the Demand Deployment System in WALES is updated whenever **ANY** change occurs in the number of personnel on duty.
 - d. Provide to the CIC by facsimile machine at 727-2415 a copy of the minimum staffing level established for each tour of duty at the district/division.
 2. Upon being notified of the activation of the CIC, the watch commander of the Narcotic and Special Investigations Division shall telephonically provide the CIC with the following information:
 - a. The number of members on duty, by rank.
 - b. The number of members scheduled to report for the next tour of duty, by rank.
 3. Upon activation of the CIC, district watch commanders shall provide to the CIC a list of all community events scheduled for the next 72 hours. Included will be the:
 - a. Location of the event.
 - b. Date and time of the event.
 - c. Purpose of the event.
 - d. Expected number of participants.
 - e. Name of the person/organization sponsoring the event.
 - f. Name and telephone number of contact person connected with the event.
 4. Watch commanders shall provide the CIC with periodic status reports of events and activities occurring within their jurisdiction that are related to the event for which the CIC was activated. The status reports, including negative reports, shall be submitted to the CIC by facsimile machine. Watch commanders will be notified by teletype as to the times that the status reports are due. Information to be provided includes:

- a. List of all community events that have not been previously reported.
- b. Name of all police officers injured, type of injury, location where treated, and condition if hospitalized.
- c. Names of all citizens injured, type of injury, location where treated, and condition if hospitalized.
- d. List of all arrests including name, charge, race, sex, location where arrested, and home address. Also specify if held, released, or if injured, the type of injury, location where treated, and condition if hospitalized.
- e. List of all businesses that suffered property damage. Include address, type of business, type of damage, and indicate whether damage was major, moderate, or slight.
- f. List of all private homes and apartments damaged. Include address, type of damage, name of owner and indicate whether the damage was major, moderate, or slight.
- g. List of all damage to government property. Indicate type of property, name of agency, address of incident, and type of damage.



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Chief of Police

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