

134700

NORTH DAKOTA HIGHWAY PATROL OPERATIONAL PLANS

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1 February 1989

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NORTH DAKOTA HIGHWAY PATROL OPERATIONAL PLAN

Plan # 1-89
Date 2-1-89
Rescinds 1-71
Dated 4-21-71

TITLE: CIVIL DISTURBANCE PLAN

SITUATION

- A. Civil disturbance and disorder within the state of North Dakota as well as at the State Penitentiary is always a possibility. The threat of a major attempt of escape from the Penitentiary must also be considered.

MISSION

- A. The mission of the North Dakota Highway Patrol in a civil disturbance will be to restore law and order, insure the security of vital persons and installations, and/or accomplish any specific assignment of the Governor. The mission in a civil disturbance or escape attempt at the State Penitentiary will be to support the staff of the Penitentiary as requested and to provide perimeter security in the external area of the Penitentiary as requested by the warden.

EXECUTION

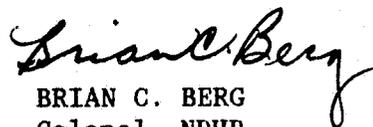
- A. Upon becoming aware of the likelihood of a major civil disturbance requiring authority from the Governor to respond, the Superintendent will secure, through intelligence reports, all available information relative thereto, and evaluate such information with the Governor (see Annex A).
- B. Upon authoritative direction to implement this plan, the Superintendent or his representative will:
1. Establish authority and responsibility to execute this plan.
 2. Coordinate with other agencies involved.
 3. Determine and designate manpower.
 4. Make special manpower assignments.
 5. Establish conditions for use of any special equipment.
- C. The district commander of the district in which the disturbance occurs will be the officer in charge and will implement those provisions of this plan as may be deemed necessary. The district commander shall also determine when further Highway Patrol assistance is no longer needed and provide for the return of officers to normal duties.
- D. For most disturbances that occur within a county or city, the sheriff or police chief shall have responsibility for law enforcement functions as related to the disturbance. Mutual aid assistance and support from other local governments shall be controlled by appropriate local officials. The district commander shall have complete operational control over his assigned personnel and those that may be attached to him; however, activities of NDHP officers should be closely integrated with those of local governments and organizations such as the National Guard.

ADMINISTRATION AND LOGISTICS

- A. Administrative support items as may be needed and available will be arranged for, to include:
1. Command post staffing and equipping
 2. Purchasing and fiscal expenditures
 3. Legal responsibilities and limitations
- B. Logistical support items as may be needed and available will be arranged for, to include:
1. Housing and messing
 2. Maintenance and supply
 3. Special riot equipment
 4. Medical services
 5. Transportation
 6. Arrest and detention

COMMAND AND SIGNAL

- A. Normal command channels will be utilized.
- B. Primary and secondary communications systems will be established.
- C. Communications discipline and restrictions will be established.
- D. Detailed department plans will be coordinated with any other agencies involved.



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Colonel, NDHP
Superintendent

TITLE: INTELLIGENCE

MISSION

- A. The mission regarding intelligence is to secure as much information as possible relative to a possible civil disturbance and provide that information to the Superintendent.

ELEMENTS OF INFORMATION

- A. Intelligence reports will contain information relative to the following:

1. Disposition and composition of dissident groups.
 - a. Size
 - b. Location
 - c. Degree of organization
 - d. Arms, equipment, and material
 - e. Transportation
 - f. Nature of activities and plans
 - g. Identification of leaders
 - h. Influence of leaders on populace
 - i. Peculiarities and weaknesses
 - j. Capabilities
 - k. Attitude toward law enforcement agencies
2. Tensions within the community outside the dissident groups.
 - a. Opposition groups or individuals
 - b. Supporting groups or individuals
3. Probable locations of disturbances.
 - a. Terrain of each area
 - b. Weather forecasts
 - c. Photographs
 - d. Obstacles to movement
 - e. Threat to public utilities, property, and welfare
4. Probable or actual causes of the disturbances.
5. Rumors.

ANALYSIS OF SITUATION

- A. The Superintendent or his representative will evaluate intelligence reports on the basis of:
1. Validity
 2. Reliability
 3. Usefulness

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DISSEMINATION OF INFORMATION

- A. Intelligence data will be coordinated and exchanged with other agencies that may be involved, to include city, county, state, and federal.

TITLE: OPERATIONS

MISSION

- A. The NDHP will respond, on the order of the Governor, to assist in quelling a disturbance that is in effect or when the potential persists to preserve or restore law and order and perform other duties and responsibilities assumed by the Superintendent.

EXECUTION

A. Concept of operations.

1. Mobilization.

- a. Officers needed for the operation will be called up as outlined in the emergency mobilization plan.

2. The district commander will ascertain that equipment issued to personnel in his command is in good repair and ready for use at all times. He will also ascertain that any special purpose equipment issued to the district is inspected a minimum of once per month to insure that it is in good repair and ready for use.

3. The district commander will establish a field command post, which may be the district office, district commander's unit, State Radio's emergency operations van, or other designated command post.

B. Operational plans.

1. The Superintendent or his representative will prepare an operational plan for each separate operation considering such information as:

a. The situation.

- 1) Type of group demonstrating
- 2) Area of confrontation
- 3) Nature of the event and its purpose
- 4) Threat to public facilities
- 5) Control of pedestrian and vehicular traffic
- 6) Other pertinent information

b. The mission.

- 1) The mission of the Highway Patrol will be to set forth as a single unit or a part of a group.

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- c. The execution.
 - 1) Determination of manpower and providing for contribution of personnel by teams, squads, or other groupings considered necessary for the operation.
 - 2) Coordinating instructions with other agencies.
- d. Administration and logistics as set forth under Annex C of this plan.
- e. Command and signal, to include the command structure designated for the incident under consideration and the signal or communication system provided for by priority.

TITLE: ADMINISTRATION AND LOGISTICS

MISSION

- A. To provide administrative and logistical support to the civil disturbance task force as directed.

EXECUTION

A. Operation support.

1. Should the Superintendent deem necessary, an operational support team shall be dispatched from headquarters to assist the district commander in providing an effective response to the disturbance.
2. The primary purpose of the operational support team shall be to relieve the district commander of coordination, logistical, and administrative responsibilities so as to allow him to continue to exercise tactical control over the operation of his assigned and attached personnel.
3. The operational support team may consist of the following support personnel.
 - a. Field Operations Commander.
 - 1) To serve as a liaison with other agencies involved, to include courts, other law enforcement agencies, National Guard, and prosecutors, if present.
 - 2) To provide situation reports to the Superintendent.
 - 3) To handle news media inquiries directed to the NDHP.
 - b. Logistical support officer.
 - 1) To provide on-scene logistical support to assigned and attached personnel.
 - 2) To provide for acquisition of special purpose equipment necessary for the successful accomplishment of assigned mission.
 - c. Operational support officer.
 - 1) To provide special coordination and support as may be directed by the Field Operations Commander.

B. Services.

1. As a minimum, the following emergency services will be contacted and a listing provided all department officers on a need basis.
 - a. Ambulances
 - b. Hospitals
 - c. Wreckers

2. Consideration of the potential need for any of the following services.
 - a. Public and private utilities
 - b. Garages/fuel
 - c. Telephone
 - d. Radio repair
 - e. Heavy equipment (road repair or clearance)
 - f. Local bus, taxi, trucking firms
 - g. Helicopter or fixed-wing aircraft
 - h. Medical (personnel for treatment of department officers)
 - i. Temporary out-patient clinics
 - j. Casualty information center to record deaths, injuries, and missing persons
 - k. Locations of all first aid stations
 - l. Security of ambulance or escort routes

C. Administration.

1. Records and reports.
 - a. An incident report, SFN 3457 (NDHP Form 848), shall be completed for each such incident by the district commander.
 - b. The incidents involving more urgent attention will be relayed to the Superintendent or the Field Operations Commander as soon as practical by radio, telephone, or personal contact.
 - c. Status reports by radio or telephone will be made by designated supervisors on a regular basis, dependent on circumstances.
 - d. After action reports (SFN 3457) will be completed by designated supervisory officers.

APPENDIX I

TITLE: SPECIAL PURPOSE EQUIPMENT

A. The special purpose equipment referred to in Operation Plan 1-89 Annex C may include any and all of the following:

1. Additional radio equipment -- mounted and portable
2. Automatic weapons
3. Rifles with telescopes
4. Binoculars
5. Riot control agent dispersers -- man pak, vehicular and air mounted
6. Floodlights
7. Spotlights
8. Public address systems
9. Rotary and fixed-wing aircraft
10. Heavy construction equipment
11. First aid supplies
12. Mobile kitchens
13. Grappling hooks
14. Boats with motors
15. Special weapons and ammunition
16. Recording equipment
17. Sign painting kits
18. Tents
19. Barbed wire
20. Wire cutters
21. Heavy duty gloves
22. Rope
23. Power saw
24. Water trailers
25. Fingerprinting kits
26. Restraining devices
27. Latrines

TITLE: PERSONNEL

MISSION

- A. To provide for task force organization, maintenance of strength, management, and morale.

EXECUTION

A. Task force organization.

1. A listing will be made of all department personnel assigned to the task force.
2. Command of the overall operation will lie with the district commander of the district of occurrence. He shall designate supervision for each phase or area of responsibility.

B. Maintenance of task force strength.

1. The original assignment to the task force will allow for reserve personnel to be called if replacements are necessary.
2. Operational assignments of task force personnel will provide a reserve contingent at all times.
3. A plan for shift changes will normally be in effect.
4. If personnel are available and the disturbance lasts more than five days, a rotation system will normally be used.

C. Morale and services.

1. Emergency leaves for personnel committed to disturbance operations will be submitted to the district commander for decision and forwarded to headquarters.
2. If a disturbance involves a Sunday, an attempt will be made to provide for officers attending religious services if they desire.
3. Personal hygiene facilities will be planned for by the district commander and the operational support team.
4. Consideration may be given to arranging with the local Red Cross or similar facilities to provide coffee, sandwiches, or other facilities.

D. Command post.

1. Chain of command within the command post will be a part of the operations order.
2. Staffing and equipping the command post.
3. Expansion of command post facilities if necessary.
4. Security of the command post.

TITLE: LEGAL

MISSION

- A. The purpose of this annex is to establish a legal basis for effective civil disturbance control operations.

AUTHORITY

- A. Chapter 39-03 NDCC provides specific powers of the Highway Patrol.
- B. Upon direction of the Governor, the NDHP may act in emergency situations as his immediate enforcement agency.

ARREST AND JUDICIAL PROCEDURES

- A. Normal department arrest procedures as outlined in NDHP Policy 3-3 will be adhered to with the following exceptions.
 - 1. If the arrest is for an offense other than traffic related, a formal complaint will be secured and the department citation will be completed for record only.
 - 2. Department officers will be made aware of any special local operating procedures that may make a change necessary.
- B. In the event mass arrests and detention are necessary, the Field Operations Commander, assisted by the district commander, will make proper preparations with the local, county, or city officials. The following are of primary importance in planning for mass arrests and detention:
 - 1. Primary detention facilities should be the local, county, or city jail, established and controlled by authority of sections 11-15-03 subsection 6 and 12-44-02 NDCC.
 - 2. Secondary detention facilities may be an adjoining county or nearby city facility.
 - 3. If temporary detention facilities are necessary, some important aspects to consider in planning are:
 - a. Adequate space.
 - b. Rather close proximity to the scene to avoid transportation problems, but yet far enough away to reduce the possibility of attacks.
 - c. Custodial personnel requirements.
 - d. Possibility of utilizing adjacent building.
 - e. Fire fighting equipment.
 - f. Lighting at night.
 - g. Provide adequate custody, control, and safety of arrestees.
 - h. Segregation by sex and age.

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- i. Medical aid.
 - j. Ensure positive identification of arresting officers with their arrestees.
 - k. Approval of plans by the local states attorney or city attorney and the courts involved.
 - l. Food, water, and sanitation.
4. Booking and processing requirements.
 5. Transportation of prisoners.
 6. Identification of prisoners.
 7. Provide for defense council consultation.
- C. Department officers will be provided information regarding local courts and appearance dates.
- D. Juvenile offenders will be treated in accordance with Chapter 27-20 NDCC.
- E. The district commander shall designate, if necessary, an evidence control officer to log, store, and maintain chain of custody of evidence collected by special task force officers.

TITLE: PUBLIC RELATIONS

MISSION

- A. The manner in which department activities and functions are conducted must remain at a level to produce an image of efficient, effective, and fair performance by all department officers. The timely release of information to the news media will help quell rumors, and reassure and calm the community affected by the disturbance.

EXECUTION

A. Organization.

1. The Field Operations Commander will be the public relations contact for the department. He may further designate a public relations officer to assume that responsibility if the disturbance warrants.
2. The Field Operations Commander or his representative will establish, staff, and maintain a Press Center for periodic and spot news releases regarding the disturbance.
3. All other department officers will refrain from holding interviews and releasing news items or information but will refer members of the press, radio, television, local or state authorities, and concerned members of the public to the Press Center for their desired information.
4. The Field Operations Commander or his representative will release only those news items or information that would not deter the conduct of the department in its assigned mission.

B. Press Center requisites.

1. Equipment and facilities may include any or all of the following.
 - a. Adequate protection from weather
 - b. Adequate lighting
 - c. Telephones
 - d. Radio
 - e. Maps of disturbance area
 - f. Tables and chairs
 - g. Power outlets
 - h. Separate briefing and meeting rooms
 - i. Limited mess and lodging facilities

C. General.

1. All department officers will conduct themselves in accordance with department rules and regulations and policies in their relations with the public.

TITLE: COMMUNICATIONS

MISSION

- A. To provide for effective and efficient communications within the department and a means of communicating with other agencies involved.

EXECUTION

A. Primary.

1. The primary means of communications will be the state radio system with units located as follows.
 - a. Field command post
 - b. All department vehicles
 - c. Department aircraft
 - d. Portable units for special commitments
 - e. Portable units for tie-in with other agencies

B. Secondary.

1. The secondary means of communicating will be in combination or use of any or all of the following.
 - a. Telephone
 - b. Teletype
 - c. Ham operators
 - d. Highway department radio system
 - e. City department radio system
 - f. Personal contact

C. General.

1. Established federal, state, and department radio discipline and procedures will be adhered to.
2. Because of the frequency of use of the radio system, lengthy detailed messages will be communicated by telephone or personal contact if at all possible.

TITLE: DISASTER EMERGENCY PLAN

SITUATION

- A. Historically, North Dakota has been affected by a variety of disaster and emergency situations which are beyond the capabilities of local governments to handle alone. These disaster and emergency situations may take the form of flood, severe weather, fires, hazardous material spills, mass casualty incidents, or other situations which require intervention to save lives and protect property.

MISSION

- A. The North Dakota Disaster Emergency Plan assigns the NDHP as the primary agency for the public safety functions of the plan defined as "the protection of life and property and maintenance of law and order during disaster emergency situations."

EXECUTION

- A. Concept of operations.
1. The State Disaster Emergency Plan takes effect at such time as:
 - a. A disaster emergency occurs or is imminent, or
 - b. The Disaster Emergency Coordinator directs certain state agencies to perform assigned tasks, or
 - c. A disaster emergency is declared by the Governor.
 2. The first member of the NDHP, upon notification of or upon arrival at the scene of a disaster, will be the officer responsible for implementing the provisions of this plan and will remain in that role until relieved by proper authority.
 3. Immediately upon becoming aware of the occurrence of a disaster or the potential or imminent occurrence, the officer in charge shall notify State Radio Communications, advise them of the situation, and request they disseminate the warning or other pertinent information to state and local governments. In addition, the officer shall notify, or cause to be notified, the district commander who shall be responsible for notifying the Field Operations Commander and the Superintendent.
 4. The district commander of the district in which the disaster occurs shall be the officer in charge and will implement those provisions of this plan as may be deemed necessary. The district commander shall determine when further Highway Patrol assistance is no longer needed and provide for the return of officers to normal duties.

B. Operations.

1. All operations of the NDHP will be conducted in a manner designed to accomplish the following.
 - a. Protect life and, where possible, property.
 - b. Maintenance of law and order.
 - c. Carry out specialized emergency missions as may be requested and approved by the Governor, the Superintendent, or the State Disaster Emergency Coordinator under the provisions of Chapter 37-17.1 NDCC.
2. Normal command channels will remain in effect.
3. The following annexes will delineate specific activities.
 - a. Annex A -- Hazardous Materials
 - b. Annex B -- Natural Disaster
 - c. Annex C -- Aircraft Crash
 - d. Annex D -- Mass Casualty
 - e. Annex E -- Search and Rescue
 - f. Annex F -- Military Incidents

C. Operational support.

1. Should the Superintendent deem necessary, an Operational Support Team shall be dispatched from headquarters to assist the district commander in providing an effective response to the emergency.
2. The primary purpose of the Operational Support Team shall be to relieve the district commander of coordination, logistical, and administrative responsibilities so as to allow him to continue to exercise tactical control over the operation of his assigned and attached personnel.
3. The Operational Support Team shall consist of the following support personnel:
 - a. Field Operations Commander
 - 1) To serve as a liaison with the Division of Emergency Management Coordinator at the scene.
 - 2) To provide situation reports to the Superintendent.
 - 3) To handle news media inquiries directed to the NDHP.
 - b. Logistical Support Officer
 - 1) To provide on-scene logistical support to assigned and attached personnel.
 - 2) To provide for acquisition of special purpose equipment necessary for the successful accomplishment of assigned missions.

c. Operational Support Officer

- 1) To provide special coordination and support as may be directed by the Field Operations Commander.
4. In the event the incident involves hazardous materials, the State Hazardous Materials Coordinator will be notified and will provide technical and operational guidance to the district commander in accordance with Annex A of this plan.

ADMINISTRATION AND LOGISTICS

A. Administration.

1. Accurate records will be kept on all personnel hours, both regular and overtime; expenditures for emergency supplies and materials, and any special costs incurred during disaster emergency activities.
2. The logistical officer shall be responsible for collecting expense figures from the district involved and providing a summary of such information to the Division of Emergency Management Coordinator, if so requested, to support a major disaster or emergency request under Public Law 93-288.
3. An after-action report, SFN 3457 (NDHP Form 848) shall be prepared as soon as possible and provided to the Superintendent.

B. Logistics.

1. Normal purchasing and contracting procedures will be adhered to unless the situation is such that a special purchase or contract be made for immediate support of the emergency operation.
2. Close coordination with other agencies involved in the disaster emergency operation may allow for logistical support to be provided without the expenditure of NDHP funds.
3. In the event an emergency purchase must be made of an item, accountability of the item will be maintained and disposition will be in accordance with instructions received from the logistical officer.

COORDINATION AND CONTROL

A. Coordination.

1. The Division of Emergency Management has the responsibility for appointing an on-scene coordinator (OSC) to coordinate state activities with those of the local and federal government.
2. The district commander, sergeant, or senior patrol officer at the scene shall:

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- a. Establish a command post if one has not already been established.
- b. Attempt to contact the on-scene coordinator as soon as practical following the OSC's arrival at the scene and brief him/her on the following:
 - 1) Names and unit numbers of patrol personnel with whom he/she is to coordinate.
 - 2) Number and status of NDHP units on the scene.
 - 3) Brief summary of present NDHP activity and significant past actions.
3. For most incidents that occur within a county or city, the sheriff or police chief shall have responsibility for law enforcement functions as related to the disaster. Mutual aid assistance and support from other local governments shall be controlled by appropriate local officials. The district commander shall have complete operational control over his assigned personnel and those that may be attached to him; however, activities of NDHP forces should be closely integrated with those of local governments and organizations such as the National Guard.

B. Communications.

1. Communications will be in accordance with regular operating procedures as much as possible.
2. State Radio Communications may direct that a selected channel be utilized for disaster emergency communications and all communications not related to the disaster emergency be conducted on another channel.
3. For disaster emergency situations that occur which require special communications support, the State Radio emergency communications van may be dispatched to the scene to assist in interorganizational communications. The district commander should consult with the state on-scene coordinator and the State Radio representative to determine the capabilities of the van and request support as may be necessary to accomplish assigned NDHP missions.

SPECIAL CONSIDERATIONS

A. Legal.

1. Chapter 39-03 NDCC provides for the specific powers of the Highway Patrol.
2. Upon direction of the Governor, the Highway Patrol may act in emergency situations as provided in Chapter 37-17.1 NDCC.
3. Normal department arrest procedures will be adhered to with the following exceptions.

- a. If the arrest is for an offense other than traffic related, the department citation will be completed for record only and a formal complaint will be secured.
- b. Department officers will be made aware of any special local operating procedures that may make a charge necessary.

B. Public relations.

1. The district commander, sergeant, or senior officer present will be the public relations contact for the department. He/she may further designate a public relations officer to assume that responsibility if the disaster warrants. The public relations officer will make periodic news releases to keep the public informed and dispel untrue rumors that often surface during a disaster.
2. Normally either the Governor's Office or the Division of Emergency Management will make news releases and handle inquiries related to the disaster. Public relations statements of the department should be limited to those activities which the department is directly involved in.
3. All department officers will conduct themselves in accordance with department rules and regulations and policies in their relations with the public and the news media.

Brian C. Berg
BRIAN C. BERG
Colonel, NDHP
Superintendent

TITLE: HAZARDOUS MATERIALS

MISSION

- A. The department will respond to all hazardous materials incidents or emergencies where state assistance is requested or ordered in accordance with the Governor's Executive Order 1986-2.
- B. Upon arrival at the scene, the officer shall secure the scene and coordinate efforts with local forces on the scene in such a manner so as to attempt to reduce the potential harm to the public safety and the environment.
- C. The Governor's Executive Order 1986-2 provides that the State Fire Marshal is responsible for initial action in evaluating and mitigating hazardous material incidents. Therefore, NDHP officers will assure that immediate notification is made and will remain at the scene to conduct or assist in the investigation and provide security and control until the situation is resolved or until properly relieved.

OPERATIONS

- A. Initial response.
 1. Approach the incident from upwind. Do not drive or walk through any visible vapor clouds or spilled liquids and beware of invisible vapors which may be present. Be alert for any unusual odors or sounds.
 2. Park the patrol vehicle a safe distance upwind of the accident site, preferably close to the local command vehicle, if present.
 3. Provide an initial situation report to State Radio, to include:
 - a. A description of the accident and types of vehicles or containers involved.
 - b. As much information as possible concerning the name of the chemical(s) involved, if known, and color of placards or labels.
 - c. Any injuries or fatalities.
 - d. If the container(s) are leaking or if any vapor clouds are present.
 - e. If there is fire or smoke present.
 - f. Wind speed, direction, and precipitation.
 4. Establish communications with the senior fire official or other emergency services coordinating person on the scene and obtain their assessment of the situation and transmit this information to State Radio.
 5. Verify the name and spelling of the chemical involved through the shipping papers, if possible, and transmit this information to State Radio.

6. Establish a command post in a safe location relative to the accident scene.
7. Begin evacuation of a perimeter area as may be indicated by the NDHP Hazardous Materials Safety Manual (Table I), the DOT Emergency Response Guidebook, or other sources of information. If flammable materials are involved, allow no smoking within the perimeter area.
8. Carry out actions as may be indicated by the NDHP Hazardous Materials Safety Manual or DOT Emergency Response Guidebook.
9. If necessary, additional assistance may be requested to block and/or reroute traffic away from the scene.
10. Coordinate closely with local officials and provide advice and support as necessary. Relay information received from State Radio and other sources.
11. Request additional assistance and resources through State Radio as may be necessary. Do not hesitate to request the on-scene assistance of the State Fire Marshal or other agencies such as the Division of Emergency Management, if deemed necessary.
12. Carry out other activities as directed or assigned.

B. Investigation.

1. If time permits, witnesses to the accident should be interviewed for information relating to the circumstances surrounding the accident.
2. If witnesses cannot be interviewed at the scene, names, addresses, and telephone numbers should be obtained for follow up.
3. If it is an accident involving motor vehicles such that section 39-08-10 NDCC is applicable, the necessary forms shall be prepared. In addition, an incident report (SFN 3457) giving details of the accident and spill shall be prepared.
4. Pictures should be taken and made available to the State Fire Marshal, if requested.
5. NDHP officers will complete SFN 3457 describing the situation and action taken regardless if another agency is conducting the investigation.

C. Cleanup.

1. Cleanup of the hazardous material spills is generally the responsibility of the State Fire Marshal in conjunction with the State Health Department. NDHP officers will render assistance and provide resources so as to assure that cleanup is accomplished.

TITLE: NATURAL DISASTER

MISSION

- A. The department will respond immediately to any reported natural disaster within the state.
- B. Upon arrival at the scene, the officer shall undertake actions to protect lives and property in accordance with the State Disaster Plan and the activities outlined in this annex.

OPERATIONS

A. Response.

1. The initial response should be coordinated with other responding units via radio prior to arrival at the scene so all avenues of the approach to the scene can be checked for traffic ability. In many cases, traffic routes into the area will be blocked by water or debris.
2. If an initial assessment of the situation has not already been transmitted to State Radio, give a preliminary report as to:
 - a. Area affected by damage.
 - b. Deaths or injuries.
 - c. Status of commercial power.
 - d. Location of local emergency operations center.
 - e. Present weather conditions.
 - f. Immediate assistance needed.
3. If necessary, administer emergency first aid to victims until they can be transported to medical facilities or triage areas.
4. Establish traffic control to allow emergency vehicles into the area and keep unauthorized personnel out.
5. Attempt to contact local officials at their command post or emergency operations center and establish if their needs for further assistance have been forwarded to the Division of Emergency Management (DEM) in Bismarck. Keep them advised of your whereabouts and methods of contacting you.
6. Coordinate with local law enforcement officials on proposed security operations. Additional departmental assistance must be approved by the district commander. Other requests for assistance, such as the National Guard, must be referred to the Division of Emergency Management.
7. If an on-scene coordinator from DEM arrives on the scene, he/she should be briefed in accordance with paragraph A. 2. under the section titled "Coordination and Control" of the basic operational plan.

B. Extended operations.

1. If the nature of the disaster is such that extended operations are necessary, the district commander shall make arrangements for operational coverage necessary to support assigned missions.
2. If the district commander feels additional or special assistance is necessary from outside the involved district, the support shall be provided in accordance with paragraph C. under the section titled "Execution" of the basic operational plan.

TITLE: AIRCRAFT CRASHES

MISSION

- A. The department will respond on request of competent authority to any reported aircraft accident within the state.
- B. Upon arrival at the scene, the officer shall provide assistance to local or military authorities as may be necessary.
- C. The NDHP is responsible for the investigation of aircraft crashes.

OPERATIONS

- A. Initial approach.
 1. Approach the scene of the crash from upwind to avoid entering a downwind cloud of fuel vapors.
 2. If an initial assessment of the situation has not already been transmitted to State Radio, give a preliminary report as to:
 - a. The relative size of the aircraft.
 - b. Number of casualties and injuries.
 - c. If it is a private, commercial, or military aircraft.
 - d. Any additional assistance that may be needed.
 3. Do not approach the aircraft along the path of the crash if at all possible, but instead from a 45 degree angle to the rear, upwind side. Park the patrol vehicle a safe distance from the aircraft.
 4. Priority of local response forces will undoubtedly be for rescue of entrapped victims that have survived the accident. A triage area should be set up by medical personnel to handle larger numbers of casualties. A secondary search should be made for any victims who may have wandered away from the scene.
 5. It is extremely important that a field command post and a staging area for emergency response units be set up in the event of a major crash. Traffic control assistance may be provided by the Patrol to facilitate the establishment of these areas.
 6. Traffic control should be established to keep key routes in and out of the accident scene open for emergency vehicles.
 7. No smoking or open flame should be allowed at the scene of any aircraft accident due to the hazards created by spilled fuel and possibly liquid oxygen or other hazardous materials. The safety perimeter should be 1,500 feet.

8. Once the survivors have been rescued and transported to a medical facility, operations must shift towards securing the accident scene and investigation of the accident. Identification and location marking should be accomplished before the deceased are removed from the scene. Pictures should be taken of the general crash scene and the locations of all victims.

B. Investigation.

1. Request State Radio to advise the Federal Aviation Administration's General Aviation District Office or appropriate air traffic control facility.
2. Autopsies may be ordered for the pilot and co-pilot by the National Transportation Safety Board (NTSB). Request State Radio to advise FAA of the hospital or funeral home the deceased were transported to. Recommend, if possible, to medical/funeral personnel that no embalming be undertaken until they have discussed the situation with the FAA.
3. Any items removed from the wreckage should be secured and their locations in the wreckage identified for later investigation by the FAA/NTSB.

C. Security.

1. Security of the crash site is normally the responsibility of local authorities. Department assistance in this activity must be approved by the district commander.

TITLE: MASS CASUALTY

MISSION

- A. The department will respond on request of competent authority to any reported mass casualty incident within the state.
- B. Upon arrival at the scene, the officer shall provide assistance to the local authorities as may be necessary to save lives and protect property.

OPERATIONS

A. Response.

1. Mass casualty incidents normally occur as a result of a catastrophic event of short duration that involves a small area.
2. Attempts should be made to coordinate the officer's approach to the area with those of other law enforcement units. This should provide optimum coverage of the area for traffic control and security purposes.
3. If an initial assessment of the situation has not already been transmitted to State Radio, give a preliminary report as to:
 - a. Estimated number of casualties.
 - b. Location of triage area, if one has been designated.
 - c. Preferred traffic flow routes for incoming emergency vehicles.
 - d. Any additional assistance that may be needed.
4. Actions of the officer should be directed in the following areas in order of priority:
 - a. Lifesaving first aid.
 - b. Traffic control.
 - c. Relay of emergency medical supplies.
 - d. Site security.
5. As additional emergency medical units arrive on scene, priorities should shift from the administration of first aid to the control of traffic in and out of the area.
6. Requests for transport of emergency supplies to the accident site or medical facilities will be coordinated by State Radio.

TITLE: SEARCH AND RESCUE

MISSION

- A. The department has been assigned search and rescue (SAR) responsibility under the State Disaster Plan.
- B. The department will respond to search and rescue missions on request of competent authority.

OPERATIONS

- A. Concept of operations.
 1. General -- The Division of Emergency Management has been designated as the state search and rescue coordinating agency by Chapter 37-17.1-06 NDCC. They are responsible for coordinating the state level response to an SAR mission.
 2. Air search -- The Civil Air Patrol (CAP) is responsible for performing air search missions and the coordination of other state air search operations. The Highway Patrol will coordinate all air search operations with those of the CAP.
 3. Ground search -- The Highway Patrol will provide support to local governments in ground SAR operations and, when necessary, will coordinate the use of other state resources with local forces.
 4. Water search -- The Game and Fish Department will be the coordinating agency for water search and recovery operations.
 5. Local government -- The sheriff of each county is generally considered to have SAR responsibility within that county. This has been identified within the state SAR plan for ground and water searches and for air search missions for missing persons, etc.
- B. Response.
 1. Upon receiving a request from a state or local authority for support of an SAR mission, the officer will:
 - a. Respond as requested.
 - b. Notify State Radio Communications and request they notify the Division of Emergency Management.
 - c. Notify the district commander.
 2. If the request is for use of one of the department's aircraft, the Field Operations Commander will be contacted for approval.
 3. If special purpose items such as snowmobiles or 4-wheel drive vehicles are needed, the local game warden may be contacted for assistance.

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4. Search missions for overdue motorists should only be initiated when there is reasonable information as to the location of the motorist(s) and conditions are such that the mission can be carried out without placing undue risk upon the rescue party.
5. Requests for special purpose SAR equipment should be relayed to the Division of Emergency Management for resolution.

TITLE: MILITARY INCIDENTS

MISSION

- A. The department will respond to incidents involving military resources outside the boundaries of established military installations upon request of competent military authority.
- B. Actions taken at the scene of such incidents shall be directed towards protecting the civilian population, traffic control, and limited area security assistance for military authorities.

OPERATIONS

- A. Class A explosive convoys.
 - 1. The military is responsible for protecting resources under their jurisdiction, and in special situations, some Department of Energy nuclear material shipments.
 - 2. To provide for this protection, the military is authorized to establish a "national defense area" around the resources to be protected, which in most cases will be a weapons system of Class A explosives or nuclear material.
 - 3. Security of this national defense area is the responsibility of the military. Traffic control and limited security assistance may be provided by the department.
 - 4. The officer will report to the convoy commander for information and specific details of any requests for assistance. This information will be passed to State Radio, who in turn will notify the Division of Emergency Management of the incident.
- B. Military aircraft accidents.
 - 1. Military aircraft accidents will be handled in accordance with Annex C of the basic operations plan, with the exceptions as outlined below.
 - 2. Extreme caution should be used in approaching the accident scene due to hazards from toxic and explosive materials which may have been involved in the crash. Remain clear of the forward and rear area of the wings and fuselage. Do not approach the wreckage except as may be needed to rescue victims. Do not walk through the smoke from fires.
 - 3. If victims are still in the wreckage, beware of ejection devices and seats. A call should be made through State Radio to Minot or Grand Forks AFB Fire Departments requesting instructions on proper extrication procedures.

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4. As soon as the victims are removed, the area should be secured from unauthorized personnel.
5. Contact should be established with the military to insure all victims have been accounted for. If there is any doubt, a search should be started along the flight and/or crash path of the aircraft.
6. Any loose papers or documents lying about the scene should be secured by law enforcement officers and turned over to the military response force upon their arrival.
7. Officers should obtain the names and addresses of any person taking pictures of the crash prior to the arrival of military authorities and turn this information over to the military.
8. No photographs will be taken by officers until clearance is obtained from military authorities.

TITLE: EMERGENCY MOBILIZATION PLAN

SITUATION

- A. The widespread distribution of manpower of the NDHP is necessary to provide the normal service to the motorists of North Dakota. This creates special requirements in the call up of personnel during emergencies.

MISSION

- A. The mission of the NDHP in mobilization of personnel is to move the personnel to the area they are needed quickly and efficiently.

EXECUTION

- A. The call up of personnel will operate in stages, unless the nature or magnitude of the situation demands otherwise.
1. Stage one -- placing all personnel on 24-hour standby.
 2. Stage two -- placing all personnel on standby for immediate reporting for duty.
 3. Stage three -- call up of required personnel for assignment to the field or assembly area.
- B. The Field Operations Commander will normally be notified prior to a stage three call up. If an emergency situation dictates an immediate mobilization, the Field Operations Commander will be notified as soon as practical.
- C. The district commander shall designate an assembly area and any special equipment requirements when he orders a stage three call up in his district. If personnel are required from other districts, the Field Operations Commander will also be notified of assembly area and equipment requirements so all responding personnel will be informed.
- D. The district commander shall contact the Field Operations Commander if it is determined the tactical response unit will need to be mobilized.
- E. Normal communications procedures will be followed. If special communication requirements or communications center is needed, arrangements will be made by the district commander.
- F. The district commander shall designate officers in charge of any special requirement areas such as communications, assembly area, or equipment distribution.

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- G. Normal transportation procedures will be followed with the district commanders coordinating as required.
- H. The district commanders shall periodically review these procedures at a district meeting to assure everyone is familiar with the procedures.

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TITLE: NUCLEAR EMERGENCY OPERATIONS CONTINGENCY PLAN

SITUATION

- A. Current national defense policy recognizes the possibility of an attack on the United States with nuclear weapons. An attack may come after a period of increased international tension or a very short warning period. Because of the location within North Dakota of certain military types of defense forces, the state of North Dakota can be considered a prime military target for foreign aggressor powers.

MISSION

- A. In the event of a potential or actual nuclear attack upon the United States, the NDHP will respond to specific mission assignments as may be directed by the Governor through the Superintendent. The primary duties of the Highway Patrol will be:
1. Effective control of traffic, either out of the designated risk areas to their respective host areas, or if time does not permit a relocation, effective traffic control into shelter areas prior to the arrival of enemy weapons.
 2. Maintenance of law and order.
- B. Secondary missions may be assigned to the Patrol through normal command channels.

EXECUTION

- A. Concept of operations.
1. Emergency operations will be conducted in three phases: increased readiness, shelter, and post-shelter.
 2. It is anticipated work events will precipitate a period of increased international tension which will dictate certain increased readiness actions on the part of the state, culminating in the implementation of crisis relocation of the population from identified risk areas to host areas; or in the immediate direction of the population to the best available shelters for protection from impending attack. Post-shelter emergencies will be directed by state government when conditions permit.
 3. It is anticipated any attack will consist of primarily nuclear weapons delivered in such a manner so as to neutralize the offensive military capability located within North Dakota.

B. Intelligence.

1. Intelligence information received through normal governmental channels will be passed from headquarters to districts as deemed necessary by the Superintendent.
2. Intelligence information received at district level should be forwarded to NDHP personnel at the state emergency operations center (EOC) by the most rapid means available.
3. Intelligence information may be shared with other governmental agencies on a need to know basis.

COMMAND

- A. Normal command channels will be utilized whenever possible.
- B. The Superintendent and the Field Operations Commander will operate from the state EOC at Fraine Barracks.
- C. The Administrative Services Commander and remaining staff will operate from state headquarters in the Capitol.
- D. District commanders and assigned personnel will continue to operate from district headquarter facilities until such time as they are directed to move to a state area EOC or other location.
- E. As relocation progresses, district commanders must be prepared to relocate patrolmen to host areas. When arriving at a new location outside of the normal district, patrol personnel will report their operational status to the receiving district and will come under the operational control of the receiving district commander.

OPERATIONS

- A. Increased readiness phase.
 1. Upon receiving notice from the Governor or the director of the Division of Emergency Management that conditions exist that warrant increased readiness activities by the NDHP, the Superintendent will:
 - a. Review the State Nuclear Emergency Operations Plan (NEOP).
 - b. Brief staff officers as may be necessary.
 - c. Relocate to state EOC at Fraine Barracks.
 - d. Perform functions relating to his position on the Governor's operational staff.
 2. The Field Operations Commander shall:
 - a. Review the State Nuclear Emergency Operations Plan (NEOP).
 - b. Brief district commanders on the situation as may be necessary.

3. The Administrative Services Commander and Personnel Officer shall:
 - a. Review the State Nuclear Emergency Operations Plan (NEOP).
 - b. Insure availability of resources necessary for functioning of the Capitol Highway Patrol Office.
 - c. Establish schedule for 24-hour coverage of office, if necessary.
 - d. Coordinate with District Seven commander for security of state EOC complex.
 - e. Provide general public information to the Governor's Office and the Division of Emergency Management concerning general public safety precautions.

4. District commanders shall:
 - a. Review State Nuclear Emergency Operations Plan (NEOP) and crisis relocation traffic flow plans.
 - b. Begin recalling personnel, if directed by the Field Operations Commander.
 - c. Review operational status of district office or EOC for extended operations.
 - d. Assume control and operational supervision over attached Game and Fish Department officers.
 - e. Prepare for and deploy assigned and attached personnel in such a manner as to insure the most expeditious flow of traffic from risk to host areas.
 - f. Support, in as much as possible, local requests for law enforcement assistance, provided it does not detract from the primary mission of population relocation.
 - g. Coordinate with local Division of Emergency Management coordinators or radiological defense officers for radiological defense refresher training.
 - h. Coordinate with Highway Department district engineers for inventory and possible pre-positioning of traffic control signs, markers, and barricades.
 - i. Coordinate with local law enforcement officials as needed to accomplish the above listed tasks.

B. Shelter phase.

1. Upon receiving notification of impending attack from the state warning point, all members of the NDHP will immediately take shelter in:
 - a. Predesignated EOC shelter areas, or
 - b. The best available shelter.

2. While in the EOC shelter, NDHP officers will perform functions assigned by the shelter manager or superior officers, to include where necessary, the protection of life and property and the maintenance of law and order.

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C. Post-shelter phase.

1. Shelter emergency will not occur until directed by the state or local radiological defense officer.
2. When shelter emergency occurs and communications can be established with higher authority, operational status will be reported and missions will be assigned as necessary. In the event communications are disrupted, officers will continue to operate to protect life and property and to maintain law and order.

D. Communications.

1. State EOC complex -- internal.
 - a. Telephone
 - b. Director of Institutions radio system
 - c. State Highway Patrol channel 4
 - d. State Radio channels
2. State EOC complex to districts.
 - a. Law enforcement teletype (LETS)
 - b. Telephone
 - c. State Radio channels
3. District to district.
 - a. Telephone
 - b. LETS
 - c. State Radio base to base channel
4. The State Radio Communication System (channels 1, 2, and 3) will be utilized as the state's primary direction and control network, and as such, will be handling an excessive volume of traffic. Every effort should be made to monitor state radio for warning and/or command information.
5. Other communication systems from the state area EOC's to the state EOC complex will be utilized only when necessary due to blockage/non-availability of primary systems.

ADMINISTRATION AND LOGISTICS

- A. Administrative planning will begin during the increased readiness phase for possible 24-hour operation of the state and state area EOC/district offices. Such planning shall include:
 1. Personnel scheduling.
 2. Administrative documentation and record keeping.

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3. Purchasing of necessary services, supplies, and materials necessary to support extended operation.
4. Additional telephone/radio communications into the district office or EOC.
5. Shelter assignments for NDHP officers.
6. Arrangements with Highway Department district offices and alternate supply source for fuel and oil for patrol vehicles on a priority basis.
7. Maintenance of a log of significant activities within Highway Patrol office/EOC.

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TITLE: TERRORIST ACTIVITY AND/OR BOMB THREATS

SITUATION

- A. The incidents of terrorist activity in the form of bombs, bomb threats, kidnappings, and hostage situations have become commonplace in our society. Such activities appear to be spreading throughout the entire world. Incidents which have occurred in the recent past indicate even a rural state such as North Dakota is not immune to this type of heinous crime.

MISSION

- A. The NDHP will respond to any terrorist activity or threat within North Dakota the department becomes aware of. Generally speaking, the department's role in response will only be that which is clearly covered by legal authority.

EXECUTION

A. Concept of operation.

1. The first Highway Patrol officer on the scene will be the officer in charge until relieved by proper authority. The officer in charge will immediately cause his/her district commander to be notified of the situation.
2. The district commander or his representative shall immediately notify the Field Operations Commander and the Superintendent of any terrorist activity reported to him.
3. The Superintendent will direct the implementation of this plan and shall immediately notify the Governor of the situation.
4. The Superintendent or his representative will:
 - a. Establish liaison and coordinate activities with other agencies involved in dealing with the situation.
 - b. Determine manpower requirements and designate elements of the patrol force for commitment.

B. Coordinating instructions.

1. If a terrorist group is attempting or has actually taken over any military weapon or installation, the State Highway Patrol will give assistance to the military. The military will be responsible for the action needed to recapture the property.

ADMINISTRATION AND LOGISTICS

- A. Administrative support items as may be needed and available will be arranged for, to include:
1. Emergency operation center (EOC) staffing and equipping
 2. Purchasing and fiscal expenditures
 3. Legal responsibilities and limitations
- B. Logistical support items as may be needed and available will be arranged for, to include:
1. Housing and messing
 2. Maintenance and supply
 3. Special response equipment
 4. Medical services
 5. Transportation
 6. Arrest and detention
 7. Communications

COMMAND AND SIGNAL

- A. Normal command channels will be utilized.
- B. Primary and secondary communication systems will be designated.
- C. Communications discipline and restrictions will be established.
- D. Detailed department plans will be coordinated with any other agencies involved.

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TITLE: RESPONSE PROCEDURES

MISSION

- A. The mission regarding the response procedures is to take command of the situation and secure the area or maintain surveillance of the terrorist activity and notify the district commander and the Superintendent.

EXECUTION

A. Concept of operation.

1. Any officer who is made aware of any terrorist activity will immediately notify his/her district commander of:
 - a. Time and place of terrorist activity.
 - b. Type of terrorist activity (hostage, bomb threat, weapons takeover, etc.).
 2. District commander shall immediately notify the Superintendent with the following information:
 - a. Time and place of terrorist activity.
 - b. Type of terrorist activity (hostage, bomb threat, weapons device takeover, etc.).
 - c. Number of officers available for duty.
 - d. Location of temporary EOC.
 - e. Additional manpower and equipment needed.
- B. The district commander will notify the military authorities with reference to weapons takeover or bomb threat at any military property or installation.
- C. The district commander will coordinate and supervise any emergency procedure until the arrival of authority delegated by the Superintendent.
- D. The district commander shall coordinate all emergency procedures with all other county, city, state, and federal agencies and military authorities.
- E. The Superintendent shall be kept informed of all information and data as it is available. Direct contact by radio or telephone shall be maintained between the district office and the Superintendent's office at all times.

TITLE: INTELLIGENCE

MISSION

- A. The mission regarding intelligence is to secure as much information as possible concerning a possible or actual terrorist threat or action and provide that information to the Superintendent.

ELEMENTS OF INFORMATION

- A. Intelligence reports will contain information relative to the following:
1. Disposition and composition of terrorist groups.
 - a. Size
 - b. Location
 - c. Degree of organization
 - d. Arms, equipment, and materials
 - e. Transportation
 - f. Nature of activities and plans
 - g. Identification of leaders
 - h. Influence of leaders on populace
 - i. Peculiarities and weaknesses
 - j. Capabilities
 - k. Attitude toward law enforcement agencies
 2. Tensions within the community outside the terrorist group.
 3. Locations of terrorist action.
 - a. Terrain of each area
 - b. Weather forecasts
 - c. Photographs
 - d. Obstacles to movement
 - e. Threat to public utilities, property, and welfare
 4. Probable or actual causes of the terrorist action.
 5. Rumors.

ANALYSIS OF SITUATION

- A. The Superintendent or his representative will evaluate intelligence reports on the basis of:
1. Validity
 2. Reliability
 3. Usefulness

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DISSEMINATION OF INFORMATION

- A. Intelligence data will be coordinated and exchanged with other agencies that may be involved, to include city, county, state, and federal.

TITLE: OPERATIONS

MISSION

- A. The NDHP will respond on the order of the Governor to assist in quelling a terrorist action that is in effect or where the potential persists in order to preserve or restore law and order, and will perform other duties and responsibilities assumed by the Superintendent.

EXECUTION

A. Concept of operations.

1. Mobilization.

- a. Officers needed for the operation will be called up as outlined in the Emergency Mobilization Plan.

2. The district commander will ascertain that equipment issued to personnel in his command is in good repair and ready for use at all times. He will also ascertain that any special purpose equipment issued to the district is inspected a minimum of once per month to insure it is in good repair and ready for use.

3. The district commander will establish a field command post, which may be the district office, district commander's unit, State Radio's emergency operations van, or other designated location.

B. Operational plan.

1. Department headquarters will prepare an operational plan for each separate operation, considering such information as:

a. The situation.

- 1) Type of terrorist action
- 2) Area of confrontation
- 3) Nature of the terrorist action and purpose
- 4) Other pertinent information

b. The mission.

- 1) The mission of the Highway Patrol will be set forth as a single unit or a part of a group.
- 2) Coordinate instructions with other agencies.

TITLE: ADMINISTRATION AND LOGISTICS

MISSION

- A. To provide administrative and logistical support to the terrorist action task force as directed.

EXECUTION

- A. Materials and services.

1. Materials.

- a. Initial basic supplies issued by department headquarters remains the responsibility of the district commander to provide the officers of his district.
- b. Additional basic supplies may be requisitioned as the likelihood of a terrorist becomes more probable, keeping in mind the possible location of the disturbance and the possibility of additional manpower being assigned to that area.
- c. Special equipment not normally provided or issued by department headquarters but desirable for a particular operation may be made available as the need arises and procurement is made available.
- d. A resupply of expended items should be planned for by the Administrative Services Commander and the district commander involved.
- e. Civilian supplies.
 - 1) Gas, oil, and related items may be purchased at the Highway Department or any service station.
 - 2) Lodging will be arranged for by the district commander and will be coordinated with department headquarters.
- f. Salvage.
 - 1) Damaged equipment will be secured and turned in for a new issue as may be needed.
- g. Confiscated supplies.
 - 1) Supplies seized from terrorists will be receipted for utilizing SFN 3431 (NDHP Form 316); and if possible, turned over to the officer in charge or his/her representative.
- h. The Administrative Services Commander will be responsible for planning relative to issuance, prestocking, and restocking of all materials needed for operations.

2. Services.

- a. As a minimum, the following emergency services will be contacted and a listing provided all department officers on a need basis:

- 1) Ambulances
- 2) Hospitals
- 3) Wreckers
- 4) Military personnel

3. Other emergency services.

- a. District plans will provide for the below listed:

- 1) Public and private utilities (gas, water, electric)
- 2) Garages
- 3) Telephone
- 4) Radio repair
- 5) Heavy equipment -- road repair or clearance
- 6) Local bus, taxi, or trucking firms
- 7) Helicopter or fixed-wing aircraft
- 8) Medical personnel for treatment of department officers
- 9) Temporary out-patient clinics
- 10) Casualty information center to record deaths, injuries, and missing persons
- 11) Locations of all first aid stations
- 12) Security of ambulance or escort routes

B. Administration.

1. Records and reports.

- a. All other incidents for which a report form is not provided will be put in writing and attached to the daily report for that day. Incidents involving more urgent attention will be relayed to the EOC as soon as practicable by radio, telephone, or personal contact.
- b. Situation reports by radio or telephone will be made by designated supervisors on a regular basis as indicated by the officer in charge dependent on circumstances.
- c. Records of all reports will be filed and retained through the period of their usefulness.
- d. After-action reports will be completed in writing by designated supervisory officers and submitted to the Superintendent

APPENDIX I

TITLE: SPECIAL EQUIPMENT

A. The special equipment may include any or all of the following:

1. Additional radio equipment -- mounted and portable
2. Automatic weapons
3. Rifles with telescopes
4. Binoculars
5. Riot control agent dispersers -- man pak, vehicular and air mounted
6. Bulletproof vests
7. Floodlights
8. Spotlights
9. Public address systems
10. Rotary and fixed-wing aircraft
11. Heavy construction equipment
12. First aid supplies
13. Mobile kitchens
14. Grappling hooks
15. Boats with motors
16. Special weapons and ammunition
17. Recording equipment
18. Sign painting kits
19. Tents
20. Barbed wire
21. Wire cutters
22. Heavy duty gloves
23. Rope
24. Power saw
25. Water trailers
26. Fingerprinting kits
27. Restraining devices

TITLE: PERSONNEL

MISSION

- A. To provide for task force organization, maintenance of strength, management, morale, and headquarter's responsibilities.

EXECUTION

A. Task force organization.

1. A listing will be made of all department personnel assigned to the task force.
2. Command and control will be established for the overall operation with supervision planned for each phase or area of responsibility.

B. Maintenance of task force strength.

1. The original assignment to the task force will allow for reserve personnel to be called if replacements are necessary.
2. Operational assignments of task force personnel will provide a reserve contingent at all times.
3. A plan for shift changes will normally be in effect.

C. Morale and services.

1. Emergency leaves for personnel committed to disturbance operations will be submitted to the officer in charge for decision and forwarded to headquarters.
2. If a disturbance involves a Sunday, an attempt will be made to provide for officers attending religious services if they desire.
3. Personnel hygiene facilities will be planned for both in the field and at the EOC.
4. Consideration may be given to arranging with the local Red Cross or similar facilities to provide coffee, sandwiches, or other facilities.

D. Headquarters management and responsibilities.

1. Chain of command within the EOC will be a part of the Operations Order.
2. Staffing and equipping the EOC.
3. Expansion of EOC facilities if necessary.
4. Security of EOC.

TITLE: TRAINING

MISSION

- A. The mission is to provide adequately trained professional police officers capable of preventing or subduing terrorist action within any situation or phase as may be encountered.

EXECUTION

A. Training program.

1. Objective.

- a. Develop an effective unit capable of quick mobilization and response during outbreaks of terrorist activity.
- b. Develop a complete understanding of sociological, psychological, and cultural factors involved in terrorist groups.
- c. Develop a complete understanding and knowledge of all equipment available to the department for use during a terrorist uprising.
- d. Develop understanding and proficiency in the techniques and tactics necessary to combat terrorist activities.

B. Curriculum development.

1. To include such material as is relevant and within the capabilities of the department to teach.
2. Methods and techniques of instruction designed to be realistic and reach the training objectives.
3. Evaluating the results of training.
 - a. Supervisors are to evaluate such things as:
 - 1) Response time in alerts.
 - 2) Knowledge of the use of equipment -- standard and special.
 - 3) Patrol techniques and the establishment of control in an area.
 - 4) Other terrorist control techniques and procedures as set forth by the training requirements.

C. In addition to the curriculum as set forth above, plan to include instruction in the following areas:

1. Legal problems.

- a. State and federal laws.
- b. Municipal ordinances if applicable.

2. Terrorist behavior.
 - a. Community.
 - b. Minority.
 - c. Student.
3. Anti-sniping.
4. Arson and fire fighting protection.
5. Protection of vital facilities.
6. Patrol techniques.
7. Barrier and roadblock construction and uses.
8. Apprehension and detention.
 - a. Use of force.
 - b. Mass arrest procedures.
 - c. Handling of citizen arrests.
 - d. Utilization of detention facilities.
9. Psychological training.
 - a. Mental preparation of the individual police officers.
10. Use of equipment.
 - a. Standard equipment available to the department.
 - b. Special equipment -- uses and operation.
11. Weapons training.
 - a. Standard department weapons.
 - b. Special weapons and ammunition.
12. Communications -- radio, teletype, and other communication systems necessary during terrorist activities.
13. Joint training programs.
 - a. City departments.
 - b. Sheriff's departments.
 - c. National Guard.
 - d. Air Force or other military personnel.

TITLE: LEGAL

MISSION

- A. The purpose of this annex is to establish a legal basis for effective terrorist control operations.

AUTHORITY

- A. Chapter 39-03 NDCC provides specific powers of the Highway Patrol.
- B. Upon direction of the Governor, the Highway Patrol may act in emergency situations as his immediate enforcement agency.

ARREST AND JUDICIAL PROCEDURES

- A. Normal department arrest procedures will be adhered to with the following exceptions:
1. If the arrest is for an offense other than traffic related, a formal complaint will be secured and the department citation will be completed for record only.
 2. Department officers will be made aware of any special local operating procedures that may make a change necessary.
- B. In the event arrests and detention are necessary, the officer in charge will make proper arrangements with the local county or city officials. The following are of primary importance in planning for arrests and detention:
1. Primary detention facilities should be the local county or city jail.
 2. Secondary detention facilities may be an adjoining county or nearby city facility.
 3. If temporary detention facilities are necessary, some important aspects to consider in planning are:
 - a. Adequate space.
 - b. Rather close proximity to the scene to avoid transportation problems, but yet far enough away to reduce the possibility of attacks.
 - c. Custodial personnel requirements.
 - d. Possibility of utilizing adjacent buildings.
 - e. Fire fighting equipment.
 - f. Lighting at night.
 - g. Provide adequate custody, control, and safety of prisoners.
 - h. Segregation by sex and age.
 - i. Medical aid.
 - j. Ensure positive identification of arresting officers with their prisoners.

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- k. Approval of plans by the local state's attorney or city attorney and the courts involved.
- C. Department officers will be provided information regarding local courts and appearance dates.

TITLE: PUBLIC RELATIONS

MISSION

- A. The conduct of department activities and functions must remain at a level to produce an image of efficient, effective, and fair performance by all department officers.

EXECUTION

A. Organization.

1. The officer in charge will be the public relations contact for the department. He/she may further designate a public relations officer to assume that responsibility if the terrorist activity warrants.
2. The officer in charge or his/her representative will establish, staff, and maintain a press center for periodic and spot news releases regarding the action.
3. All other department officers will refrain from holding interviews and releasing news items or information but will refer members of the press, radio, television, local or state authorities, and concerned members of the public to the press center for their desired information.

B. News center requisites.

1. Equipment and facilities may include any or all of the following:
 - a. Adequate protection from weather
 - b. Adequate lighting
 - c. Telephones
 - d. Radio
 - e. Maps of the action area
 - f. Tables and chairs
 - g. Power outlets
 - h. Separate briefing and meeting rooms
 - i. Limited mess and lodging facilities

C. General.

1. All department officers will conduct themselves in accordance with department rules and regulations and policies in their relations with the public.

TITLE: COMMUNICATIONS

MISSION

- A. To provide for effective and efficient communications within the department and a means of communicating with other agencies involved.

EXECUTION

A. Primary.

1. The primary means of communications will be the state radio system with units located as follows:
 - a. Emergency operations center
 - b. All department vehicles
 - c. Department aircraft
 - d. Portable units for special commitments
 - e. Portable units for tie-in with other agencies

B. Secondary.

1. The secondary means of communications will be any combination or use of any or all of the following:
 - a. CB radio
 - b. Telephone
 - c. Teletype
 - d. Military radio
 - e. Highway Department radio system
 - f. City department radio system
 - g. Personal contact

C. General.

1. Established federal, state, and department radio discipline and procedures will be adhered to.
2. Because of the frequency of use of the radio system, lengthy detailed messages will be communicated by telephone or personal contact if at all possible.

TITLE: BOMB THREAT

MISSION

- A. The mission of the NDHP upon receiving a notification of a bomb threat is to evacuate all personnel and secure the area until a bomb disposal unit has cleared the building or area of the bomb or determined it was a hoax.

EXECUTION

- A. It is anticipated that bomb threats via telephone or other means may be made to the NDHP. Should such a threat be made, the recipient of the threat will follow the instructions below and thus implement this plan.

1. The recipient of any threat should remain calm and obtain as much information as possible from the caller. Most bomb threat calls are very brief. The caller normally states his/her message in a few words and hangs up; however, where possible, every effort should be made to obtain detailed information from the caller. The information from the caller should be written down as it is received and questions asked of the caller.

- a. The recipient of the call should try to obtain the following:

- 1) Exact location of bomb.
- 2) Time set for detonation.
- 3) Description of explosive or container.
- 4) Type of explosive.
- 5) Reason for call or threat.

- b. The person receiving the call should also note such details about the call as:

- 1) Date and time of call.
- 2) Exact language used.
- 3) Sex of caller.
- 4) Guess at caller's age and educational background.
- 5) Speech impediments (drunk, lisp, etc.).

Example: When the caller has apparently given all the information he/she intends to, ask for his/her name. It may also be helpful to inform the caller the building is occupied and the detonation of a bomb could result in death or injury to innocent people.

Note: Threats received by letter should be preserved for possible fingerprints and should not be handled once the letter has been opened.

2. The officer receiving the threat shall immediately notify the district commander and give the context of the threat.

3. The district commander will immediately notify the Superintendent with the following:
 - a. Time and place of bomb threat and the location of the bomb.
 - b. Number of officers available for duty.
 - c. Additional manpower needed.
4. If the bomb threat is within the jurisdiction of the Highway Patrol, the district commander shall proceed to the threatened area and take charge of all operations necessary to protect life and property and to render the area safe. If the bomb threat is not within the Patrol's jurisdiction, the district commander shall notify the chief law enforcement officer having jurisdiction.
5. Upon arrival, make an assessment of the situation. Order evacuation of the area when considered necessary.
6. Call for such additional Highway Patrol personnel to render assistance in securing the area, directing traffic, or other duties as may be necessary.
7. Assign search parties to area responsibility (normal search parties will consist of Highway Patrol officers, maintenance personnel, and members of the agency concerned).
8. When a bomb or other object that may be an explosive device is found, evacuate personnel to a safe distance from the object.
9. Security personnel will take normal safety precautions pending the arrival of the explosive ordinance disposal officer. This will include keeping personnel out of the danger area and keeping people from entering the building by posting security guards at doors.
10. The district commander or officer in charge will instruct any units who are responding to the area not to use red lights or sirens and insure the two-way radios are shut down within two blocks of the area. This would include fire department, civil defense, and like vehicles.
11. When the district commander has determined the area to be clear, normal activities will resume.

TITLE: SPECIAL EVENTS CONTINGENCY PLAN

SITUATION

- A. Typically special events are an on-going occurrence in all areas of North Dakota. These may range from a one day event in our smallest community to a major gathering covering several days and involving thousands of people in our largest city. Special events can include such events as parades, celebrations, sporting events, and demonstrations.

MISSION

- A. The NDHP is committed to providing service and protection to the citizens of the state. Therefore, the department will stand ready to assist local agencies during special events by whatever means and to whatever extent possible in an attempt to ensure public safety. This assistance will generally be limited to traffic direction and control and traffic law enforcement, unless directed by the Governor to serve as his immediate enforcement agency, at which time the department's Civil Disturbance Plan will go into effect.

EXECUTION

- A. Concept of operations.
1. District commanders will evaluate all reports regarding a scheduled or anticipated event or occurrence and report all pertinent information to the Field Operations Commander.
 - a. Traffic volume estimates
 - b. Crowd estimates
 - c. Anticipated crime problems
 - d. Local law enforcement commitment
 2. The Field Operations Commander will review information submitted by the district commander and render a decision as to the degree of assistance to be provided.
 3. The district commander of the district in which the event is occurring, with the assistance of the Field Operations commander, will prepare a situational plan covering the special event with input from:
 - a. Tactical unit commander
 - b. District officers
 - c. Local law enforcement agencies
 - d. Other public officials
 - e. Representatives, sponsors, participants, or promoters of the event
 4. The district commander will be responsible for internal and external coordination of activities and will act as the overall supervisor and coordinator for coverage of the event.

5. At a minimum, the district situational plan will address the following problems and special circumstances:
 - a. Ingress and egress of vehicles and pedestrians
 - b. Provisions for parking, spectator control, and transportation
 - c. Provisions for relief of officers assigned
 - d. Provisions for handling news media
 - e. Alternate traffic routes
 - f. Temporary traffic controls and parking prohibition
 - g. Emergency vehicle access
 - h. Activation of special operations personnel
 - i. Determination of necessary special equipment and conditions for its use

ADMINISTRATION AND LOGISTICS

- A. Administrative support items as may be needed and available will be arranged for, to include:
 1. Emergency operation center (EOC) staffing and equipping
 2. Purchasing and fiscal expenditures
 3. Legal responsibilities and limitations
- B. Logistical support items as may be needed and available will be arranged for, to include:
 1. Housing and messing
 2. Maintenance and supply
 3. Special equipment
 4. Medical services
 5. Transportation
 6. Arrest and detention

COMMAND AND SIGNAL

- A. Normal command channels will be utilized.
- B. Primary and secondary communication systems will be designated.
- C. Communication discipline and restriction will be established.
- D. Detailed department plans will be coordinated with other agencies involved.


BRIAN C. BERG
Colonel, NDHP
Superintendent

TITLE: SPECIAL OPERATIONS PLAN

SITUATION

- A. Incidents may occur which require the response of personnel possessing special training or equipment. Examples of these incidents may include any situation requiring the services of the Tactical Response Unit, a hostage situation, or a need to provide VIP security.

MISSION

- A. It will be the mission of the NDHP to provide service and protection to the citizens of the state.
- B. The department is prepared to respond to situations requiring the services of the Tactical Response Unit, to conduct or assist in hostage negotiations, and to provide VIP security in those situations within department jurisdiction and authority.

EXECUTION

- A. The district commander of the affected district will notify the Superintendent, thru channels, of:
1. An incident requiring assistance from the Tactical Response Unit.
 2. A hostage situation.
 3. Requests for or a need to provide VIP security.
- B. Upon a determination being made to implement this plan, the Superintendent or his representative will:
1. Establish authority and responsibility to execute this plan.
 2. Coordinate with other agencies involved.
 3. Determine and designate manpower.
 4. Make special manpower assignments.
 5. Establish conditions for use of any special equipment.
- C. The district commander of the affected district will be the officer in charge and will implement those provisions of this plan as may be deemed necessary. The district commander shall also determine when further Highway Patrol assistance is no longer needed and provide for the return of officers to normal duties.
- D. Many situations to which the department may respond will be under the responsibility of the county sheriff or a chief of police. In these instances, the district commander or Tactical Response Unit Commander will have complete operational control over assigned department personnel. However, activities of Highway Patrol officers must be closely integrated with those of local government and other agencies such as the National Guard.

ADMINISTRATION AND LOGISTICS

- A. Administrative support items as may be needed and available will be arranged for, to include:
1. Command post staffing and equipping
 2. Purchasing and fiscal expenditures
 3. Legal responsibilities and limitations
- B. Logistical support items as may be needed and available will be arranged for, to include:
1. Housing and messing
 2. Maintenance and supply
 3. Special equipment
 4. Medical services
 5. Transportation
 6. Arrest and detention

COMMAND AND SIGNAL

- A. Normal command channels will be utilized.
- B. Primary and secondary communications systems will be established.
- C. Communications discipline and restrictions will be established.
- D. Detailed department plans will be coordinated with other agencies involved.

Brian C. Berg
BRIAN C. BERG
Colonel, NDHP
Superintendent

TITLE: TACTICAL RESPONSE UNIT

MISSION

- A. The NDHP will provide a specially trained force of officers for selected emergency situations within department jurisdiction or when assistance is requested by another agency.

EXECUTION

- A. Situations when the Tactical Response Unit could be activated may include:
1. Riot control
 2. Hostage and kidnapping situations
 3. VIP security
 4. Natural disasters such as:
 - a. Tornadoes
 - b. Floods
 - c. Storms
 - d. Hazardous material displacement
 5. Searches for lost or missing persons
 6. Bomb threats
 7. Searches for escaped prisoners
 8. Quelling disturbances at the State Penitentiary or any other state institution
 9. Other situations deemed necessary by the Superintendent
- B. Activation of the Tactical response unit will be initiated by the district commander of the district in which the unit will be needed. The district commander will contact the Superintendent or his representative who will then contact the Tactical Response Unit Commander. The Tactical Response Unit Commander will then contact the districts from which he requires members to make up the unit.
- C. Tactical Response Unit Personnel.
1. Assignment to the Tactical Response Unit shall be on a voluntary basis and will be based on the following criteria:
 - a. Prior experience
 - b. Excellent physical and mental condition
 - c. Approval by the officer's district commander and the Tactical Response Unit Commander.
 2. Make up of the Tactical Response Unit.
 - a. Unit commander -- who shall be appointed by the Superintendent.
 - b. Assistant unit commander -- who shall be appointed by the unit commander and approved by the Superintendent or his representative.
 - c. Four squads -- each of which will consist of the following:
 - 1) Squad leader

- 2) Sniper
- 3) Gas gunner
- 4) Three additional members

D. Equipment.

1. Tactical Response Unit equipment shall consist of any or all of the following:
 - a. Sniper weapons and ammunition
 - b. Gas guns and projectiles
 - c. Issued sidearm and shotgun, and issued ammunition
 - d. Riot gear, to include helmet, face shield, and nightstick
 - e. Body armor
 - f. Climbing equipment
 - g. Gas grenades
 - h. Concussion grenades
 - i. Ear protectors
 - j. Leather gloves
 - k. Coveralls
 - l. Cold weather gear
 - m. Gas mask
 - n. Any other equipment deemed necessary by the unit commander
2. The Tactical Response Unit Commander shall be responsible for the maintenance, security, and storage of all special equipment designated for Tactical Response Unit use.
3. The Tactical Response Unit Commander will arrange for the transport of all required equipment to an incident site.

E. Duties and responsibilities of the Tactical Response Unit Commander.

1. In addition to having the responsibility for the actions and performance of the Tactical Response Unit during call up to any incident, the Tactical Response Unit Commander will be responsible for the following:
 - a. Training of members.
 - b. Planning and developing unit operational orders.
 - c. Supervision of unit members during training or deployment to an incident.
 - d. Ordering fire control as authorized.
 - e. Annual budgeting for supplies and equipment.
 - f. Recommending personnel for the unit or the dismissal of a member when deemed necessary.
 - g. Unit briefings and debriefings.
 - h. Being responsible to the Field Operations Commander and/or Superintendent.
 - i. Forwarding to the Field Operations Commander a copy of any orders issued at pre-operational briefings.

- j. Filing a post action report, SFN 3457, within five days of an incident.
 - k. Conducting inspections of special equipment and members personal equipment as necessary.
 - l. Conduct an annual review of the unit's activities and submit a report to the Superintendent.
 - m. Any other requirements as ordered by the Superintendent.
- F. Duties and responsibilities of the assistant Tactical Response Unit Commander.
1. To assist the Tactical Response Unit Commander as necessary or as assigned.
 2. To assume the responsibilities of the Tactical Response Unit Commander in the commander's absence or if incapacitated.
- G. Pre-operational briefing.
1. When the Tactical Response Unit is activated, a pre-operational briefing will be held whenever possible.
 2. The time and location will be announced by the Tactical Response Unit Commander.
 3. The Tactical Response Unit Commander will cover all or as many of the following as possible:
 - a. Are weapons involved?
 - b. The exact location of the incident.
 - c. The number of people involved.
 - d. A description of hostages, if any.
 - e. A description of the area surrounding the incident site.
 - f. Any other information that is available.
- H. Post-operational debriefing.
1. Will be conducted as soon as practicable following the incident.
 2. Will allow for critique by all members.
- I. Weapons fire control.
1. The Tactical Response Unit will maintain strict fire control at all times. No weapon will be loaded or fired without the command of the Tactical Response Unit Commander.
 2. Commands:
 - a. Red level -- ammo in magazine only.
 - b. Yellow level -- All weapons are loaded with round in chamber.

- c. Green level (signal to fire given) -- This level can only be authorized by the:
 - 1) Superintendent
 - 2) Field Operations Commander
 - 3) Tactical Response Unit Commander
3. All use of weapons will be consistent with the North Dakota Century Code and constitutional requirements on the use of force.

J. Sniper

1. The Tactical Response Unit will consist of four members who will function as snipers. The primary role of the sniper is:
 - a. Maintain constant observation of situations that the Tactical Response Unit is involved in and report conditions directly to the Tactical Response Unit Commander.
 - b. Take appropriate action to terminate a situation as directed by the Tactical Response Unit Commander. This may include neutralizing the person(s) responsible for creating the situation.
2. Whenever a sniper has fired his/her weapon and the incident is over, the weapon and empty shell casing will be turned over to the Tactical Response Unit Commander. He will secure and label both and turn them over to the Field Operations Commander.
3. Sniper shot probability.
 - a. When the snipers are deployed on an incident, the Tactical Response Unit Commander may request shot probability. Snipers will provide him with the following information:
 - 1) Distance to the target.
 - 2) Shot success probability.
 - 3) After impact trajectory.
4. Ammunition will be provided by the Tactical Response Unit Commander on a need basis. Snipers will be responsible for keeping a fresh supply on hand at all times.
5. Snipers will be certified semiannually with records maintained by the Tactical Response Unit Commander.

K. Training

1. Tactical Response Unit training will be held in accordance with NDHP Policies 3-3, 8-1, and 8-2.

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2. Additional training may be held at the direction of the Tactical Response Unit Commander.
3. Records of training received by Tactical Response Unit members will be completed by the Tactical Response Unit Commander and forwarded to department headquarters.

TITLE: HOSTAGE/BARRICADED PERSON SITUATIONS

MISSION

- A. The NDHP will, upon request, assist other agencies with situations involving hostages or barricaded persons.
- B. The NDHP will, in those cases where the department has jurisdiction and authority, utilize department personnel who are trained in hostage negotiations so as to attempt to bring about a peaceful conclusion to a hostage or barricaded person situation.

EXECUTION

- A. The selection of officers for training and assignment in hostage situations will be based on the following criteria:
 - 1. Psychological test results.
 - 2. Interviews involving a psychologist or psychiatrist.
 - 3. Verbal skills.
 - 4. Past experience.
- B. Notification of Tactical Response Unit and hostage negotiation personnel.
 - 1. Upon verification of a possible or actual hostage situation, the officer involved in the hostage situation shall notify either the supervisor on call or the district commander of the district in which the situation has arisen.
 - 2. The district commander or the supervisor on call will then notify the Field Operations Commander. A decision will then be made as to the type and amount of department personnel that shall respond to the hostage situation.
 - 3. If deemed necessary, the department's hostage negotiator will be notified of the situation and shall at that time expedite to the hostage scene by the quickest means available.
 - 4. If deemed necessary, the department's tactical response team will be notified of the situation.
 - 5. Notification, coordination, and response logistics as they pertain to either the department hostage negotiator or to the department's Tactical Response Unit shall be coordinated and implemented under direct supervision of the Field Operations Commander.
- C. Communications with other agencies.
 - 1. The district commander in whose area a hostage situation is now occurring shall be considered the overall operations commander. Any

hostage negotiator and/or Tactical Response Unit member shall consider themselves subject to the district commander's ultimate authority.

2. The district commander shall be responsible for communications with other agencies.
3. This will include not only what information is to be given to other agencies, but to which agencies the information is to be given.

D. Establishment of an inside and outside perimeter.

1. The district commander shall direct the tactical unit leader under his command to establish an inside perimeter around the hostage site. This inside perimeter shall be of such strength so as not to allow any non-essential personnel from passing through the inside perimeter towards the hostage site.
2. After an inner perimeter has been established, the district commander will then be responsible (normally by delegation to subordinate personnel) for the establishment of an outside perimeter.
3. It shall be the tactical unit leader's responsibility to insure that any bystanders in the area of the inside perimeter are evacuated back towards the outside perimeter. These bystanders and any in the area of the outside perimeter shall then be further evacuated away from the scene.
4. The officer in charge of the outside perimeter shall be responsible to see that any bystanders are interviewed to ascertain any possible information that might expedite the safe closure of the hostage situation.

E. Establishment of central command post and appropriate chain of command.

1. The district commander shall be responsible for establishing a central command post. The central command post, as a general rule, shall be located away from the outside perimeter.
2. The chain of command shall be as follows: Any communication coming from the hostage negotiator site or the tactical (inner-command) site shall pass through the central command post and the district commander. Conversely, any information going into either the negotiating post or the tactical command post shall pass through the central command post.
3. Any special requests for standby fire, ambulance, or rescue equipment shall be made by central command post staff. This staff shall include either the district commander or his representative.

F. Authorization for news media access and news media policy.

1. The district commander shall have the responsibility to establish a news media representative. This news media representative shall be someone other than himself. The news media representative shall not refer to himself/herself as a ranking officer when dealing/talking with the media.
2. Due to the potential of more hostages being taken, command personnel shall weigh very heavily the options before allowing hostage takers access to the media, either indirectly via telephone or directly (in person).

G. Authorization for use of force and chemical agents against hostage taker.

1. Department policy in this area is crystal clear. Hostage negotiators and tactical unit leaders do not make final decisions concerning the use of force against hostage takers. The ultimate responsibility lies with the district commander or a commander of higher authority.
2. The district commander may take input advice from negotiators and tactical unit leaders, but in the final analysis the decision rests on his shoulders.
3. Escalation of force should be considered by asking the important questions: "What is the least amount of force that will solve the situation?" Options of escalation beyond negotiations are: 1) psychological pressure and ploys, 2) chemical assault, 3) sniper attack, and 4) frontal assault.
4. Before any force is used, its impact on the hostages, officers, and bystanders, if any, should be taken into consideration.

H. Use of trained negotiator and support staff to communicate with hostage taker.

1. It is the primary responsibility of the department hostage negotiator to communicate with the hostage taker.
2. Exceptions to this policy would be the case where the initial responding officer has already initiated negotiations and the department negotiator determines that this should continue.

I. Negotiable items vs. non-negotiable items.

1. Essentially, anything is negotiable; however, there are some specific items that are to be considered non-negotiable.
2. These non-negotiable items shall include the following: weapons and ammunition, police officers to be exchanged for hostages, total escape, and people related to the hostage-taker for hostages.

3. A special category exists for alcohol or drugs whereby they may possibly be used for exchange. However, whether to use these items must be weighed heavily.

J. Provisions for chase/surveillance vehicles and control of travel routes.

1. Provisions shall be made at the scene of a "contained" hostage situation for equipment and personnel should the situation "go mobile".
2. Equipment shall include the department aircraft and pilot, class A emergency patrol vehicles and officers, and unmarked patrol units and operators. Further, any other surveillance equipment that might be provided with the cooperation of another agency.
3. The organization and planning for the procurement of this type of equipment and personnel shall be coordinated between the district commander and the Field Operations Commander.

K. Periodic review.

1. The information contained in this policy is not subject to publication outside of this agency. However, the tactics and information shall be considered subject to annual review and modification by the Field Operations Commander and a designated officer trained in hostage negotiation.

L. Reports.

1. SFN 3457, detailing department involvement in any incident, will be completed and forwarded, thru channels, to the Superintendent.

TITLE: VIP SECURITY

MISSION

- A. To provide security consistent with jurisdiction and responsibility to individuals who, because of public recognition or importance, i.e., dignitary, famous personality, or any person, might constitute being a security risk at a public event or appearance.

EXECUTION

A. Responsibility.

1. The district commander of the district in which the event is occurring will notify the Field Operations Commander who will coordinate with the Personnel Officer, who is identified as having the responsibility for VIP security in NDHP Policy 2-5. A decision will be made as to the type and amount of security or assistance that will be rendered.
2. The district commander will be responsible for planning for the detail and coordinating efforts with applicable local, state, or federal agencies.
3. In those instances when the Tactical Response Unit is activated for a VIP detail, department efforts will be closely coordinated by the district commander, Field Operations Commander, Personnel Officer, and the Tactical Response Unit Commander.

B. Equipment requirements.

1. District commanders will utilize issued department equipment such as marked and unmarked patrol units, department aircraft, body armor for officers and VIP if necessary, weapons, radios, and any other equipment lending support to the mission.
2. The Tactical Response Unit Commander will be responsible for any special equipment used by the Tactical Response Unit.
3. Consideration may be given to secura and utilization of any other equipment which may be available through cooperation with another agency.

C. Travel routes.

1. The district commander will be responsible for planning and reconnoitering travel routes and alternate routes.
2. Coordination with all affected local, state, and federal officials will be closely accomplished.

3. Utilization of any traffic barricades, traffic cones, other signs, establishing detours, etc., will be coordinated with the applicable street or highway departments.

D. Advance inspection of sites and facilities.

1. District commanders will arrange for advance inspection of all appearance sites and facilities for security, convenience, and emergency medical response purposes.
2. Inspections will be coordinated with applicable local, state, or federal agencies.

E. Intelligence.

1. The district commanders will be responsible for collecting and reporting intelligence information that may affect VIP security during a public event or appearance.
2. Intelligence reports will include any information concerning the disposition and composition of dissident groups, existing tensions, probable location of a protest or demonstration, probable or actual causes of potential disturbances, and rumors.
3. The district commander, Field Operations Commander, Personnel Officer, and Tactical Response Unit Commander will evaluate intelligence information on the basis of validity, reliability, and usefulness.
4. Intelligence information will be coordinated with any affected local, state, or federal agencies and with all department officers involved in the detail.

F. Coordination of operations.

1. The district commander will assure that department efforts are closely coordinated with all local, state, and federal agencies involved in the security detail.
2. Pre-detail planning should involve all external and internal departments or special units. Applicable information will be disseminated as necessary to the appropriate level.

G. Emergency medical services.

1. District commanders will arrange for emergency medical services as necessary depending on the type of security detail.

2. Such emergency medical services may include:
 - a. Ambulance services -- land and air
 - b. Emergency first aid units
 - c. Medical facilities -- hospitals and clinics
3. Information, to include radio unit numbers, phone numbers, and locations of all medical services, will be supplied to appropriate personnel.

H. Communications.

1. Effective communications within the department and with other agencies will be maintained through:
 - a. Primary source of State Radio Communications, utilizing mobile and portable radios.
 - b. Secondary source of telephone or personal contact, non-law enforcement radio system, other law enforcement radio system, and teletype.
2. Established radio procedure and discipline will be followed.
3. Lengthy, detailed messages will be communicated by telephone or personal contact whenever possible.

I. Identification.

1. An identification system involving all participating agencies should be established during pre-detail planning.
2. Such identification information as a lapel pin for non-uniformed officers will be communicated to all officers prior to the start of any VIP security detail.