

# **COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE**

**Subject: THREAT AND TERRORISM ACTION PLAN**

**Date of Issue: 09-04-2007**

**Number of Pages: 5**

**Policy No. E090**

**Review Date: 06-01-2008**

**Distribution: ALL**

**Revision Date: 01-13-2016**

## **I. Purpose**

To establish a threat and terrorism action plan. The City of Covington, like other communities across the country, is vulnerable to a variety of domestic, national and international terrorist actions. Given this community's close proximity to the Metropolitan Atlanta Area, it becomes imperative for the Covington Police Department to establish procedures to address these potential threats. Security procedures serve as an effort to prevent an incident from occurring, minimize the effect of an incident, and reduce the potential for disruption of governmental services and functions.

## **II. Statement of Policy**

It shall be the policy of the Covington Police Department to develop and maintain a Security and Threat Alert Response System consistent with the National Homeland Security Advisory System.

## **III. Procedures**

### **A. Introduction**

The City of Covington shall utilize a Security and Threat Alert Response System similar to the one developed by the Georgia Department of Homeland Security and the Department of Homeland Security. This alert system is based on a series of five color-coded threat levels prioritized according to severity based on intelligence information and the potential impact that terrorism may have on the community. By utilizing this system, we will ensure consistency of operations throughout the department. General departmental operations shall be conducted according to the threat level existing at that time.

### **B. Information/Intelligence Sharing**

The Department will maintain a liaison with organizations for the exchange of information related to terrorism. The Department will distribute information received from various sources to employees on a need to know basis. The Criminal Investigation Division Captain or his designee shall have the responsibility for acting as a liaison between the department and the Georgia Information Sharing and Analysis Center (GISAC).

C. Threat Level Plan

The five nationally established threat levels are categorized from a minimal threat to maximum: Green, Blue, Yellow, Orange and Red. The department will utilize the Newton County Emergency Operations Plan, in addition to the guidelines outlined in this policy. Specifically, the department will take the following actions in response to each of the five threat levels as follows:

1. Green – (Low Risk)

Actions

- Maintain normal daily operations;
- Maintain normal building security;
- Ensure P.D. back-up systems are operational;
- All P.D. employees report suspicious activity;
- Ensure employees receive adequate training;
- Continue identification of target hazards;
- Update threat assessment on target hazards and preplanning response;
- Continue normal assessment of facilities vulnerability; and
- Develop and encourage site-specific security measures.

2. Blue – Guarded Condition (Moderate Risk)

Actions

- Maintain daily operations;
- Maintain normal building security;
- Update P.D. employees on status;
- Review and update emergency response plans;
- Provide the public with necessary information;
- Monitor events and information closely;
- Notify appropriate components of threat level;
- Component supervisors should inform employees of threat level; and
- Employees should be observant and follow established security measures, such as reporting suspicious activities and phone calls to supervisors; and maintain awareness regarding visitors to the department.

3. Yellow – Elevated Condition (Significant Risk)

Actions

- Maintain normal daily operations;
- 911 Center will notify appropriate components of threat level;
- Increased surveillance and patrols at critical facilities;
- Component supervisors will alert employees of the threat level;
- Immediately report/document suspicious activities;
- Increased observation and scrutiny in dealing with the public;
- Monitor situation and continue to gather and disseminate threat assessment information; and
- Establish communication with Newton County Operation Center if it is opened.

4. Orange – (High Risk)

Actions

- Modified daily operations;
- Chief of Police or his designee will notify Mayor and City Council, City Manager and Department Heads of threat level;
- Prepare for possible relocation of operations;
- Inform employees of threat and actions;
- Restrict access to the department to essential personnel only;
- Provide extra security at public events;
- Conduct documented hourly checks of critical facilities;
- Coordinate with Newton County Board of Education;
- Prepare public statements to be released via various media;
- Establish communication with the Newton County Operations Center, if center has been opened;
- All Operations personnel on 2-hour call-out status.

5. Red – (Severe Risk)

Actions

- Curtailed daily operations;
- Relocate operations, if necessary;
- Chief of Police or his designee will notify Mayor and City Council, City Manager and Department Heads of threat level;
- Notify employees of threat level – release or reassign non-essential employees;
- Close non-essential departmental facilities;
- Limit access to Police Department building to employees and elected officials;
- Provide extra security or officer assignment to critical facilities;
- Agency on standby and in a high state of readiness;
- Implement security plan by providing on-site security to each public/private critical facility identified in Appendix A of this policy;
- Coordinate with the Newton County Board of Education. Advise of potential government and security actions to be taken with regard to school system;
- Prepare public statements to be released;
- Public Information Officer available to answer public and media inquiries;
- Establish Police Department Emergency Operations Center;
- Maintain communications with Newton County Emergency Operations Center, may provide Center with appropriate department representation;
- Place all sworn personnel on 1-hour recall.

If information is provided that a specific threat or type of threat is credible, maximum security and surveillance will be provided at the site or sites. Other response agencies will be requested to position near the scene and respond as needed.

D. Critical Facilities

The Newton County EMA has determined the locations listed in Appendix A are considered critical facilities. These locations have been identified as risk locations due to the service(s) that each provide to the community's infrastructure.

E. Operational guidelines for Departmental components during specific or threat level Red conditions are as follow:

1. Patrol Division

- All Patrol Division personnel will be notified by their immediate supervisor of the threat level and placed on one (1) hour full activation/mobilization call-out status.
- All leaves and training will be cancelled except with mitigating circumstances approved by the Chief of Police.
- Critical facilities will be manned or security hardened to the extent available. Critical facilities will be checked at a minimum of 2 times an hour at staggered times as not to develop a patrol pattern.
- The areas checked will be logged on the CPD Critical Facilities Log Sheet and that sheet will be submitted at the end of the officer's tour of duty to the patrol supervisor.
- All deliveries to the Police Department (via UPS, FedEx, etc.) shall be by appointment only. A designated employee shall meet the delivery agent outside of the building to inspect and take delivery of the package.
- Patrol lieutenants will be available to assist in the relocation of operations, if deemed necessary.
- If necessary, alternate refueling station will be made available.

2. Criminal Investigation Division

- CID personnel will be notified by their immediate supervisor of the threat level and placed on one (1) full activation/mobilization call-out status.
- All leaves and training for CID personnel will be cancelled except with mitigating circumstances approved by the Chief of Police.
- The hours of operation for CID will be adjusted so that 24 hours of coverage per day is provided.
- Investigators assigned to SIU and DEA Task Force will be included in the scheduling mentioned above.
- CID personnel will be available for assignment as directed by the Chief of Police.

3. Support Services/Community Outreach Divisions

- Support Services/Community Outreach personnel will be notified by their immediate supervisor of the threat level and placed on one (1) full activation/mobilization call-out status.
- All leaves and training for Support Services/Community Outreach personnel will be cancelled except with mitigating circumstances approved by the Chief of Police.

- The hours of operation for Support Services/Community Outreach will be adjusted so that 24 hours of coverage per day is provided.
  - Support Services/Community Outreach personnel will be available for assignment as directed by the Chief of Police.
- F. The department shall provide terrorism awareness information to the service area on a periodic basis and through the website.
- G. The department provides officers with a current Emergency Response Guidebook published by the U.S. Department of Transportation to assist them when responding to events involving hazardous materials. Officers must be knowledgeable about basic self-protection measures for themselves and others, while being able to protect the incident scene and controlling the area to prevent unauthorized persons from entering into a possible contamination zone.

***This SOP supersedes any SOP previously issued.***

BY ORDER OF THE CHIEF OF POLICE:

*Stacey L. Cotton*

Stacey L. Cotton  
Chief of Police