



Policy #:	Related Policies:
Search and Seizure	
<i>This Standard Operating Procedures is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this Standard Operating Procedure , if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes:	
KRS 158.441 ; KRS 158.471 ; KACP Accreditation Standard: 1.04	
Date Implemented:	Review Date: February 13, 2024

A. PURPOSE

It is the purpose of this policy to provide guidelines for conducting warrantless searches, seizing contraband taken by others during a third-party search and obtaining a search warrant.

B. POLICY

It is the policy of this department that every officer shall have a sound knowledge of the legal requirements associated with searches and seizures in order to prevent the suppression of evidence, to support the Constitutional rights of individuals and to maintain public confidence in the department's ability to carry out the police function in an ethical and legal manner.

NOTE: All searches conducted by law enforcement officers are subject to the search warrant requirement of the Fourth Amendment of the U.S. Constitution unless they meet the criteria for a warrantless search. An officers conducting a search without a warrant, such as those noted below, bears the burden of proving that the search was reasonable. Therefore, officers should consider obtaining a search warrant whenever time and circumstances permit.

C. DEFINITIONS

Probable Cause: (search): Facts and circumstances based upon observations or information that would lead a reasonable law enforcement officer to believe that evidence of crime exists and that the evidence exists at the place to be searched.

Probable Cause: (arrest): Facts and circumstances based upon observations or information that would lead a reasonable law enforcement officer to believe that a crime has been or is being committed and the person to be arrested is the one who is or has committed the crime.

Reasonable Suspicion (temporarily detain): Facts and circumstances based upon observations or information, short of probable cause but based upon articulated facts that would lead a reasonable law enforcement officer to believe that criminal activity is afoot.

Reasonable Suspicion (frisk): Facts and circumstances based upon observations or information, short of probable cause but based upon articulated facts that would lead a reasonable law enforcement officer to believe that a person who is lawfully stopped is in possession of a weapon.

Frisk (weapon): A limited type of search, the limit being to those areas capable of holding a weapon and located within the subject's immediate area of control.

Strip search: The removal or rearrangement of clothing that results in the exposure or observation of a portion of a person's body where that person has a reasonable expectation of privacy.

Consensual Contact: An interaction between a member of law enforcement and the public that is voluntary in nature. The law enforcement member has shown no authority that would cause a reasonable person to believe that they had no choice but to respond or comply with the officer's efforts. Under this type of contact an officer has no power to detain an individual who chooses not to participate in the contact.

D. WARRANTLESS SEARCHES

The following are examples of the exceptions to the search warrant requirement of the Fourth Amendment of the U.S. Constitution. Case law exists to support each of these exceptions; however, changes could come about that place restrictions on these exceptions. An officers shall make every effort to stay abreast of training, regarding search and seizure.

1. Search Incident to Arrest: a search of a subject(s) or the area within the immediate control of a subject who has been lawfully arrested are permitted to secure weapons or evidence of a crime. This exception includes the passenger compartment of an automobile that was driven by an arrested subject. This search must be contemporaneous in time and place with the arrest.

a. When an officer arrests a subject, the officer may conduct a thorough search of the subject's person (not strip search).

b. Cross-Gender Searches: In the event that the arresting officer and subject are of the opposite sex, this search should be observed, if possible, by a witness. When possible and practicable, an agency member of the opposite sex should be requested for these types of searches.

c. Regardless of gender identity and when reasonable, the search should be conducted by an officer the subject requests.

d. The purpose of this search is for the following:

1. Protecting the officer from attack;

2. Preventing the person from escaping;

3. Discovering or seizing the fruits of the crime for which the person has been arrested; or

4. Discovering or seizing any instruments, articles, or things that are being used or which may have been used in the commission of the crime for which the person has been arrested.

e. This search may include the subject's pockets as well as any items they are in possession of at the time of the arrest.

f. When the officer is in the process of effecting a lawful search, they may discover or seize any stolen or embezzled property, any item, substance, object, thing, or matter, the possession of which is unlawful, or any item, substance, object, thing, or matter, other than the private papers of any person, which is tangible evidence of the commission of a crime.

2. Motor Vehicle Search: A motor vehicle and containers found within may be searched when Probable Cause exists to believe that the vehicle may reasonably contain contraband or evidence of a crime.

3. Consent Search: A search may be conducted pursuant to consent. The consent must be voluntary, freely and intelligently given by an appropriate party with the authority to grant the consent. The search must be limited to the terms of the consent. Written consent should be sought whenever reasonable.

4. Protective Frisk: A limited "pat down" of the outer clothing of a subject who has been legally detained may be conducted if the officer has a reasonable cause to believe that the subject may be armed with a weapon. This "pat down" is strictly limited to weapons.

5. Emergencies and Exigent Circumstances: an officer may make a search of anything, whether personal belongings, a vehicle, or a building, anytime they have good reason to believe it is necessary to save a life or prevent injury or serious property damage. This search shall be limited to dealing with the emergency and may not continue once the emergency has been handled.

6. Pursuit: An officer who are pursuing a person that they have probable cause to believe is armed and has just committed a serious crime may, for the purpose of their own safety, the safety of the general public, and the prevention of escape, search the building into which they have pursued the person.

7. Plain View: An officer may seize any contraband or evidence of a crime that is in "plain view" and to which they have lawful access. This exception applies when an officer is making a lawful arrest, executing a search warrant or is otherwise lawfully present at the location of the contraband or evidence.

8. Strip search: The removal or rearrangement of clothing that results in the exposure or observation of a portion of a person's body where that person has a reasonable expectation of privacy.

A strip search of a student or employee is forbidden unless there are extenuating circumstances regarding the immediate safety of an individual. Before administering a strip search of a student or employee, an officer shall consult with the Chief of Police or his/her designee. An articulable threat of death or serious physical injury must exist before the request will be considered.

E. THIRD PARTY SEARCHES

1. Searches by School Administrators: A school principle/designee may search a student, a student's locker and/or a student's property when the principle/designee has reasonable suspicion to believe that the student is involved in either illegal activity or a violation of the school rules. An officer may stand by

during the search but may not participate in the search (*New Jersey v. TLO*). Prior to taking legal action on evidence that was seized by a school principal/designee, the officer shall verify the following:

- a. That the principal/designee had reasonable suspicion for conducting the search and that the scope and duration of the search were reasonably related to the reason for the search.
- b. That the search was conducted in the school or on school-controlled property.
- c. That the search was not conducted by a law enforcement officer or at the request of a law enforcement officer.

2. All cases where custodial seizure of a student is taken, due to confiscation of evidence or contraband, the officer shall issue the Miranda Warning.

3. A search by a school principal/designee at the request of a law enforcement officer or with the assistance of a law enforcement officer are subject to the search warrant requirement under the Fourth Amendment of the U.S. Constitution.

4. Searches by Private Persons: A 1920 U.S. Supreme Court Case, *Burdeau v McDowell*, found that the Fourth Amendment of the U.S. Constitution is not applicable to a search by a private party, even when the search is illegal.

- a. An officer may receive evidence from a private party, including but not limited to, when an employer is searching an employee's work area.
- b. Employer searching an employee's work area. It is not always necessary that the private party hand deliver the evidence to the police. When the item is lawfully within their control, the private party may call the police to retrieve that item. However, the officer must have a lawful right to be in the place where he/she retrieves the item, and the officer may not participate in the search or request the search.

F. SEARCH WARRANTS

1. Legal Basis for Seeking a Warrant: In order to obtain a search, warrant an officer must be able to show probable cause to believe that specific evidence, contraband or evidence of a crime may be found at a particular location. Specific facts establishing probable cause must be set forth with clarity and specificity. An officer shall not rely solely upon personal opinion or non-substantiated third-party information or hearsay.

- a. Such facts may be based on:
 1. Personal observation or knowledge of the officer:
 2. Information from a reliable source. When sources are used, particularly confidential sources, the reliability of the source and information provided shall be specified. Whenever possible, officers shall corroborate informant information.
- b. An officer desiring a search warrant shall contact their sergeant, who will assist with the preparation of the Affidavit.
- c. The officer will prepare 4 copies for the following:
 1. The signing judge (search warrant and affidavit).
 2. Officer casefile/records (search warrant and affidavit).
 3. The subject of the search warrant (search warrant only).
 4. Jefferson County Circuit Court Clerk's Office (search warrant and affidavit).

- d.** After execution of the search warrant a copy of the search warrant and affidavit shall be returned to the Jefferson County Circuit Court Clerk's Office.
- e.** A District officer/investigator must get verbal approval from the Chief of Police/designee prior to requesting a judge to sign a designated warrant. The Chief of Police/designee will be required to sign off on requested warrant prior to any service.



Policy #:	Related Policies:
Critical Response	
<i>This Standard Operating Procedure (SOP) is for internal use only and does not enlarge an employee's civil liability in any way. The SOP should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes:	
KACP Accreditation Standard:	
Date Implemented:	Review Date: February 6, 2024

A. POLICY

The Jefferson County Public Schools (JCPS) Police Chief shall be responsible for planning the department's response to critical incidents. A critical incident is defined as "an event caused by human action or natural phenomena that requires response by emergency services to prevent or minimize loss of life, property damage or environmental damage."

The incident command system (ICS) as described in Section C of this policy shall be used. The ICS is designed to be used wholly or in part, depending on the scale of the situation, to efficiently and effectively address planned and unplanned incidents that exceed the scope of normal operations of the JCPS Police Department. Key to the incident command system is the division of duties and responsibilities. It provides for a clear point of control and can be expanded or contracted according to the situation.

B. CRITICAL RESPONSE

The JCPS Police Department shall utilize the National Incident Management System (NIMS) of the Federal Emergency Management Agency (FEMA) to respond to and control a critical incident occurring in the department's jurisdiction.

The first responding officer to arrive at the scene of an active critical incident shall be the Contact Officer and considered the Incident Commander (IC) until relieved by JCPS Police Chief/officer-in-charge.

C. INCIDENT COMMAND SYSTEM- COMMAND STRUCTURE/UNIFIED COMMAND

1. Command structure for a response to an active critical incident shall follow an Incident Command System (ICS) and a Unified Command (UC):
 - a. The duties of a unified Command are set forth in Section K of this procedure.
 - b. An ICS shall be used when there is more than one agency with incident jurisdiction, or when an incident crosses agency jurisdiction. Agencies shall work together through designated members of the UC, often the senior person(s) from each agency or discipline, to establish a common set of objectives and strategies and to delegate specific responsibilities for officers and each agency.
 - c. The Incident Commanders (IC) responsibility shall be shared within the UC between the JCPS Police Chief/IC and the designated persons from other agencies. An IC shall be established from the agency whose function is most important at the time taking the lead role. The lead responsibility may shift as the incident progresses.
 - d. Command structure during a response to a critical incident may comprise the following:
 1. Operations- Responsible for implementing strategies and tactics to carry out the Unified Command's objectives.
 2. Reunification- Tasked with commanding the procedures used to reunify victims with their families.
 3. Logistics – Tasked with obtaining the personnel, equipment and supplies required for effective critical incident response.

The IC and UC assume all of these roles and responsibilities initially and determines the need to create separate positions based upon the length and size of the incident.

2. Availability of Command

To provide for unity of command during critical incident response operations, which may involve personnel from other agencies, an IC shall be the officer-in-charge and shall exercise command and control over all civil law enforcement resources committed to an operation with the city.

3. The JCPS Police Chief is designated as the officer-in-charge for police operations for a critical incident within JCPS jurisdiction and shall serve in the UC. If the Police Chief is off duty but able to be contacted, the Chief will respond to the command post to assume command and control. If the Chief of Police is unavailable, the order of contact shall be as follows:

- a. Major;
- b. Lieutenant; and
- c. Sergeant.

If none of these commanders are available, the ranking officer on duty will take command.

D. OTHER LAWENFORCEMENT AGENCY SUPPORT

In the event of a large-scale critical incident, the Louisville Metro Police Department (LMPD) or Louisville Fire Department (LFD) shall be notified. Agencies shall work in conjunction with the

Louisville Metro Emergency Management Agency (EMA) if it is determined that mutual aid or support, including aid from state or federal agencies, may be needed, or if the incident will require a prolonged response. If multiple agencies are involved, the Incident Commander shall establish the use of a dedicated mutual aid radio channel. During a multi-agency response, JCPS Police Department personnel shall use clear, plain language during all radio communication.

E. EMERGENCY MOBILIZATION

In the event of a full-scale mobilization, the JCPS District Operations Center (DOC) shall alert and contact all off duty JCPS police officers and district security monitors personnel and determine their availability to respond directly to the command post or designated staging area with all appropriate equipment. This information shall be provided to the IC to assist in determining the proper allocation of personnel. Transportation to and from the critical incident scene shall depend on the occurrence and shall be at the discretion of the JCPS Police Chief or IC.

F. INCIDENT COMMAND POST

The Incident Command Post is the location from which the IC and UC will execute command functions, collect information, and brief personnel. The Incident Command Post shall be within close proximity to the area of the critical incident, but within the cold zone, out of immediate danger.

G. EQUIPMENT REQUIREMENTS

1. JCPS Police Department officers and district security monitors arriving on the scene of a critical incident, unusual occurrence or large-scale event, shall report with the following equipment readily available and in proper working order:

- a. Portable radio;
- b. Body armor;
- c. Inclement weather gear if needed; and
- d. Any other issued items designated by the IC.

2. A monthly inspection of equipment shall be completed and documented by each area supervisor. Deficiencies observed during inspection shall be corrected and noted on the agency inspection form, and may result in disciplinary action if determined to be intentionally negligent or habitual.

H. CORRECTIONAL AND PUBLIC FACILITIES

JCPS Police Department shall defer all matters concerning a critical response or other emergency at a location not within JCPS Police Department jurisdiction including but not limited to a correctional facility, public facility, or other institution to the agency with primary jurisdictional responsibility. Depending on the location, that agency may be LMPD, Louisville Metro Department Corrections (LMDC), or other agency.

I. TACTICAL TEAMS

The JCPS Police Department does not have a full or part time tactical team. The department shall request the LMPD Special Weapons and Tactics Team (SWAT) to respond to situations requiring the deployment of a tactical team.

J. CRISIS NEGOTIATION TEAM

The JCPS Police Department does not have a full or part time hostage negotiations team. The LMPD Hostage Negotiations Unit will take the lead in providing all specialty teams to assist if needed.

K. DUTIES OF THE UNIFIED COMMAND (UC)

The UC shall:

1. Activate the unified command system to the level necessary to address the situation.
2. Establish an incident command post and staging area at a location(s) appropriate to facilitate an effective response to the critical incident.
3. Determine the need or potential need for additional personnel, and resources, and the notification and implement mobilization of those personnel and resources.
4. Obtain support from other agencies, if needed.
5. Ensure that public information and media relations needs are addressed by the designated incident public information officer (PIO). The JCPS Chief Communications Officer/designee or LMPD PIO/designee shall serve as the designated incident PIO as determined by the UC. All information shall be released by the designated incident PIO. Updates and information briefings shall be released as often as appropriate to protect the effective response to the critical incident, provide the public with accurate information, and prevent the spread of inaccurate information and rumors. Any specific information regarding fatalities shall be released in conjunction with the Jefferson County Coroner's Office.
6. Ensure that safety needs of officers and other responders are addressed.
7. Prepare an after-action report.

L. OPERATIONS FUNCTION

1. The officers assigned to the operations function, under the authority of the IC, are responsible for tactical operations at an incident. Primary responsibilities of the operations function include:
 - a. Determining the need for and establishing perimeters (inner and/or outer);
 - b. Conducting evacuations if or when necessary;
 - c. Maintaining scene security, command post security and addressing other security needs
 - d. Providing for transportation, processing, and confinement of detainees, if necessary. LMDC shall be contacted to assist with transportation if multiple arrests are likely to occur;
 - e. Traffic control and direction; and

- f. Post incident investigations.

M. LOGISTICS FUNCTION

1. The officers assigned to the logistics function are responsible for providing services that support the operational response to a critical incident. A separate logistics function is generally not necessary for an incident of shorter duration and can be included in the operational planning. However, for a more complex incident or an incident of longer duration, the officers assigned logistics function are responsible for addressing the following needs:

- a. Communications needs for the critical incident response, including, but not limited to communication equipment, interoperability, telecommunicators, dispatch plans, etc;
- b. Transportation;
- c. Medical support; and
- d. Supplies and specialized team and equipment needs.

2. The JCPS Police Department officers shall use de-escalation skills, techniques, and tactics in all law enforcement operations when doing so does not compromise the safety of officers, or other persons, or when there is a danger of significant property damage. Officers shall use only reasonable force to bring an incident or event under control.

N. TRAFFIC CONTROL

1. Decisions regarding traffic control at the critical incident scene and surrounding area shall be made in conjunction with the LMPD in order to coordinate and support operations at the incident scene.

- a. Uniformed police officers shall be used on all traffic posts, to the degree possible. If JCPS officers are needed at the scene of the critical incident, the IC/designee may request LMPD or other public safety agency to assist with traffic direction and control.
- b. Officers assigned to traffic posts shall ensure that only authorized and necessary persons are permitted to enter the critical incident scene.
- c. At the first opportunity, the routes prohibited to traffic shall be blocked with moveable barricades, flashing lights, or other visible barriers until traffic is permitted access again.

O. ARREST/CONFINEMENT PROCEDURES

1. Although alternatives to mass arrests should be sought, contingency plans shall be made when circumstances suggest that such action may become necessary to restore control of the critical incident scene.

- a. Persons who are arrested shall be removed as soon as possible from the scene to a nearby holding area for initial processing and to await transportation to jail or a temporary detention area.
- b. Upon arrival at the holding area, persons who have been arrested shall be identified, if possible, and photographed with a digital camera, these photos shall be downloaded to a secure JCPS Police computer at a later point. The following information shall be recorded and correlated with the photograph:
 - 1. Date and time of arrest;
 - 2. Defendant's name, date of birth and social security number;

3. Location of arrest;
4. Offense charged; and
5. Arresting officer's name.

2. The IC shall immediately assess the transportation needs of the situation and action to secure the required transportation. Two officers shall be assigned, by the IC, to transport arrestees from the holding area to jail, a temporary detention area, or for any injured arrestee(s), to a designated medical facility for treatment. In the event of a large number of arrestees the IC/designee shall contact LMPD, Jefferson County Sheriff's Office (JCSO), or the LMDC for assistance with transportation.

3. The IC/designee shall make arrangement for the use of a relatively large and conveniently located facility should the need arise for a temporary detention area.

4. The IC shall assign an officer as the booking officer at the temporary detention area to complete the required paperwork for the arrest procedure based upon the information collected during arrest and detention as well as other information relayed by the transporting officers. Upon completion of the booking process, the arrestees shall be transported to LMDC.

5. Should a response to a critical incident require mass arrests, the IC/designee shall contact the Jefferson County Attorney's Office (JCAO) immediately so that the JCAO staff may provide legal advice and assistance, as well as expedite the presentation of charges and act as a liaison to the court.

6. The incident PIO as determined by the UC shall coordinate public communications and provide information to members of the news media regarding the incident.

7. The IC shall assign a JCPS officer to conduct evidence collection work, or assist the LMPD with evidence collection, in addition to other duties as determined by the IC. Consideration may be given to having the scene and participants photographed for possible future use in identifying participants as well as for evidence in subsequent court proceedings.

8. In general, persons arrested at the scene of a critical incident shall be in the holding area for only a brief period of time. Their stay in the temporary detention area may be of a longer duration, requiring attention to basic human needs of food, water, and sanitary facilities. Site selection of a temporary detention area shall be the responsibility of the IC and shall include consideration of adequate existing sanitary facilities and water supply.

9. Medical treatment in all situations shall be rendered by the Louisville Fire Department (LFD) and EMS, to the degree possible. JCPS Health Services employees, who are licensed medical providers, may assist if needed.

10. The LFD Chief shall be responsible for coordinating the handling bodies of persons who have been killed. If necessary, the LFD Chief shall request the mutual aid assistance of the Jefferson County Coroner. Removal of victims who have been fatally injured shall be at the direction and approval of the LFD Chief/designee in conjunction with the IC.

11. Juvenile offenders shall be processed according to the JCPS Police Department Juvenile Operations procedure.

12. JCPS Police Department owned vehicles shall be used as the primary source of transportation. However, when mutual assistance is warranted, the IC/designee may request other agencies to provide marked police vehicles to assist with transportation needs.

O. POST INCIDENT DUTIES

A debriefing after the conclusion of the incident, should be conducted as soon as reasonably possible. The department shall conduct a debriefing of essential personnel involved in the incident. The debriefing shall identify areas of potential improvement and determine whether changes in operational protocols, policy, or training may be warranted. The results of the debriefing shall be included in the after-action report.



Policy #:	Related Policies:
Active Aggressor Incidents	
<i>This Standard Operating Procedure is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this Standard Operating Procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes: KRS 158.441 ; KRS 158.471	
KACP Accreditation Standard: 1.6	
Date Implemented:	Review Date: February 6, 2024

A. PURPOSE

The purpose of this Standard Operating Procedure is to provide the Jefferson County Public Schools (JCPS) Police Department with guidelines and procedures for responding to active aggressor incidents in an effective and efficient manner in order to limit the loss of life or serious injury. Active aggressor incidents may include all situations where the assailant(s) pose an ongoing deadly threat. These may include, but not limited to, incidents involving firearms, explosives, knives or edged weapons, and/or vehicles used for an attack.

The Incident Command System (ICS) will be utilized for all active aggressor incidents.

B. POLICY

It is the policy of the JCPS Police Department to respond to, and intervene in, an active aggressor incident in order to neutralize the threat(s) in a manner intended to protect and rescue victims and to apprehend the suspect(s). The department recognizes that the active aggressor(s) needs to be stopped immediately to prevent any loss of life. Officers are permitted to use lethal force in self-defense or in defense of others, in accordance with Kentucky Revised Statutes (KRS) and the Use of Force policy.

All officers will be trained in tactical active aggressor response. Active aggressor training will be provided to all civilian members.

C. DEFINITIONS

Active aggressor: An armed perpetrator who intends to use, or has used, deadly force on other persons while having unrestricted access to additional victims.

Cold Zone: The area(s) away from the threat (i.e., safe area) where first responders can operate with minimal threat to personal safety or health.

Contact Team: Additional team(s) of officers, with ballistic vests and helmets, with a designated team leader, whose sole purpose is to enter the hot zone and stop the aggression. They are responsible for reporting areas that are clear, but not secure, to the Incident Commander (IC).

Hot Zone: The area of greatest threat, consisting of the immediate incident location, with a direct and immediate threat, to personal safety or health. All active aggressor incidents are considered “hot” until the Incident Commander determines otherwise. Only sworn law enforcement should operate within the hot zone.

Recuse Task Force (RTF): A team or teams comprised of the JCPS Police Department, Louisville Fire Department, Jefferson County Suburban Fire Department (according to jurisdiction), Emergency Medical Service (EMS), or any combination thereof, deployed by the IC, or his designee, to provide point of wound care to victims during the active aggressor incident. These personnel will treat, stabilize and remove the injured while under the protection of officers on the scene.

Warm Zone: The area with a reduced threat level (i.e., area that has been cleared, but not secured).

D. INITIAL RESPONSE

1. The JCPS Police Department’s strategy for active aggressors is to initiate and manage, an immediate tactical response to stabilize, or neutralize, an imminent threat of death or bodily harm. Initial responding officers have the authority to take immediate action to eliminate the threat, either through containment, isolation, arrest, or deadly force.

2. The DOC will advise all JCPS Police Department personnel by radio and notify LMPD of the active aggressor. All officers are authorized to respond to the active aggressor call.

3. The DOC will contact Metrosafe and ask them to page the Special Weapons and Tactics Team (SWAT):

- a. in the event that the location is to be searched;
- b. if more than one (1) report of shots fired is received; or
- c. If an active shooter/aggressor incident is confirmed.

A rapid assessment will be made, upon arrival, and communicated to the DOC.

4. Officers should gather information from individuals who are already outside of the affected location. Pertinent information includes, but not limited to:

- a. The number of suspects.

- b.** Suspect(s), description(s) and name(s).
- c.** The location of suspect(s).
- d.** The type and number of weapons.
- e.** Any sniper activity.
- f.** Any explosive devices
- g.** Any injured or deceased persons.
- h.** The number and locations of people in possible jeopardy.

5. The first responding officer, regardless of rank, must make an immediate evaluation of the threat to life and available resources. The officer must take intervening actions, as soon as reasonably possible, in order to protect human life, to rescue victim(s), and to apprehend the suspect(s).

6. If circumstances dictate, immediate initial entry will be made by the first responding officer or with any number of officers. A pursuit of the active aggressor should be made as expediently as possible.

Responsibilities of the first responding officer include:

- a.** Notifying the DOC of the number of officers and their car/code numbers.
- b.** Utilizing equipment such as body armor, handgun, radio, flashlight, and clearly visible identification for plainclothes officers. Additional recommended equipment may include ballistic helmet (if available) and rifle or shotgun (if qualified and allowed by the chief or his designee).
- c.** Determining if any personnel are between the active aggressor and the officers (i.e., school employees).
- d.** Making contact with the active aggressor as soon as possible and stopping the active aggressor by arrest, containment, or use of deadly force, in accordance with KRS and JCPS Police Department Standard Operating Procedures .
- e.** Relaying pertinent information to the DOC or IC, if feasible. Pertinent information may include:
 - 1.** Location of the officers.
 - 2.** The location of the threat.
 - 3.** Any contact with the threat.
 - 4.** The number and type of weapons involved, if known.
 - 5.** The location of suspected explosive devices.
 - 6.** The location of any known injured.
 - 7.** Which areas can be locked down and possibly evacuated.

7. It should be noted that assistance to victims may not be immediately possible if the suspect has not been contained. Preventing the active aggressor from committing further acts of harm to human life is the primary concern of the initial entry officers.

8. More contact teams may be formed if there are multiple active aggressors, multiple floors in a large building, or attached buildings with interior access.

E. INCIDENT COMMANDER (IC)

The first commanding officer on the scene, who is not needed for initial entry, will be the IC until relieved by a higher authority. The IC will coordinate the following:

- a. Establishing a command post in a safe location (cold zone).
- b. Determining the need for additional resources.
- c. Deploying the RTF teams into the warm zone to treat the injured and minimize the loss of life. This will be accomplished by:
 - 1. Sending a supervisor to meet with the appropriate fire department at their command post in order to begin coordination the RTF teams.
 - 2. Sending late arriving officers to the fire command post to be on the RTF teams.
 - 3. Deploying three (3) officers with each RTF team.
 - 4. Verifying that one (1) officer always stays with the RTF team in case another threat arises in the warm zone.
- d. Identifying a safe area in the cold zone where the Incident Command Post (ICP) and other equipment can be staged.
- e. Verify that proper notifications have been made.
- f. Establishing an evacuation area for non-injured victims and assigning a security group supervisor.
- g. Identifying and securing any persons who can supply pertinent information concerning the incident.
- h. Establishing a Joint Information Center to control the release of information to the public. The JCPS chief of police/designee will act as liaison between the other agencies involved and JCPS. The chief/designee will disseminate information as it becomes available and is authorized by the IC.
- i. Assisting the school with establishing a Family Assistance Center in order to provide a place for family members of victims to gather away from the incident, the media and the public.

F. BARRICADED AGGRESSOR

At any point, if the aggressor becomes contained, isolated, barricaded, or ceases aggressive behavior, the situation will transition into a traditional tactical response. The LMPD SWAT team will relieve the responding officers. The LMPD Hostage Negotiation Team will be utilized to attempt to affect the surrender of the suspect.

Note: Incident Command System (ICS) and a Unified Command (UC) will be utilized during any active aggressor. Refer to the Standard Operating Procedure on Critical Response for further review.