700.00 EMERGENCY OPERATION

701.00 EMERGENCY MOBILIZATION

- WHEN A SITUATION OR SERIES OF EVENTS ARISE THAT THE ON-DUTY Watch Commander feels cannot be handled by on-duty personnel, the Watch Commander may activate additional resources within the constraints of this order.

- When it is determined a situation requires the call-up of personnel the Watch Commander will assign a person who will be responsible for the call-up process. Officers and non-sworn personnel will be provided information concerning the situation and where and when to respond.

- The call-up will be conducted by deploying the department's on-call paging system. Employees will be assigned to the following pager groups:

  - Chief
  - Captains
  - Lieutenants
  - Patrol Day Watch
  - Patrol Swing Watch
  - Patrol Late Watch
  - Patrol Schools
  - Patrol NAT
  - Patrol Traffic
  - Investigations

- Non-sworn employees with Pagers

  - Those non-sworn employees without pagers will be listed on a callout sheet that provides home phone numbers. If needed, the person assigned the responsibility to activate the call up system will also be responsible for contacting employees who do not have pagers.

- Persons contacted during the call-up will respond without delay to the designated staging area and report directly to the supervisor on scene.

- After all individuals have responded/arrived at the staging area, their respective supervisor will report to a designated lieutenant at the staging area for assignment.

- All sworn personnel responding to their respective staging area will respond with issued uniform equipment. SWAT Team members will respond with their corresponding special assignment equipment. In the event that other non-issued equipment is needed for a police response to the emergency situation at hand, the Watch Commander will designate one person to be responsible for delivering the specified equipment to the staging area.

- All police department personnel activated as a result of an emergency mobilization will remain on task until officially relieved. No personnel will leave the area of operations without first notifying their supervisor.

- The Watch Commander authorizing the mobilization of additional resources shall begin activating the Incident Command System as the situation develops.

701.02 Alert Stages/Three Levels of Response

- Level I Alert/Response

  - The Watch Commander may activate a Level I response. A Level I response may involve the activation of the SWAT/Hostage Negotiations Team, limited mutual aid, or another shift of personnel via hold-over or call-in. The Watch Commander will notify the on-call Division Commander or the on-duty Patrol Commander of his/her actions as soon as practical.
  - An alert/response of this level may possess some or all of the following characteristics:

    - Unusual occurrences or emergency responses that require more than on-duty personnel and can be handled by calling out SWAT, Hostage Negotiations, or holding over or calling in a normal patrol watch or limited mutual aid.

    - Local evacuation may be required.

    - Incidents involving smaller scale casualties.

    - Incidents having a moderate community impact.

- Level II and Level II Alert/Response

  - If the Watch Commander believes the situation requires a Level II or Level III response, they may initiate a Level I response and then contact the on-duty Patrol Commander or the on-call Division Commander, informing the Division Commander of the circumstances needing additional resources. In the event the on-call Division Commander cannot be reached, the Watch Commander will attempt to contact other Division Commanders. If a Division Commander is not available for consultation, the Watch Commander will have the authority to activate an emergency mobilization. Activation of an emergency mobilization requires the immediate notification of the Chief of Police by the involved Division Commander or designee. During an emergency mobilization, all Division Commanders will be notified.

- Level II Alert/Response: An alert/response at this level may possess some or all of the following characteristics:

  - Occurrences or emergency responses that require a callout of assets beyond the Patrol Division, other than specified.

  - The personnel requirement is such the Department can still provide all major law enforcement services and respond to all calls for service on a priority basis.

  - Occurrences may require ongoing staffing over a longer period of time.

  - Occurrences which involve extensive interaction with other emergency service providers (i.e., ambulance, fire, hospital).

  - Occurrences which may require mutual aid.

  - Occurrences which may involve moderate level of civilian and/or emergency service casualties.

  - Occurrences which may require specialized assistance beyond normal emergency services (i.e., public works).

- Level III Alert/Response: An alert/response at this level may possess some or all of the following characteristics:

  - These are events that require a total callout of departmental personnel.

- Certain police services will be suspended during the event (i.e., investigations).
- Only emergency call traffic will be handled.
- Occurrences will require mutual aid.
- Occurrences may involve a heavy level of civilian and/or emergency service casualties.
- Occurrences will have a major impact on the community.
- Occurrences will require specialized assistance beyond normal emergency services.

701.03 Rehearsals

- The Operations Division Commander will be responsible for conducting an annual rehearsal of the Emergency Mobilization Plan and conducting a critique of the response with participating commanders and supervisors.
- The emergency mobilization paging system and non-sworn phone listings will be reviewed and updated at least every six months by the Operations Commander or his designee.

General Order 700: EMERGENCY OPERATIONS Reviewed: 10/14

Authorized by Jerry Garner, Police Chief
Effective Date: October 14, 2014

Jerry Garner
Signature

Date: 10-14-2014