SECTION 20
MOBILIZATION PLANS
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20.0 PURPOSE
The purpose of this order is to provide guidelines for the immediate organization, mobilization, and direction of personnel and resources of this Police Department during a disaster or other emergency.

20.1 OBJECTIVE
The objective of the Police Department’s mobilization strategy and emergency control tactics is to restore order, minimize casualties and property damage locally, and instill order as rapidly and efficiently as possible.

20.2 DEFINITIONS
A. Disaster
An emergency incident or series of incidents the magnitude of which exceeds all available mitigating City resources.

B. Emergency
A single incident requiring immediate action.

C. Incident Command
An emergency management hierarchy configuration designed to manage an emergency incident.

D. Control Force
A group of persons (including sworn and non-sworn) combined for joint action to exercise authoritative or dominating influence over an incident or series of events.

E. Mobilization
A deployment plan for department personnel for the control of disasters and other emergencies.

F. Tactical Alert
A heightened state of readiness of personnel for purposes which deviate from normal operations.

G. National Incident Management System
A system which provides a consistent nationwide template to enable Federal, State, and local governments, nongovernmental organizations, and the private sector to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

H. Temporary Regulations
Non-permanent or provisional policies and guidelines which supersede opposing orders set forth in the Department Policy Manual.
20.3 PERSONNEL DEPLOYMENT PLAN
A Mobilization will be activated when an emergency is of sufficient magnitude to require major deviation from the normal organizational structure and operating procedures; or when forces assembled by a Tactical Alert are insufficient to accomplish Police Department objectives.

20.4 TACTICAL ALERTS
Tactical alerts are the preliminary stages of the Department's Mobilization Plans and are divided into two phases.

1. PHASE I
   All off-duty personnel including reserve officers will keep the Department advised of their whereabouts at all times and telephone numbers where they can be reached. A separate log will be maintained at the desk by dispatch personnel for this purpose.

2. PHASE II
   Additional personnel may be called in or assigned on a limited basis to augment the regular watch schedule. If in the opinion of the watch commander the forces on duty appear to be insufficient to handle the situation, he may request an immediate mobilization. This must be approved by the Chief of Police or his designee (in his absence).

20.5 MOBILIZATION

A. Department Activated Mobilization
   In the event of a declared State of Emergency, or a natural or man-made disaster, or a catastrophe, the department shall attempt to contact employees for the purpose of mobilization. However, this may not be possible. Therefore, all employees shall attempt to contact the department for directions. If an employee is unable to make contact with the department, it shall be the employees' responsibility to report for duty regardless.

   Mobilization requires a modification of the Department's organization when forces supplied by a Phase II tactical alert appear to be insufficient to handle the situation. Departmental mobilization involves three major steps:
   1. The immediate extension of the workday to twelve-hour
watches for personnel not already assigned.

2. The temporary deferment of days off.
3. Recalling of off-duty personnel.

During a Mobilization, the watch commander may hold over officers scheduled to be going off duty.

B. SELF INITIATED MOBILIZATION
In the event of a declared State of Emergency, or when a natural or man-made disaster strikes the City, or upon any other catastrophe, the size of which exceeds the City’s available resources, all departmental employees are to report for duty. All days off shall be cancelled. If prevailing roadway conditions are such that it is not possible for the employee to report to duty in the City, the employee shall report to duty at the law enforcement station nearest their location.

20.6 MOBILIZATION WATCH ASSIGNMENTS
When a Department Activated or Self Initiated mobilization is utilized the following shift assignments will be in effect:

1. Watch 1: 0645 to 1900 hours
2. Watch 2: 1845 to 0700 hours

In the event of occurrences of disastrous magnitude, the Chief of Police may authorize shifts in excess of twelve hours.

20.7 OPERATIONAL CONCEPT
A. Basic Strategies
During a mobilization, the Police Department will utilize the incident command structure mandated by the National Incident Management System (NIMS). The Police Department will react quickly to establish control in all involved areas. Police Department personnel will remain in the affected area until order has been restored or redeployed elsewhere.

B. Functions
The main function of the Police Department during a disaster or other emergency will be to assist and expedite emergency operations to combat the causes or effects of the occurrence.

C. Temporary Regulations
When a City Emergency has been declared by the Mayor during a disaster or other emergency, the Chief of Police may recommend to the Emergency Operations Center the enactment of temporary regulations to help effect the rapid restoration of order when conditions appear to warrant such action.
20.8 PATROL DISTRICTS AND ASSIGNMENTS
During any mobilization, the city may be divided into smaller patrol districts. Assignments to these districts or to fixed posts will be made as warranted by conditions prevailing at that time. Services Officers will keep a record of hours worked by both regular and reserve officers and other personnel throughout the mobilization period.

20.9 RECOVERY OPERATIONS
A. Demobilization of Resources
   Once order has been established, control forces must direct their attention to the restoration of public services. The orderly de-escalation of the emergency will be accompanied by systematic withdrawal of control forces. Control forces, prior to release, will be debriefed to provide information that may be useful in subsequent operations as well as planning and training activities.
B. Rescission of Temporary Regulations
   Temporary emergency regulations must be rescinded and the rescission publicly announced.
C. Equipment and Material
   Equipment and remaining materiel should be returned to their source. Service, repair or replacement of damaged equipment and the restocking of expended materiel should commence as soon as practicable.
D. After-Action Reporting
   A comprehensive after-action report which details the type of occurrence, incident command post information, chronological narration, personnel deployment, critique of the operation; and summaries of crimes, arrests, deaths, injuries, property damage and logistics used will be prepared. A written history of certain major occurrences will also be prepared by the Incident Commander.