

EMERGENCY MOBLIZATION PLAN

REVISED 01/12/10

EFFECTIVE 11/05/02

12.801 PURPOSE

The purpose of this policy is to establish the conditions and method to activate additional personnel to respond to civil disturbances, natural disasters, or other unusual occurrences.

12.802 COMMUNICATIONS

- A. In the event of major communication failure, supervisors will alert off-duty personnel by Pager or direct contact. With permission of the Police Chief, and only if other methods of notification have failed, radio and television broadcasts can be used to advise personnel to report for duty.
- B. During emergencies such as major power failures or other disaster, it is possible that voice radio communication could be completely disrupted. In that event, personnel in the field need to reestablish communication as soon as possible by:
 - 1. Cellular telephone
 - 2. Laptop computer
 - 3. Regular landline telephone
- C. During emergency situations involving multiple agencies and/or jurisdictions, the various code systems used will be discontinued and normal speech will be used to ensure comprehension.
- D. In-service personnel will refrain from using the radio except for emergency messages.
- E. The Incident Commander will assign radio channels as needed.
- F. All personnel will ensure that they have the spare battery for their hand held radio.

12.803 ALERT STAGES

- A. Level Three Deployment
 - 1. An emergency of this scope is one that can be handled by the units on duty.
 - a. Command will rest with the Patrol Supervisor on-duty. Command will be passed to the relieving Supervisor as normally scheduled unless conditions demand otherwise.
 - b. The Chief of Police and Division Commanders will be notified as an alert measure.
 - 2. Modifications possible to enhance operational capability and still keep deployment at this level may be taken. This decision rests with the Patrol Supervisor and these actions include, but are not limited to the following:

Overtime is authorized, as necessary.
 - 3. The Patrol Supervisor is responsible to coordinate any activity chosen with the Communications Supervisor, or if unavailable, the senior Telecommunicator on duty. This coordination should enable a smooth transition and provide for a proper notification of citizens calling in for Police services as to the service they can expect consistent with the decision reached.
 - 4. When it is possible to resume normal operations, the Patrol Supervisor will, without undue delay, make the necessary commands and notifications to facilitate resumption of normal Police service.

B. Level Two Deployment

1. An emergency of this scope is one that will require a limited or full call-up of Uniformed Patrol personnel.
 - a. The Patrol Supervisor on-duty will cause the Chief of Police and Division Commanders to be notified. The Chief of Police may notify the City Manager.
 - b. The decision to designate Level Two Deployment will be made by the Chief of Police or the Patrol Division Commander.
2. Deployment at Level Two may consist of utilizing the modification chosen at Level One together with one or more of the following:
 - a. Cancellation of days off, vacations and/or holidays for Uniform Patrol.
 - b. Augmenting Uniformed Patrol with Criminal Investigation and Administrative Services personnel.
 - c. Provide that each Division office is kept open twenty-four (24) hours with at least a "skeleton" crew to permit full Departmental service in support of field operations.
3. With an emergency of this scope, the Chief of Police may elect to request through the City Manager that the EOC be opened in order to facilitate liaison with other City Departments and emergency management agencies.
4. The Chief of Police will make the decision when to revert to Level Three or resume normal operations.

C. Level One Deployment

1. An emergency of this scope will require full call-up of all Police employees.
 - a. The on-duty Patrol Supervisors will cause the Chief of Police and Division Commanders to be notified. The Chief of Police will notify the City Manager.
 - b. The decision to designate Level One will be made by the Chief of Police or the Patrol Division Commander.
2. Deployment at Level One may consist of utilizing the modifications listed in Levels Two and Three together with any or all of the following:
 - a. Cancellation of days off, vacations and/or holidays for all Police personnel.
 - b. Maximum usage of Departmental Investigative and Services personnel in support of field operations including duty not limited to:
 - 1.) Postpone follow-up investigations of all but major cases.
 - 2.) The Chief of Police may elect to request through the City Manager that the EOC be opened in order to facilitate liaison with other City Departments and agencies.
 - 3.) The Chief of Police may elect to request assistance from outside agencies.
 - 4.) The Chief of Police will make the decisions relating to de-escalation and the return to normal operations.

12.804 EMERGENCY CALL-UP PROCEDURES

- A. The decision to call extra forces to duty shall be made by the Chief of Police or by the ranking Supervisor in the line of succession. The Chief of Police will be notified of any incident that indicates a need for additional forces. Such notification will be ordered by the Senior Shift Supervisor.
- B. Notification of Uniformed Supervisors and Police Officers will be made upon authorization of the Chief of Police or an Assistant Chief, who will specify the scope of the call-up.

Officers and Civilian employees from other Divisions will be called on orders of the Chief of Police or any Division Commander.

- C. The exact call-up instructions, i.e., where to report, when to report, any special instructions as to dress or equipment will be given at the time of the call-up.
- D. The Data Management Section will immediately suspend normal operations of that office and assign personnel to begin the call-up, if Data Management is on duty. If Data Management is not on duty, the call-up will be made by members of the Communications Unit or any other personnel so ordered by the Senior Shift Supervisor.
 - 1. Logs will be kept indicating successful contacts. Numbers called for which no answer is received will be recycled and the times of all attempts will be noted.
 - 2. When busy signals are encountered, a request to interrupt for an emergency call will be made to the operator.
 - 3. In the event an employee offers an excuse or reason for inability to report, a Shift Sergeant will personally handle that transaction. If the Shift Sergeant is unable to affect a positive resolution to the situation, the information will be passed on to the appropriate Division Commander.
- E. Upon completion of the call-up, the Shift Sergeant will immediately make a verbal report to the Commander ordering the call-up. The report will contain the following:
 - 1. Attempts; number of successful contacts; and
 - 2. Number of problem calls referred to the Division Commander.

12.805 PRIMARY AND ALTERNATE ASSEMBLY AREAS

- A. The primary assembly area for officers and employees of the Tyler Police Department shall be at the police headquarters located at 711 W. Ferguson.
- B. The alternate assembly area will be any location near the incident that have facilities open 24 hours a day such as public parks, fire departments or hospitals.

12.806 EQUIPMENT DISTRIBUTION

Equipment distribution may be directed by the Incident Commander or Police Chief. An officer or other person with the authority to access the equipment room/property room may be assigned to issue any equipment or supplies not already available. Each issue and return of equipment will be documented.

12.807 SPECIAL TASK FORCE ACTIVATION

In the event the unusual occurrence requires the activation of a special task force, either operational or investigative, the Chief of Police or Assistant Chief of Police will issue the order and initiate the call-up.

12.808 KEY PERSONNEL DESIGNATIONS

- A. Police Chief
 - 1. overall charge of entire Police Department.
 - 2. policing of troubled areas, as well as the City of Tyler.
 - 3. coordinating activities of Police Divisions.
 - 4. approving request for assistance of other departments or agencies.
 - 5. ordering implementation of the Emergency Mobilization Plan.
 - 6. may order curfew under direction of Mayor or City Manager.
 - 7. coordinating field, investigative, and support functions.
 - 8. will normally station self at the City Emergency Operations Center.
- B. Assistant Chief, Patrol Division

1. assumes command at the field command post.
2. incident commander.
3. investigates all rumors of pending difficulties or incidents.
4. normally will be stationed at the Emergency Operations Center.

C. Assistant Chief, Investigative Division

1. investigates all rumors of pending difficulties, threats, and incidents.
2. coordinates intelligence information with state and federal agencies.
3. assigns detectives for surveillance and investigation as needed.
4. coordinates from EOC with Incident Commander.
5. coordinates with dispatch services:
 - a. radio, telephone, and teletype communications.
 - b. communications with other departments and agencies as required.
 - c. notification of supporting agencies.
 - d. directs installation of emergency communications.

D. Assistant Chief, Administrative Services Division

1. replenishes equipment and supplies.
2. coordinates with Field and Investigative commanders.
3. initiates headquarters security measures.
4. assigns department personnel as needed to control any situation.
5. coordinates police field operations with those of other departments and agencies.

12.809 COORDINATION WITH EMERGENCY MANAGEMENT PERSONNEL

- A. The Emergency Management function shall be administered by the Chief of the Tyler Fire Department.
- B. The police department shall have the primary responsibility for:
1. Law Enforcement.
 2. Communication.
 3. Evacuation.
 4. Warning.
 5. Terrorist response.
- C. The Chief of Police shall ensure the coordination of police response with other emergency management personnel.

12.810 TRANSPORTATION REQUIREMENTS

It is the responsibility of the Police Incident Commander to determine the transportation needs and designate someone to issue vehicle keys as appropriate or arrange transportation for personnel to and from their post. Police personnel will not take a department vehicle in response to a call out incident without prior approval from the commander or his designate.


12.811 MANAGEMENT CONTROL MEASURES

The direction of the Police Department during any emergency operations shall fall under the command of the Chief of Police or his designated representatives, generally the Patrol Commander.

12.812 REHEARSAL

Periodically the Department will have a practice emergency call-up to determine the effectiveness of the procedures.

Approved: 01/12/10

A handwritten signature in black ink, appearing to read "James Swindle". The signature is written in a cursive style with a large initial 'J' and 'S'.