



Directive 13.3 Annex 1

MOBILIZATION

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CONTENTS

- I. PURPOSE
- II. DISCUSSION
- III. COMMAND AND CONTROL
- IV. PROCEDURES
- V. STAGING AREAS
- VI. DEMOBILIZATION
- VII. DRILLS

I. **PURPOSE:**

To define operational procedures for the mobilization of off-duty personnel in the event of a disaster, civil disturbance, or other emergency requiring more personnel than normally available on duty.

II. **DISCUSSION**

In the event of a disaster or other incident requiring large numbers of personnel, it will be necessary to mobilize off-duty personnel to augment on-duty personnel. It is impractical and inefficient to burden the Department of Emergency Communications (DEC) with this task. The most effective means of calling back large numbers of people is through the utilization of a pyramid system. DEC personnel only have to call each of the four bureau commanders in order to affect a 100% call back. **[46.1.3c]**

III. **COMMAND AND CONTROL**

- A. In any major incident, the Watch Commander will have the authority to institute a partial or full mobilization. **[46.1.3c]**

When a mobilization is implemented, the Watch Commander will advise the DEC Supervisor of the following information to be relayed by DEC to the four bureau commanders.

- a) nature of emergency
 - b) reporting location and time
 - c) the specific units to be mobilized
 - d) uniform of the day
- B. Upon receiving instructions to begin a mobilization, the DEC Supervisor will ensure that the police bureau commanders are contacted by telephone. In the event that a particular bureau commander cannot be contacted, then the next in the bureau command must be contacted.

- C. Each police bureau commander contacted is responsible to ensure the members of his/her command are contacted and is also responsible for knowing how many were successfully contacted.
- D. Emergencies create excessive demands on DEC personnel from street units as well as calls from citizens. Commanders must be mindful of this fact when requesting additional services from DEC.

IV. PROCEDURES

- A. Mobilizations come in different levels:
 - 1. Utilizing on-duty police personnel from all available resources.
 - 2. Partial mobilization of police personnel, usually accomplished by holding over a shift ready to be relieved and/or the early activation of an oncoming shift. It may also involve alerting off-duty personnel of other specific divisions of the potential need for call back.
 - 3. Full scale mobilization of all personnel requiring designated off-duty personnel to report for duty. An emergency 12 hour shift schedule may need to be implemented.
- B. The Administrative Services Commander, or designee, will provide DEC with up-to-date succession of command lists at least quarterly. The lists are updated the 1st of January, April, July, and October.
- C. DEC will notify the four bureau commanders by phone of the Watch Commander's decision for a mobilization, the nature of emergency, the reporting location and time, the specific units to be mobilized, and the uniform of the day.
- D. The bureau commanders will provide the designated information to their captain(s)/division chief(s), who will then notify their/lieutenant(s)/commander(s), who in turn will notify their sergeant(s)/supervisor(s), who will contact all of their employees and provide the mobilization information. If anyone in the chain of command cannot be contacted, the next person designated in the chain is to be notified. **[46.1.3c]**
 - 1. The sergeants/supervisors will attempt to contact everyone and will make one repeat attempt to reach officers/employees not contacted.
 - 2. After completing the calls to his/her group, the sergeant/supervisor will reverse the process and advise their lieutenant/commander of who they have been able/not able to contact. When each lieutenant/commander has received reports from all their subordinates, they will call their captains/division chiefs, who will in turn compile the information from all their subordinates and pass it back up to their bureau commander.

3. The bureau commander or designee will provide these results to DEC as soon as they are received. The DEC supervisor will then contact the Incident Commander or on-duty Watch Commander with the results.
4. Staffing permitting, DEC will continue to attempt to make contact with officers not previously contacted until they have been contacted or the emergency is over.

V. STAGING AREAS [46.1.3e]

The primary assembly area(s) will be initially designated by the police watch commander. The watch commander must be cognizant of the parking impact of such an influx of people.

VI. DEMOBILIZATION [46.1.5c]

Mobilized personnel will be demobilized as soon as practical and returned to normal work shifts. Consideration must be given to ensuring there is a sufficient transition to allow for adequate rest. All overtime will be submitted in accordance with Police Directive 4.2.

VII. DRILLS

- A. Police Special Operations Division working through DEC will conduct a full scale mobilization drill every April. A report detailing the time required to complete the drill and the names of who can and cannot respond, as well as the names of those who were not successfully contacted by bureau and unit will be submitted to the Chief of Police.
- B. Police Special Operations Division working through DEC will conduct a partial mobilization drill every October. A report detailing the bureau called, the total time consumed in the call back and the names of who can and cannot respond, as well as the names of those who were not successfully contacted by unit will be submitted to the Chief of Police.
- C. The mobilization drills will be unannounced and made at random hours to accurately measure the effectiveness of the call back system. All deficiencies, such as inaccurate telephone numbers will be reported to the appropriate bureau commander for necessary corrective action.
- D. Full and partial mobilization drills will be conducted as outlined above in part IV. Procedures, Sections C and D.