
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Emergency Mobilization of Personnel</b>		
	<b>GENERAL ORDER</b>	<b>1002.1</b>	
<b>Effective Date</b>	<b>05/17/2016</b>	<b>26.1.2, 46.1.3, 46.1.6</b>	
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	<b>SIGNATURE</b> <i>Mark Sroka</i>	<b>DATE</b> <b>05/17/2016</b>

**I. PURPOSE**

In order to be prepared for an emergency requiring personnel to be called back for duty, the Department has an Emergency Mobilization Plan with three alert stages.

**II. POLICY**

There are incidents which happen spontaneously and escalate rapidly, or are massive and complex in nature, that require additional personnel and resources to mitigate the hazards. The Department is committed to maintaining the resources necessary to address these incidents, in cooperation with other responding agencies. The Emergency Management Coordinator (EMC) may also respond to the Montgomery County Emergency Operations Center (EOC), with or without the City Manager, in the event of a disaster, catastrophe or other event for which the Montgomery County Emergency Plan is activated.

**III. DEFINITIONS**

This directive does not contain any terms deemed to require special definition.

**IV. PROCEDURE**

**A. Activation**

1. If a situation, event or severe weather emergency occurs that immediately requires additional personnel to respond to the City, the on duty supervisor will contact the appropriate bureau commander without delay to advise of the circumstances.
2. The bureau commander will ensure a notification is made to the Chief of Police. A determination will then be made concerning implementation of the mobilization plan. The plan is organized into three alert stages:
  - a. Level I – Certain members placed on standby
    - i. At the direction of a bureau commander or the Chief of Police, the on duty shift supervisor, or designee, will notify Operations Bureau personnel of the situation and advise them they have been placed on standby.

- ii. The expected duration that personnel will be on standby will also be provided.
  - b. Level II – Certain members respond and stage
    - i. All Operations Bureau personnel that have been placed on standby will respond to the station or a designated staging area.
    - ii. During each event, the Chief of Police will:
      - a) Oversee all Department activities;
      - b) Assume command of Department personnel and resources; and
      - c) Assume command of the scene, pursuant to the provisions of any Memorandum of Understanding that may apply.
    - iii. The Operations Bureau Commander will:
      - i) Brief personnel under their command;
      - ii) Ensure that personnel are suitably and appropriately equipped and attired for the situation; and
      - iii) Prepare to deploy personnel as directed by the Chief of Police.
  - c. Level III – All members respond and stage
    - i. All Department members will be notified to respond to the staging area for briefing by the staging area commander.
    - ii. This includes civilian employees and officers assigned to specialized assignments, if not already en route or on the scene.
- 3. The Chief of Police may designate key personnel, with respect to such positions as:
  - a. Media liaison representative,

- b. Communications car; and
  - c. Any other position deemed necessary.
4. A readiness test of the Department's mobilization plan will be periodically conducted, as directed by the Chief of Police.
  5. For authenticity, readiness tests may involve Fire/Rescue, other City Offices or emergency management officials from the County, State and/or federal governments.

**B. Communications**

1. Members residing within radio transmission range of the PSCC will have access to communications (by portable transceiver or mobile transceiver). Members that reside outside the radio transmission range will ensure another means of communication is available.
2. When placed on standby (Level I Alert Stage), members will be advised of the radio channel being used for the incident.
3. The phone numbers of Department issued mobile phones will be given to the PSCC supervisor.
4. If not already on duty, members will be called at home or contacted by mobile phone to be placed on standby. If no response, PSCC will be requested to try the member on all channels.
5. Members residing within radio transmission range of the PSCC who have been placed on standby will check their sources of communication (portable and mobile) immediately to ensure efficient operation. Members that reside outside the radio transmission range will ensure that another means of communication is operational.
6. Supervisors who have been issued a City mobile phone are required to subscribe to the Alert Gaithersburg communication system. Alert Gaithersburg is a means of transmitting important information, via internet and mobile phone, through text and email messages.

**C. Staging**

1. Members will be advised of the location of the primary staging area and any alternate staging area when they are placed on standby.

2. Members responding to the staging area, who do not have a PPV, will drive their private vehicles to the police facility and retrieve a fleet vehicle. Members will then report to the staging area with police vehicles, unless otherwise directed by the Chief of Police or a bureau commander.
3. In the interest of expediency, the Chief of Police or a bureau commander may authorize on duty members to pick up other members who live near the City and have been notified to respond to the staging area.
4. Members responding to the designated staging area will be provided with the equipment they will need.
5. Specialized equipment or equipment that is not normally standard issue will be distributed by a bureau commander or designee.
6. The staging area commander will be responsible for security of the equipment stored in the staging area.

**D. Management**

1. The Chief of Police is ultimately responsible for all Department activities and personnel.
2. Bureau commanders and the Chief of Police will be updated by those they supervise to ensure that tasks assigned have been performed.
3. The Chief of Police will ensure that the City Manager and elected officials are notified, as necessary.
4. The Department's efforts will be coordinated with any emergency management personnel on the scene from local, state or federal authorities, to the extent necessary to ensure the safety of Gaithersburg citizens, and to bring about a successful resolution to the situation.

**E. Special Task Force Activation**

1. The creation and activation of special task forces to accomplish specific tasks or assignments will be done at the direction of the Chief of Police.
2. Personnel assigned to a task force will be deployed based upon criteria such as:

- a. Level of expertise, education and training in a given area;
- b. Demonstrated proficiency with equipment that the task force will utilize; and
- c. Availability.

**F. Terrorism Callback Protocol**

1. In the event of a terrorist attack in the Washington Metropolitan Area, or the Department of Homeland Security Advisory System national threat level is raised to Severe (Red), indicating that an attack is imminent, the Department's terrorist callback protocol will be activated.
2. Upon activation of this protocol, due to a terrorist attack:
  - a. All scheduled leave and days off will be cancelled.
  - b. All officers will immediately report to the station with the exception of the last shift(s) securing.
  - c. The last securing shift(s) will report for duty 12 hours after securing from their tour of duty, unless directed otherwise.
  - d. All officers should expect to remain on duty until further notice. The command staff will make a decision regarding future scheduling after the local situation becomes clear.
  - e. It may also be necessary to send officers to another jurisdiction to assist, so be prepared with changes of clothing, toiletries etc.
3. Upon activation of this protocol, due to the DHS national threat level being raised to Severe (Red), absent a local terrorist related event:
  - a. All scheduled leave and days off will be cancelled.
  - b. The Department will operate on 12 hour shifts.
  - c. Personnel schedules may be changed without notice by the bureau commanders, as needed;
  - d. The following personnel may work the shift covering from 0600 to 1800 hours, as needed:

- i. Patrol shifts 1, 2 and 3;
    - ii. Traffic Officers;
    - iii. Community Services Officers;
    - iv. Any assigned sworn Administrative Bureau officers; and
    - v. Detectives (in uniform).
  - d. The following personnel may work the shift covering from 1800 to 0600 hours, as needed:
    - i. Patrol shifts 4, 7 and 8;
    - ii. Canine;
    - iii. Community Action Team
    - iv. Street Crimes Unit (in uniform); and
    - v. Officers on special assignment to other agencies or task forces (in uniform), unless otherwise directed by the Chief of Police.
  - e. This situation will remain in effect until the level is either downgraded by DHS or rescinded by the command staff.
4. In either of the above scenarios, personnel should not wait to be called. While the emergency notification protocol will be activated, personnel are expected to respond on their own initiative. Assignments will be made upon arrival.
5. Sworn personnel on light duty status will respond to the station to assist with support duties that enable 24 hour station operations.
6. Officers who do not take their issued PPV home, and reside within the State of Maryland, will be permitted to do so during the period of emergency to facilitate a timely response back to the City should it become necessary.