

Bowie City Police Department - General Orders



TITLE: MOBILIZATION ACTION PLAN		NUMBER: 803
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I. MOBILIZATION ACTION PLAN

The Mobilization Action Plan (MAP) is a method of alerting, preparing, and then mobilizing maximum personnel of the City of Bowie Police Department in dealing with any critical incident that may require emergency forces over and above the normal work force. There are two stages to the MAP. The first is the Mobilization Alert. During this stage, forces are put on alert that they may be needed to deal with a situation.

The second phase is the actual tactical mobilization where all forces are activated and utilized in handling the situation. Where widespread or severe rioting is occurring, the MAP is generally a rule, however it can be utilized in any tactical situation where forces over and above the normal work force is needed.

Normally when a MAP is instituted, the Incident Command System (ICS) is also instituted so that the greater personnel and resources can be used most effectively. The MAP plan can be altered or limited to fit minor situations. This will be authorized by the on-call Commander or the Chief of Police.

II. PURPOSE

The purpose of this plan is to establish guidelines for a planned tactical response to any critical incident or other circumstances where more personnel than the normal workforce are needed. This system allows for a rapid, organized and disciplined response.

1. Before the MAP is enacted, it is expected that the ICS will already be operational.
2. The personnel assignments described in the ICS can be modified as necessary to accommodate the MAP. This is the responsibility of the Police Incident Commander.

III. MOBILIZATION ALERT

If a situation looks like it may require more personnel than is normally available during a work day, then a Mobilization Alert may be initiated. This would be the responsibility of the Police Incident Commander.

1. Once an alert is activated, all affected personnel will be contacted utilizing the Emergency Call Out System in this Plan. Personnel will be told there is a Mobilization Alert, which means that mobilization is probably imminent. The personnel will be given any pertinent information about the situation.
2. Scheduled days off, compensatory time, administrative leave, personal holidays, vacation, or other time off may be canceled, if required.
3. Personnel may be requested to remain in the City or within one hour of response time for the duration of the alert, if required.
4. When a Mobilization Alert is discontinued all affected personnel will be notified by using the Emergency Call Out System.

IV. PROCEDURES FOR MOBILIZATION

1. Determine parameters:

a. The on-duty Communications Specialist will coordinate a call-out with the on-duty Shift Supervisor. Whenever possible, and there is only one Communications Specialist working and patrol staffing allows, the Shift Supervisor will assign an officer to help the Communications Specialist until another Communications Specialist can be called in. The Shift Supervisor will coordinate with the Communications Specialist to provide the following information for the Call-Out:

- i. The number of officers to be called out;
- ii. Location for officers to respond, if other than their regularly assigned workstation; and,
- iii. Special instructions, if any.

b. Order of Call-Out: Extra employees will be called out in the following order unless otherwise directed by the authority ordering the Call-Out:

- i. Any predetermined Officer on an on-call status.
- ii. Next shift
- iii. Officers on their regular day off.
- iv. Employees/officers who have just completed their shift.
- v. Other employees as needed.

2. The Communications Specialist will document the information for the Call-Out of Departmental employees.

c. The on-duty Communications Specialist will maintain a list of police employees contacted and will be responsible for notifying the on-duty Shift Supervisor of the number of officers, or employees responding.

e. Call-Out Information Roster: The Communications Unit shall maintain a current list of all employees' telephone numbers for call-out purposes. In addition, the communications Unit shall maintain copies of current work schedules for all Patrol Squads and all

employees assigned to specialized units. The Call-Out Information Roster shall be kept in a location readily accessible to all Communication Unit employees.

3. Assignments:

a. Unless otherwise directed, all sworn employees called out will report for duty at their regularly assigned workstations and in full uniform with the following equipment:

- i. Department issued radios;
- ii. Flashlight;
- iii. Civil disturbance helmet and baton;
- iv. Ballistic vest;
- v. Personal protection equipment; and,
- vi. Department vehicle.

b. Police employees in civilian uniform assignments (communications, records, etc.) will report in their appropriate uniform or as directed.

4. Command of overall Police operations will be at the direction of the Chief of Police or his/her designee who will monitor activity from the Emergency Operations Center.

a. Command Post and Staging Area:

- i. The command post should be established as outlined under the Emergency Operations Plan.
- ii. The command post may be located with the staging area. The staging area should be located at a safe area that will allow room for staging and parking of patrol vehicles.
- iv. Adequate security of the Command Post and Staging Area must be maintained.
- v. Personnel called to assist will respond in uniform if applicable and with adequate equipment for the situation. Personnel will respond to a designated area for assignment.
- vi. Personnel who respond to the staging area in marked Department vehicles should ensure that the vehicles are fully fueled and has an extra supply of flares. Keys will be left in the vehicles that are parked at the Command Post/Staging Area.

V. TOTAL MOBILIZATION (Stage 2)

If the situation requires total mobilization of Department personnel, the Chief of Police, or his/her designee, may order the following procedure instituted:

- a. Any scheduled vacation or compensatory time of Department personnel will be canceled and 12 hour shifts will be instituted.

b. Department personnel will be divided and assigned to either “A” shift or “B” shift. These assignments will be pre-determined and recorded on mobilization rosters by the Emergency Operations Coordinator. These mobilization rosters will be kept in the EOC, Communications, and Command Staff offices.

c. The shift already on-duty will be considered “A” shift and will remain on-duty for a full 12 hour shift. Additional “A” Shift personnel listed on the mobilization rosters will be called out per operations orders.

d. Personnel assigned to “B” shift will be contacted using Call Out Procedures and told when to respond to the staging area.

e. Personnel will be told where to report, required uniform, who to report to, and equipment requirements.

f. The Mobilization Rosters will be updated at least annually in conjunction with Department shift assignments. They may be updated more frequently if needed due to major changes in assignments.

VI. DEMOBILIZATION

As the emergency lessens and control in the involved area is established, economy of force should be employed by reducing the number of personnel and equipment in the area.

a. As the event subsides, the Police Incident Commander will:

i. Survey the affected area and determine the continued need for police involvement. Personnel reduction should coincide with the restoration of public services.

ii. Reduce the manpower and equipment at the scene until only those directly involved in the operation remain. Overall police involvement should continue until the event is brought to a successful conclusion. Early withdrawal of forces may aggravate or rekindle a situation. Some incidents may present special problems because of the potential for looting. Therefore, patrols or security officers may need to remain in an area for protection.

iii. Cancel of Mobilization or alert and make sure that affected department personnel are notified by call out procedure.

b. Normal de-escalation procedures and post-occurrence activities as outlined in the Emergency Operation Plan will be in effect.

VII. DRILLS

Annually, the Mobilization Plan will conduct a drill coordinated by the Captain to ensure Departmental readiness.