



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **EMERGENCY PERSONNEL MOBILIZATION**

### NEW REVISED RESCINDS

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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#### **I. POLICY**

- A. Normally, an incident requiring the mobilization of all Department personnel, or the majority of them, can be planned for ahead of time. If an incident or event is one for which plans have already been developed, the Department's mobilization plan may not need to be implemented, but there are some incidents which happen spontaneously and escalate rapidly, or are massive and complex in nature, or severe weather requires additional personnel and resources to protect the citizens of the City.
- B. In order to be prepared for an emergency which would require calling officers back for duty, the Department will have an Emergency Mobilization Plan with three alert stages.

#### **II. EMERGENCY MOBILIZATION PLAN**

- A. Evaluation For Activation
  - 1. If a situation, event, or severe weather occurs that immediately requires additional personnel to respond back to Cottage City, the Sergeant/Lieutenant (if on duty) or the senior officer on patrol, will contact the Sergeant/Lieutenant if off-duty, without delay to advise him of the situation.
  - 2. The Sergeant/lieutenant will notify the Chief of Police.
  - 3. The Chief of Police will determine if notification of the Cottage City Commissioner(s) and/or the Director of Public Works is appropriate.

4. If the Chief of Police orders the implementation of the mobilization plan, it will be accomplished systematically, and at the alert stages described in Section B below.

## B. Alert Stages

### 1. Level I- Placing Department Members On Stand-By

- The Chief of Police will have the on-duty supervisor notify all operations personnel that they have been placed on "stand- by."

### 2. Level II- Certain Members To Respond and Stage

- At this level, all officers and the Communications Supervisor will be notified to respond to the station or designated staging area, as directed by the Chief of Police.

- The Chief of Police will:

- a. Oversee all Department activities;
- b. Assume command of Department personnel; and,
- c. Assume command of the scene, pursuant to the provisions of the Memorandum of Understanding with Prince George's County Police or another jurisdiction, as appropriate.

- Sergeant/Lieutenant will:

- a. Brief personnel under his command of the situation;
- b. Ensure that personnel under his command are adequately equipped and attired for the situation; and,
- c. Prepare to deploy his personnel as directed by the Chief of Police.

### 3. Level III- All Other Members Respond and Stage

- At this level, all other Department members will be notified to respond to the staging area for briefing by the Chief of Police.

## C. Communications

1. All participating members will have access to communications (either by portable transceiver or mobile transceiver, or both) and when they are placed on "stand-by" (Level I alert stage) they will be advised at that time of the radio channel assigned for the incident/event.
2. The cellular phone number will be given to the communications supervisor.
3. To place members on "stand-by," they will be called at home (if not on-duty), and if no answer there, they will be called on their cell phone.
4. All members placed on "stand-by" will check their sources of communication (portable and mobile) immediately to ensure efficient operation.

D. Primary and Alternate Assembly Areas

Members will be advised when they are placed on "stand-by" of the location of the primary staging area and any alternate staging area.

E. Equipment Distribution

1. Members- responding to the designated staging area will be provided With, and/or advised of, the equipment they will need, by the Sergeant or Chief of Police.
2. Specialized equipment or equipment that is not normally standard issue will be distributed by the Sergeant who will be responsible for the equipment stored in the staging area.

F. Special Task Force Activation

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 in coordination with PGPD personnel and in accordance with the Memorandum of Understanding.

G. Key Personnel Designations

Aside from the duties and responsibilities to be performed by the Chief of Police, he will designate key personnel with respect to such positions as:

1. Media liaison representative,

2. Communications car, and
3. Any other position the Chief of Police deems necessary.

#### H. Transportation Requirements

Members responding to the staging area drive their police vehicle to the staging area, or as directed by the Chief of Police or the Sergeant.

#### I. Management Control Measures

1. The Chief of Police will be responsible for all Department activities and personnel.
2. The Chief of Police and the Sergeant will be updated by those they supervise to ensure that assigned tasks have been performed.
3. The Chief of Police will ensure that the Cottage City Commissioners are notified, if necessary.

#### J. Coordination With Emergency Management Personnel

The Department's efforts will be coordinated with any emergency management personnel on the scene from Prince George's County Office of Emergency Management, State of Maryland Emergency Management Agency, or Federal Emergency Management Administration to the extent necessary to ensure the safety of Cottage City citizens, and to bring about a successful resolution to the situation.

#### K. Rehearsals

1. Rehearsals of the mobilization plan will be as directed by the Chief of Police.
2. For authenticity, rehearsals may involve Fire/Rescue, other emergency management officials from the County, State, and/or Federal agencies.