

Emergency Management

203.1 VERSION

Agency Content

Review Date	Effective Date	Approving Authority
04/08/19	07/09/18	Eric D. English, Chief of Police

203.2 POLICY AND PURPOSE

State **MODIFIED** VLEPSC - ADM.07.02 (b), ADM.14.01 (a), ADM.14.01 (b)

This policy clarifies the role of the Harrisonburg Police Department and responsibilities of its members pertaining to large scale disasters and emergency management. The Harrisonburg Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies (Va. Code § 44-146.19).

203.3 ACCOUNTABILITY STATEMENT

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All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

203.4 HARRISONBURG CODES/ORDINANCES

State **MODIFIED** VLEPSC - ADM.14.01 (b)

An emergency management organization has been established by the City of Harrisonburg. This ordinance has been approved by the City Council (Va. Code § 44-146.19)(City Code Sec.5-3-1).

203.5 RECALL OF PERSONNEL

Best Practice **MODIFIED** VLEPSC - ADM.07.02 (b), ADM.07.02 (c)

In the event that the Emergency Operations Plan is activated, all employees of the Harrisonburg Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

203.6 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Best Practice **MODIFIED** VLEPSC - OPR.05.02

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Copies of the Emergency Operations Plan are available in Administrative Bureau, the Patrol Commander's office and Emergency Communications Center. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles employees will play when the plan is implemented. The Administrative Bureau Commander should ensure that department employees are familiar with the roles they will play when the plan is implemented.

203.7 PRIORITY I CALL-OUT

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All sworn personnel are required to report for duty due to the existence of a Critical Incident in progress. Any sworn Supervisor or Commander may activate a Priority I call-out.

Personnel shall be advised of where to report and the uniform and duty gear required for the call-out. The responding personnel should be given a safe route to respond to the reporting location. The reporting location should be a determined safe area where the responding personnel can be briefed on the situation and given an assignment.

203.8 PRIORITY II CALL-OUT

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A specified number of personnel are required to report for duty due to the existence of an incident in progress or not in progress, that requires additional police presence.

Priority II call-outs may also be used for projected incidents that may require an additional police presence.

Personnel shall be advised of where to report and the uniform and duty gear required for the call-out. The responding personnel should be given a safe route to respond to the reporting location. The reporting location should be determined a safe area where the responding personnel can be briefed on the situation and given an assignment.

203.9 RESPONSIBILITIES DURING PRIORITY I/II CALL-OUTS

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- (a) Division Commanders
 1. Will be responsible for activating the personnel assigned to their division.
 2. Should insure that supervisors under their command are responsible for and held accountable to have their assigned personnel report for duty.
 3. Will be responsible for providing a call-out report to their Bureau Commander.
 4. Will conduct an investigation into any personnel under their command who could not be contacted, and determine the reason as to why contact could not be made.
 5. Will be responsible for reviewing the reason why personnel could not respond and determine if the absence was acceptable or not acceptable.

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- (b) Supervisors
 - 1. Will be responsible for insuring that the personnel under their command who are contacted and report for duty unless otherwise excused for an acceptable reason.
 - 2. Will provide the Division Commander with a call out report of their assigned personnel.
 - 3. Any personnel contacted who cannot report for duty, must have approval not to report, from their immediate supervisor.
- (c) Responding personnel
 - 1. Should respond to the specified location with the prescribed uniform and equipment.
 - 2. Response should be expedient but safe.
 - 3. Should be aware that the length of duty may be unknown and should make necessary arrangements to be absent from personal commitments.

203.10 METHODS OF CALL-OUT

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203.10.1 PRIORITY I/II CALL-OUT

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Call-out text message shall be sent to all sworn personnel's mobile cell phone by ECC. The text message shall include the following:

- (a) "Priority I call-out" or "Priority II call-out"
- (b) Reporting location
- (c) Uniform and equipment required
- (d) The supervisor to contact with your availability (including supervisors contact number)

203.11 INCIDENT COMMANDERS

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- (a) In circumstances in which it becomes apparent to a patrol supervisor that control of a crime/disaster scene will necessitate the use of resources from personnel from another shift, the supervisor shall contact the Duty Officer. The Duty Officer shall coordinate the assignment of personnel and equipment to the scene. The Duty Officer shall respond and become the Incident Commander whenever possible. If the Duty Officer cannot respond, the ranking patrol supervisor shall be Incident Commander until otherwise relieved by higher authority.
- (b) The Incident Commander's responsibilities shall include:
 - 1. Overall administrative command of all personnel assigned to duties related to activity within and surrounding the scene.

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2. Assist the conduct of the investigation through the patrol supervisor and provide all reasonable requests for resources for use within the perimeter of the crime/disaster scene.
 3. Brief the Public Information Officer, the Chief of Police or the Bureau Commanders, as necessary.
 4. Request the Public Information Officer to respond and assume responsibility for contact with members of the media present at the scene, if required.
 5. Establish a command post, as needed.
 6. The Incident Commander, or designee, shall record the presence and assignment of all personnel and equipment at the scene and provide for the relief of personnel and deployment of new personnel assigned to the scene.
- (c) The Incident Commander shall continue the assignment unless specifically relieved of command by an officer of superior rank, or relieved at the termination of the tour of duty by an officer of equal rank.

203.12 TRAINING

State **MODIFIED**

The Department should provide annual training on the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.