

PLANNING AND DEPLOYMENT
TRANSMITTAL OF WRITTEN DIRECTIVE

FOR SIGNATURE OF: James E. Craig, Chief of Police

TYPE OF DIRECTIVE: Manual Directive 205.3

SUBJECT: MOBILIZATION

ORIGINATED OR REQUESTED BY: Planning and Deployment

APPROVALS OR COMMENTS:

The attached directive was reviewed and revised by Metro Division. The revisions are in bold and *italics*.

The recommended changes reflected in this policy are as follows:

1. "Officer" was changed to "member" throughout the directive to eliminate any possible misunderstandings of rank.
2. Verbiage and grammatical changes were made to provide a clear read for all members of this Department.
3. 205.3 – 6.2 – Notifying Sworn and Non-Sworn Members – The last sentence was deleted because the use of cellular phones has made this obsolete.
4. 205.3 – 7.1 – Computer Notification – Sections were deleted because the "Mobilization Report Form" is now being used which replaces the deleted steps.
5. 205.3 – 7.3 – Personnel Information Center – This section was changed to reflect the use of the Mobilization Report Form.

APPROVED
OCT 08 2018
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PLANNING AND DEPLOYMENT.
1301 Third Avenue, 7th Floor, Detroit MI 48226**



Series 200 Operations	Effective Date	Review Date <i>Three Years</i>	Directive Number 205.3
Chapter 205 – Emergency Procedures			
Reviewing Office <i>Office of Neighborhood Policing</i>			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
References			

MOBILIZATION

205.3 - 1 PURPOSE

The purpose of the directive is to establish guidelines for the rapid notification and deployment of all Department *members* in the event of a critical incident.

205.3 - 2 POLICY

The Detroit Police Department (DPD) is committed to providing a rapid, coordinated, and unified response to all critical incidents. The Department utilizes mobilization plans to advise and maintain sworn and non-sworn members for ongoing or impending critical incidents. The timely notification of sworn and non-sworn members is crucial in the onset of an emergency situation.

205.3 - 3 Reporting for Duty

The mobilization plans of this Department consist of two (2) basic types. The first affects only on-duty sworn and non-sworn members and the second affects both on and off-duty sworn and non-sworn members.

205.3 - 3.1 Mobilization Plan #1

Mobilization Plan #1 mobilizes all on-duty sworn and non-sworn members within a specific command and/or the entire Department as specified in the mobilization order. This plan has the primary objective of gathering on-duty sworn and non-sworn members for reassignment to a specific task. The order to mobilize shall contain specific details.

205.3 - 3.2 Mobilization Plan #2

Mobilization Plan #2 shall be used to mobilize any command and/or the entire Department as specified in the mobilization order. This plan mobilizes all off-duty sworn and non-sworn members assigned to a concerned command, and automatically includes the requirements and provisions of Mobilization Plan #1. All members will report for duty in uniform with required equipment unless otherwise directed. Generally, off-duty sworn and non-sworn members should be recalled only as needed and in the following order:

- a. Off duty – next to report;
- b. Off duty – last relieved;

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- c. Off duty – on leave; and
- d. Off duty – on furlough.

205.3 - 3.3 Mobile Field Force Mobilization

Mobile Field Force *members* may be mobilized and deployed at the direction of the Chief of Police, a sworn assistant chief, or a sworn deputy chief. Requests for Mobile Field Force *members* shall be made through the Control Desk. *Special Events* shall be responsible for maintaining a current mobilization roster of *members* assigned to the Mobile Field Force.

205.3 - 3.4 Reporting Prior to Official Notification

When emergencies of major proportions occur and it is evident that mobilization of the Department is imminent, sworn and non-sworn members shall *contact* their assigned commands without waiting for an official notice. During extreme emergencies and only by order of the Chief of Police or *the* assistant chief of the *Office of Neighborhood Policing*, mobilization orders may be disseminated by radio and television.

205.3 - 3.5 Authority to Issue

1. On-duty *members* can be mobilized at the direction of a Department executive of the rank of commander or above from the precinct of occurrence or the Chief Duty Officer (CDO). During non-business hours or in the absence of the CDO, precinct commander, or deputy chief, the officer in charge of Communications Operations may authorize Mobilization Plan #1 pending notification of the appropriate commanding officer.
2. A limited Mobilization Plan #2 to mobilize both on and off-duty sworn and non-sworn members can be authorized for a specific command by the respective command's commanding officer.
3. Only the Chief of Police or *the* assistant chief of the *Office of Neighborhood Policing* may authorize Mobilization Plan #2 for the entire Department. However, the CDO, after reasonable effort has been made to contact the Chief of Police or *the* assistant chief of the *Office of Neighborhood Policing* may issue a Mobilization #2.

205.3 - 4 Dissemination of Mobilization Orders

1. The Control Desk, upon proper authority, shall give the order to mobilize to the officer in charge of the Control Desk, who shall confirm and verify the order by re-contacting the issuing authority. Following the verification, the officer in charge of the Control Desk shall complete the following procedures:
 - a. Notify the officer in charge of Communications Operations of the exact mobilization order being issued;
 - b. Send an *Administrative Message* to all commands concerned, containing the exact mobilization order being issued and other pertinent information relative to that order;

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- c. Send the same information via the computer terminal to all commands concerned that have computer terminals;
 - d. Initiate executive notifications;
 - e. In the event the entire Department is mobilized, notify the Detroit Fire Department (Chief Dispatcher's Office), designated city offices, public utilities, and the Michigan State Police Special Operations Division; and
 - f. Notify the executive director of the Board of Police Commissioners.
2. When activation of the command post is required, notify the officer in charge of Metro Division who will provide *members* to open the back-up communication center and the officer in charge of Technical Support who will provide *members* to operate the computer terminal.

205.3 - 4.1 Communications Operations

Upon notification, the officer in charge of Communications Operations shall broadcast the order on all frequencies, indicating the type of mobilization ordered.

205.3 - 4.2 Deputy Chiefs and Director of *Human Resources*

The deputy chiefs and director of *Human Resources* or their staffs will ensure that their respective commands have received the mobilization order.

205.3 - 5 Mobilization Planning

205.3 - 5.1 Plan Preparation

1. Commanding officers are responsible for the preparation of a detailed Mobilization Plan for the notification of all *members* assigned to that command. *Members* assigned to the Mobile Field Force shall have an asterisk (*) placed next to their name. Prior to the beginning of each work period, that portion of the plan, which deals with the notification of off-duty sworn and non-sworn members, shall be updated and distributed to only those *members* designated as group leaders.
2. Platoons will be divided into groups, each with a supervisor designated as group leader. The number of individuals each group leader is required to notify should be kept to a minimum. In the event that a group leader cannot be contacted, commanding officers shall ensure that the members of that group are contacted. Such plans shall not contain the addresses of members. However, commanding officers shall maintain an updated file of sworn and non-sworn member's addresses.
3. In cases where a member is transferred or assigned out after the first of the month to another command, the new command shall be responsible for including the sworn or non-sworn member in the current Mobilization Plan. The previous command shall be responsible for deleting the member's name from its current Mobilization Plan.
4. Each command shall establish a plan for mobilization which ensures that designated on-duty *members* report to their command without unnecessary delay.

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Sworn members assigned to the Precinct Detective Unit shall *contact* their command for instructions.

5. The officer in charge shall assign the mobilized *members* necessary to maintain the command operations, including the necessary *members* and vehicles needed to patrol as established by their emergency plan. Any necessary changes in the Mobilization Plan due to shortages of personnel, equipment, response units, etc., shall be determined by the officer in charge after on-duty mobilized *members* have reported. The officer in charge shall notify the area dispatcher directly stating which vehicles will be assigned to the emergency.

205.3 - 5.2 Detroit Police Reserves

The Police Reserve Corps will maintain a Mobilization Plan for Detroit Police Reserves. Reservists may only be mobilized by authority of the Mayor or the Mayor's designee.

205.3 - 6 Mobilizing Off-Duty Members for Emergency Duty

205.3 - 6.1 Notifying Group Leaders

The highest ranking *member* of each off-duty platoon within the command shall be notified of the mobilization. That ranking member will notify group leaders who, in turn, will notify each *member* in their group. If a group leader is unavailable, the supervisor responsible for notifying the group leader shall be responsible for ensuring notification of the *members* of that particular group.

205.3 - 6.2 Notifying Sworn and Non-Sworn Members

A group leader shall make an attempt to contact each *member* in the group. Each *member* contacted shall be told the location of the mobilization point.

205.3 - 6.3 Reverse Notification Procedures

1. After notifying as many *members* of the group as possible, the group leader shall contact the notifying supervisor and supply the total number of *members* contacted. The notifying supervisor shall contact *Special Events* and relay the accumulated emergency personnel information.
2. Following that notification, the group leader shall proceed without delay to the mobilization point. Upon arriving at the mobilization point, the group leader shall furnish a designated ranking *member* with the names and *contact information* of those *members* in the group not contacted.
3. The ranking *member* at the mobilization staging area shall consolidate lists of those not contacted and assign *members* to continue attempts to notify them.

205.3 - 7 Reporting Members and Equipment Availability

205.3 - 7.1 Computer Notification

1. Upon mobilization, the designated *member of each command* is responsible for the accumulation, entry, and updating of emergency data received *by email on the*

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Mobilization Report Form. Each command shall forward the information to Special Events.

205.3 - 7.2 Information Update

Subsequent orders and information pertinent to the mobilization will be *compiled by Special Events* and immediately brought to the attention of the officer in charge of the command concerned for proper action.

205.3 - 7.3 Personnel Information Center

When it appears that a mobilization may be ordered, the Chief of Police, a deputy chief, *Executive Duty Officer (EDO)*, *Chief Duty Officer (CDO)*, or appropriate designee *shall contact Special Events, who will generate an Administrative Message* directing Department commands to *email* their current available manpower using the *Mobilization Report Form*. It will be the responsibility of the officer in charge of *Special Events* to monitor manpower entries until a mobilization is declared.

205.3 - 8 Test of Mobilization Plans

1. Mobilization Plans will be tested quarterly or as deemed necessary. In these cases, the radio broadcast, *Administrative Message*, and computer information will include the words "test mobilization." When a Mobilization Plan is tested, on-duty sworn and non-sworn members will follow the same procedure as if an actual mobilization were being conducted. When Mobilization Plan #2 is tested, off-duty sworn and non-sworn members will be contacted but will not be required to report for duty. Notification of off-duty sworn or non-sworn members shall include the words "test mobilization." In the event of a test mobilization, only the *members* actually contacted shall be entered *onto the Mobilization Report Form*.
2. A reverse notification procedure will be employed in which group leaders shall report the number of *members* contacted to the member who originally *contacted* them. These sworn and non-sworn members shall then complete the notification procedure.
3. In test mobilizations, initial on-duty sworn and non-sworn members' data will be *emailed on the Mobilization Report Form to Special Events* immediately after receipt of the mobilization order. In test mobilizations involving off-duty sworn and non-sworn members, the data will be *emailed on the Mobilization Report Form to Special Events* within thirty (30) minutes of the mobilization order. A maximum of one (1) and one-half (1/2) hours will be allowed for this test.
4. In test mobilizations, sworn and non-sworn members contacted will be added to the number available in each of the categories in which they fall as if they had arrived at the mobilization point and were available for duty.