



<b>Series</b> 200 Operations	<b>Effective Date</b> 12/16/2022	<b>Review Date</b> Annually	<b>Directive Number</b>  <b>205.2</b>
<b>Chapter</b> 205 - Emergency Procedures			<input type="checkbox"/> <b>New Directive</b> <input checked="" type="checkbox"/> <b>Revised</b> <small>Revisions in <i>Italics</i></small>
<b>Reviewing Office</b> Communications <i>Section</i>			
<b>References</b>			

## TACTICAL ALERT PROCEDURES

### 205.2 - 1 **PURPOSE**

The purpose of this directive is to establish procedures for *notifying members* of an *active* or potential critical incident.

### 205.2 - 2 **Tactical Alert - General**

1. A Tactical Alert is to advise Department *members of an active* or potential emergency situation, which may later require the concentrated commitment of personnel.
2. Tactical Alerts are informational only and could be a precursor to *a mobilization*. Therefore, the officer-in-charge (OIC) of Communications shall direct that a general broadcast be made over all radio frequencies announcing the Tactical Alert. No details of the emergency will be *broadcasted over the radio*. *Zone* dispatchers shall also send a message to all units signed on in their respective *district* via the mobile computer terminal (MCT) announcing the alert. Upon *receiving* the alert broadcast, all on-duty personnel shall immediately contact their precinct or command for additional instructions. Patrol units shall not leave their assigned *district unless directed by the zone dispatcher*. *All units shall endeavor to complete radio runs expeditiously as possible to be available for potential redeployment*.
3. The OIC of Communications shall ensure the Notification and Control Desk is contacted and apprised of the emergency situation. The Notification and Control Desk shall issue a Department-wide teletype declaring the alert. Included in the teletype will be the name of the member authorizing the alert as well as details of the emergency (e.g., duration of the alert, location of the incident or event, number of standby units required, type of equipment, *staging* location, or other instructions necessitated by the emergency).
4. Upon *receiving* the alert broadcast and *Department-wide* teletype, the OIC of the precinct desk shall be responsible for notification of all inside precinct personnel. Further, the OIC of the desk shall comply with the instructions contained in the alert teletype and shall ensure that all emergency and field command post equipment stored at the precinct is ready and available should the need arise. There are two (2) levels of Tactical Alert.

**205.2 Tactical Alert Procedures****205.2 - 2.1 Tactical Alert #1**

Any executive of the Department holding the rank of captain or above, the Chief Duty Officer (CDO), or the Executive Duty Officer (EDO) may declare a Tactical Alert #1 for an *active incident*. During non-business hours in the absence of the CDO, EDO, or higher-ranking Department executive, the OIC of Communications may authorize a Tactical Alert #1 pending notification of the *commanding officer of the affected area*.

**205.2 - 2.2 Tactical Alert #2**

1. This plan is designed to alert all on and off-duty sworn and non-sworn members of an emergency situation, which may later require a Department-wide mobilization. The alert is informational only. Only the Chief of Police or *an Assistant Chief* can declare a Tactical Alert #2.
2. When a Tactical Alert #2 is declared, all provisions of a Tactical Alert #1 are applicable. In addition, all off-duty sworn and non-sworn members will be contacted and advised of the emergency situation. While sworn and non-sworn members are not expected to remain confined to their residence, *all* members shall be required to provide the notifying group leader with an alternate phone number, contact person, or other means they may be reached.
3. If no contact number is available, sworn and non-sworn members *shall* contact their command at two-hour intervals to determine their mobilization status. Commands not operating on a twenty-four (24) hour basis shall establish suitable procedures to accommodate the callback requirement.
4. The Department does not desire to impose unnecessary restrictions on a sworn or non-sworn member's off-duty time. However, inherent in the police function is a stated and implied responsibility to protect life and property. Therefore, when an emergency condition indicates that Department resources may be committed to reducing the danger to life and property, certain precautionary measures must be taken to facilitate the possible mobilization.
5. Sworn or non-sworn members placed on Tactical Alert will maintain a state of readiness, including necessary equipment and uniform items appropriate for the emergency. Sworn *and* non-sworn members on extended sick, disability, or furlough will not be placed on Tactical Alert.
6. At the direction of the Chief of Police or assistant chief, the Notification and Control Desk will initiate the executive notification procedure.
7. All deputy chiefs will be contacted and provided with details of the emergency. The notified deputy chiefs will contact commands and precinct commanding officers. Commanding officers will notify the officer in charge of the precinct or command, who, in turn, will contact group leaders pursuant to mobilization plans. Group leaders will contact all sworn and non-sworn members. Contacted sworn and non-sworn members will be advised of the alert, specific instructions relative to the emergency, the duration of the alert, and instructed not to report for duty, but to be available for possible later mobilization.

### 205.2 Tactical Alert Procedures

8. The number of contacts shall be reported to commands with twenty-four (24) hour computer terminals designated to receive emergency personnel information utilizing the reverse notification procedures as set forth in the "Mobilization" directive.
9. The OIC of the Notification and Control Desk shall *notify the OIC of Communications of the alert and issue a Department-wide teletype declaring the alert*. Included in the teletype will be the name of the member authorizing the alert as well as details of the emergency (e.g., duration of the alert, location of the incident, number of standby units required, type of equipment, *staging* location, or other instructions necessitated by the emergency).

#### 205.2 - 2.3 Cancellation

Except as otherwise directed by proper authority, Tactical Alerts will not remain in effect for longer than eight (8) hours. *Tactical* Alerts shall only be canceled upon the orders of the Chief of Police, an assistant chief, a deputy chief, or the incident commander above the rank of lieutenant. The executive authorizing the cancellation shall contact the OIC of Communications, who shall ensure that a general broadcast is made over all radio frequencies canceling the alert. The executive authorizing the cancellation shall also contact the OIC of the Notification and Control Desk, who shall issue a Department-wide teletype canceling the alert.