



TOWN OF MACEDON POLICE DEPARTMENT

General Order: 560	Effective Date: March 5, 2021
Subject: Emergency Mobilization	
Reference Standards: 58.4	
Rescinds:	
Page 1 of 3	Attachments: 1- Emergency Notification: Telephone Instructions sheet

I. Policy

- A. The Emergency Mobilization Plan is intended for use in situations which require more police personnel, support personnel, and/or equipment than are currently available.

II. Phases

- A. The Macedon Police Department's Emergency Mobilization Plan (EMP) consists of three phases.
 1. **Phase One:** The hold-over of a current shift
 2. **Phase Two:** Phase One expanded to include the personnel of specialized units and/or the call in of the next scheduled shift
 3. **Phase Three:** Phase Two expanded to include the call in of all sworn, selected non-sworn support staff, and the notification of extra-departmental officials and resources such as the Town Supervisor and other police agencies

III. Authorization

- A. A Phase One EMP may be authorized by the Administrative Sergeant, Patrol Sergeant or the Chief of Police. The authorizing command officer will immediately notify the Chief of Police.
- B. A Phase Two EMP may be authorized by the Administrative Sergeant, Patrol Sergeant, or the Chief of Police. The authorizing command officer will immediately notify the Chief of Police
- C. A Phase Three EMP may be authorized by the Chief of Police or designee.

IV. Notification procedures

- A. In the event of a Phase One EMP; if authorized by the Administrative Sergeant they will notify the Patrol Sergeant and if authorized by the Patrol Sergeant they will notify the Administrative Sergeant.
- B. In the event of a Phase Two or Three EMP, the command officer authorizing the EMP will direct the dispatcher and/or clerical staff to advise persons requesting police services that the department is currently available to respond only to critical service requests. The dispatcher will suspend calls for service not involving danger to life and property.
- C. The on-duty command officer will be responsible for providing and supervising adequate personnel to operate telephones. Additional personnel may be called to assist with EMP notifications. If sufficient personnel are not available, they will assign personnel in the following order:
 - 1. Non-sworn personnel
 - 2. On duty Road Patrol personnel

V. Call back procedures

- A. Personnel assigned to notify off duty department personnel of an emergency mobilization are responsible for calling personnel and recording responses as outlined on the departmental "Emergency Notification: Telephone Instructions" sheet (Attachment #1). The employees notified will be instructed:
 - 1. That an emergency mobilization is in effect
 - 2. To immediately report for duty properly dressed, equipped and ready for assignment
 - 3. Specific areas to be avoided in transit, if any
 - 4. Where and when to assemble
- B. Employees who are ordered to duty are to report in full uniform with all issued equipment at the time and place indicated.

VI. Assembly areas

- A. The primary assembly area for responding personnel will be the Macedon Police Department, unless otherwise dictated by the command officer authorizing the EMP. The command officer authorizing the EMP, or his/her designee, will establish a secondary staging area and a Command Post location if required.

VII. Duties of the command staff

- A. The command officer authorizing the EMP, or his/her designee, will:
 - 1. Secure a radio frequency if required
 - 2. Establish a list of additional required equipment, such as riot helmets, personal kits, OC spray, flex cuffs, flares, barricades, etc.

3. Assign vehicles and/or establish a transportation plan to move and deploy personnel
4. Call for assistance from other agencies to include the Wayne, Ontario, and Monroe County Sheriff's Offices and/or the New York State Police, or other agencies as needed.

VIII. Command structure

- A. The departmental chain of command will be adhered to unless the Incident Command System is enacted. Once the ICS is enacted, key personnel designations will be established. Employees will then be assigned to a section and will report to the designated leader in charge of their assigned section. The ICS organizational structure will then be adhered to for its duration.

IX. Post evaluation

- A. If the EMP is utilized, the Chief of Police or his/her designee will conduct a debriefing of all personnel involved in order to evaluate the plan.

X. Review and testing

- A. It will be the responsibility of the Road Patrol Sergeant to annually review and test the EMP.

By Order of the Chief of Police

John P. Colella

John P. Colella (Apr 26, 2021 09:08 EDT)

John P. Colella

Chief of Police

Dated this 5th day of March, 2021