

Cobb County Police Department

Policy 4.11

EMERGENCY MOBILIZATION

Effective Date: May 1, 2016	
Rescinds: Policy 4.13 “Emergency Mobilization” (January 12, 2013)	
Related Orders: Cobb County Personnel Payroll Policy	
Issued By: Chief J.R. Houser	Page 1 of 3
The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish the rules and regulations for the Department in the event emergency mobilization is required.

I. POLICY

Employees placed on “STANDBY” will do so in accordance with the Personnel Payroll Policy of the Employee Handbook. At no time will personnel who are on “STANDBY” place themselves in a position whereby they are not able to be contacted by telephone or other means.

II. DEFINITION

Emergency Mobilization: the need to activate off-duty personnel to respond to an incident that exceeds the scope of on-duty resources. Specialized unit requests specifically related to a unit’s area of expertise are separate from emergency mobilization, but may be included as part of a Departmental response to an incident or incidents.

III. STANDBY NOTIFICATION

- A. Personnel may be placed on “STANDBY” prior to an incident; pending information available to the Department (e.g. - weather advisory, intelligence information, etc.). A “STANDBY” order issued prior to an incident must be authorized by the Chief of Police, or his designee.
- B. Personnel may also be placed on “STANDBY” post-incident when it is evident that the continued response by the Department will exceed the personnel resources currently available. A “STANDBY” order issued post-incident may be authorized by the On-Scene Commander.
- C. A “STANDBY” notification to on-duty personnel should be made by a supervisor. Off-duty personnel should be notified through their chain of

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command. Depending upon the nature of the incident, any number of personnel may be placed on "STANDBY" as determined by command personnel.

- D. Employees placed on "STANDBY" will do so in accordance with the Personnel Payroll Policy of the Employee Handbook. At no time will personnel who are on "STANDBY" place themselves in a position whereby they are not able to be contacted by telephone or other means.

Note: SPECIAL OPERATIONS PERSONNEL WILL BE PLACED ON "STANDBY" STATUS PRIOR TO ALL OTHER PERSONNEL

IV. MOBILIZATION

- A. **SPECIAL OPERATIONS PERSONNEL WILL BE UTILIZED AS THE PRIMARY RESOURCE FOR EMERGENCY MOBILIZATION.** In most circumstances, a response by these units should be adequate to cope with all but the most serious of unusual occurrences. The on-call On-Scene Commander may request the mobilization of off-duty personnel in these units.
- B. Should the circumstances require the mobilization of additional off-duty personnel, the on-call On-Scene Commander will inform the Chief of Police through the chain of command.
- C. At the time that the mobilization is authorized, the on-call On-Scene Commander, or his designee, will act as the Mobilization Coordinator.
- D. The Mobilization Coordinator will designate a primary and, if necessary, alternate assembly area. He will also be responsible for:
 - 1. Ensuring that mobilized personnel have any necessary equipment and supplies available to them at the assembly area;
 - 2. Ensuring that the assembly area remains secure and will also act as a personnel coordinator;
 - 3. Providing periodic updates on the number of personnel and the status of the assembly area to the On-Scene Commander; and
 - 4. Advising mobilized personnel of the frequency to be utilized, briefing mobilized personnel on the incident, and advising them of their initial duties and responsibilities.
- E. Mobilized personnel will report to the Assembly Area Coordinator to be checked in. Personnel may be ordered to report directly to an incident scene by the Assembly Area Coordinator.

V. DEPARTMENT OPERATIONS

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- A.** Depending on the nature of the mobilization and duration of manpower commitment, officers may be temporarily reassigned to different shifts, zones, off-days and duties.
- B.** The type of calls that will be responded to by the Police Department may be restricted or suspended in an emergency situation. An example of this would be holding non-priority calls for a period of time while a tactical emergency or county wide emergency (i.e., weather related) is handled; or asking an adjacent agency to cover a call for service under mutual aid assistance. The On-Scene Commander is responsible to decide when calls will be held and when normal operations will resume.
- C.** Adequate and timely relief will be provided to personnel assigned to the mobilization.