

Germantown Police Department

Policies and Procedures

Number: 9-1
Effective Date: January 1, 2011
Subject: Emergency Response Plan
Previous Revisions: January 1, 2003

I. PURPOSE

The purpose of the policy is to establish the Germantown Police Department's actions during an incident such as a natural disaster or similar large scale event.

II. POLICY

It is the policy of the Germantown Police Department to have an established Emergency Response Plan regarding crisis situations, which will require a comprehensive response by the Police Department. The Department will respond to crisis situations by implementing the principles of the Incident Command System as defined under the National Incident Management System (NIMS). This plan is a sub-component of the City's overall emergency response plan and will be subordinate to its implementation.

III. PROCEDURE

The Police Department operates on four operational levels. These levels are:

- A. Level One - Normal day-to-day operations, including holding over shifts during periods of increased activity.
- B. Level Two - (Critical Incidents) - An emergency situation of short duration (hours) requiring additional resources from other city departments or specialized units (i.e., airplane crash, public official emergency, hostage situation, etc.). The primary responders will be utilized from the shift during which the Critical Incident occurs. Off duty officers may be called in to assume the service call duties of the engaged shift. Communications will attempt to notify Reserve Officers to report to duty. The off duty officers and Reserve Officers will assemble in the Squad Room until given instructions. Communications will also notify the Fire Department at a Level Two or higher response.
- C. Level Three - (Major Incidents) - An emergency situation of an extended or protracted period of time. When a Level Three Response is declared, a partial

mobilization of personnel will occur. This shall be authorized by order of the Chief of Police or his designate. The declaration of this level of response will result in the cancellation of one or both regular days off, while maintaining regular shifts and hours of operation. Most cars shall be manned by two officers. During a Level Three Response, all officers are required to wear their body armor. This level of response shall remain in effect until canceled by the Chief of Police or his designate.

- D. Level Four - (Major Incidents) - Full mobilization of all police personnel by order of the Chief of Police. The Police Department shall operate on two twelve-hour shifts. The hours of operation shall be 0700 until 1900 and 1900 to 0700. Until such mobilization, all benefit days off will be canceled. Full mobilization shall remain in effect until canceled by the Chief of Police or competent authority. The Uniform Patrol Commander shall determine the staffing levels and assignments.

At any level, the Police Department may exercise its mutual agreements with the following agencies by request from the Chief:

Memphis Police Department
Bartlett Police Department
Collierville Police Department
Emergency Management Agency (EMA)
FBI
Shelby County Sheriff's Department

When a Level Four is declared, only emergency calls involving threats to life or property will be dispatched to the Police Teams. Non-emergency callers will be instructed to file complaints at the police station after the Level Four Incident has been canceled.

At a declared Level Four operation, the Chief of Police may request that the Mayor of Germantown implement a dusk to dawn curfew until such time as the Level Four may be lowered to a lower level of operation.

IV. DUTY ASSIGNMENTS

If a Level Four Emergency Response is declared, the following duty assignments shall commence and all personnel will report to duty in uniform:

0700 - 1900 hours

Chief of Police
Inspector/Uniform Patrol
Inspector/Police Services
Lieutenants/ Police Services
Captain/Administration

Captain/Investigations
Senior Detectives (*half of staff*)
Captain/Uniform Patrol- B Shift
Lieutenants /Uniform Patrol-B Shift
Police Officers/ Uniform Patrol- B Shift
Senior Lieutenant /Uniform Patrol- C Shift
Junior Police Officers/ Uniform Patrol- C Shift (*half of staff*)
Senior School Resource Officers (*half of staff*)
K-9 Unit
Dispatcher/Jailers- B Shift
Junior Dispatcher/Jailers C Shift (*half of staff*)

1900 - 0700 hours

Deputy Chief of Police
Inspector/Investigations
Lieutenant/Investigations
Junior Detectives (*half of staff*)
Captain/Uniform Patrol- C Shift
Junior Lieutenant /Uniform Patrol- C Shift
Senior Police Officers/ Uniform Patrol- C Shift (*half of staff*)
Captain/Uniform Patrol- A Shift
Lieutenants /Uniform Patrol-A Shift
Police Officers/ Uniform Patrol- A Shift
Junior School Resource Officers (*half of staff*)
K-9 unit
Captain/ Police Services
Dispatcher/Jailers- A Shift
Senior Dispatcher/Jailers-C Shift (*half of staff*)

The Detectives will remain at the Police Station during their shifts and maintain security at the Station, as well as book prisoners entering the jail in the event that the Dispatcher/Jailers are occupied. The Detectives will also assist citizens seeking help or shelter at the Police Station.

SWAT Unit Officers shall report to their respective shifts, but remain on alert and be available through cellphone throughout the Level Four.

Reserve Officers reporting to duty will assemble in the Squad Room until assigned by the ranking commanding officer.

V. REVIEW PROCESS

An annual review will be conducted to determine if this policy should be revised, cancelled or continued in its present form.

This order will remain in effect until revoked or superseded by competent authority.