

**SENECA FALLS POLICE DEPARTMENT  
GENERAL ORDER**

<b>General Order:</b> 610	<b>Rescinds:</b> 07/01/2013
<b>Subject:</b> Emergency Mobilization Plan	<b>NYS Accreditation:</b> 58.2, 58.4
<b>Effective Date:</b> 01/12/2015 <b>By Order Of:</b> Stuart W. Peenstra, Chief of Police	

**I. PURPOSE**

To establish an Emergency Mobilization Plan for the Seneca Falls Police Department.

**II. POLICY**

**A.** The Seneca Falls Police Department's Emergency Mobilization Plan (EMP) consists of three levels.

**A. EMERGENCY CALL-UP PROCEDURES**

1. The request for additional personnel shall be made by the Shift Supervisor or the Senior Ranking Officer. The decision to call in extra manpower to duty shall be made by the Chief of Police or the Lieutenant. The Lieutenant shall notify the Chief of Police of any incident for which additional forces have been authorized. Such notification shall be made as soon as possible.
2. Notification of personnel shall be made upon authorization of the Chief of Police or Lieutenant, who will specify the scope of the call-up.
3. The exact call-up instructions, to include primary or alternate assembly areas, when to report, any special instructions as to dress or equipment will be given at the time of the call-up.
4. Personnel may utilize their own transportation to respond to the initial staging area while off-duty. When deployed from headquarters, personnel will utilize department authorized vehicles as assigned by the Incident Commander or his designee, unless there is no availability.
5. The emergency call-up may be executed by Records Section personnel, or via the 911 Center.
6. In the event a member offers an excuse or reason for inability to report the Shift Supervisor will personally handle that transaction. If the Shift Supervisor is unable to effect a positive resolution to the situation, the information will be passed on to the Lieutenant.
7. All emergency call-ups shall be conducted in compliance with applicable sections of the New York State General Municipal Law, and the provisions of the collective bargaining agreement currently in effect.
8. The Chief of Police, at his discretion, may stage rehearsals of the Department's emergency mobilization plan. After the rehearsal the Chief will hold a Post-evaluation of the plan.

**B. BASIC DEPLOYMENT - UNIFORMED OFFICERS**

1. **Level Three Deployment:**
  - a. An emergency of this scope is one which can be handled by the units on duty.

- b. Command will rest with the Shift Supervisor or Lieutenant. Command shall be passed to the relieving Shift Supervisor as normally scheduled unless conditions demand otherwise.
- c. The Lieutenant shall be notified as an alert measure, the Lieutenant will notify the Chief.
- d. Modifications possible to enhance operational capability and still keep deployment at this level may be taken by the Shift Supervisor. This decision rests with the Shift Supervisor and these actions include, but are not limited to the following:
  - i. When the fire department is activated, utilize any fire police or fire fighters as necessary.
  - ii. Overtime is authorized, as necessary.
- e. The Shift Supervisor is responsible to coordinate any activity chosen with the Chief and the Lieutenant and the Communications Supervisor. This coordination should enable a smooth transition and provide for a proper notification of citizens calling in for police services as to the service they can expect consistent with the decision reached.
- f. When it is possible to resume normal operations, the Shift Supervisor shall, without undue delay, make the necessary commands and notifications to facilitate resumption of normal police service.

2. **Level Two Deployment:**

- a. An emergency of this scope is one which will require a limited or full call-up of personnel.
- b. The Shift Supervisor or Senior Ranking Officer will cause the Chief and Lieutenant to be notified. The decision to designate Level Two deployments will be made by the Chief and Lieutenant.
- c. Deployment at Level Two may consist of utilizing the modification chosen at Level Three together with one or more of the following:
  - i. Twelve (12) hour equalized, or imbalance, shifts for personnel.
  - ii. Cancellation of days off, vacations and/or holidays for personnel.
  - iii. Augmenting uniformed patrol forces of the Patrol Division with Administrative Division personnel.
- d. The Chief or the Lieutenant will make the decision when to revert to Level Three or resume normal operations.

3. **Level One Deployment:**

- a. An emergency of this scope will require full call-up of all Police employees.
- b. The Shift Supervisor or Senior Ranking Officer will cause the Chief and the Lieutenant to be notified.
- c. The decision to designate Level One will be made by the Chief or Lieutenant.
- d. Deployment at Level One may consist of utilizing the modifications listed in Levels Two and Three together with any or all of the following:
  - i. Activation of the entire department.
  - ii. Twelve (12) hour shifts for all police personnel.

- iii. Cancellation of days off, vacations and/or holidays for all personnel.
- iv. Maximum usage of Administrative Division personnel in support of field operations including postponing follow-up investigations of all but major felony offenses.
- e. The Chief or Lieutenant may elect to request assistance from outside agencies. The Chief or Lieutenant will make the decisions relating to de-escalation and the return to normal operations.

**D.** It shall be the responsibility of the Chief of Police to review the plan at least once during the period of accreditation.

Reviewed: 05/20/2019