



Series 200 Operations	Effective Date 12/16/2022	Review Date Two Years	Directive Number 205.3
Chapter 205 - Emergency Procedures			
Reviewing Office Enforcement Operations			<input type="checkbox"/> New Directive
References			<input checked="" type="checkbox"/> Revised Revisions are in <i>italics</i>

MOBILIZATION

205.3-1 PURPOSE

The purpose of this Directive is to establish guidelines for the rapid notification and deployment of all department personnel in the event of a critical incident.

205.3-2 POLICY

The Detroit Police Department (DPD) is committed to providing rapid, coordinated and unified response to all critical incidents. The department utilizes mobilization plans to advise and maintain sworn and non-sworn members for ongoing or impending critical incidents. The timely notification of sworn and non-sworn members is crucial in the onset of an emergency situation.

205.3-3 Types of Mobilization Plans

The mobilization plans of this department consist of two (2) basic types. The first affects only on-duty sworn and non-sworn members and the second affects both on and off- duty sworn and non-sworn members.

205.3-3.1 Mobilization Plan #1

Mobilization Plan #1 mobilizes all on-duty sworn and non-sworn members within a specific command and/or the entire department as specified in the mobilization order. This plan has the primary objective of gathering on-duty sworn and non-sworn members for reassignment to a specific task. The order to mobilize shall contain specific details.

205.3-3.2 Mobilization Plan #2

Mobilization Plan #2 shall be used to mobilize any command and/or the entire department as specified in the mobilization order. This plan mobilizes all off-duty sworn and non-sworn members assigned to a concerned command, and automatically includes the requirements and provisions of Mobilization Plan #1. All members will

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report for duty in uniform with required equipment unless otherwise directed. Generally, off-duty sworn and non-sworn members should be recalled only as needed and in the following order:

1. Off-duty - next to report;
2. Off-duty - last relieved;
3. Off-duty - on leave; and
4. Off-duty - on furlough.

205.3-3.3 Field Force Mobilization

Mobile field force personnel may be mobilized and deployed at the direction of the Chief of Police or a sworn assistant chief or a sworn deputy chief. Requests for mobile field force personnel shall be made through the Control Desk. ***Tactical Operations*** shall be responsible for maintaining a current mobilization roster of personnel assigned to the mobile field force.

205.3-3.4 Reporting Prior to Official Notification

When emergencies of major proportions occur and it is evident that mobilization of the department is imminent, sworn and non-sworn members shall telephone *their* assigned commands without waiting for an official notice. During extreme emergencies and only by order of the Chief of Police or Assistant Chief, Enforcement Operations, mobilization orders may be disseminated by radio and television.

205.3-3.5 Authority to Issue

1. On-duty personnel can be mobilized at the direction of a department executive of the rank of commander or above from the precinct of occurrence or the Chief Duty Officer (CDO). During non-business hours or in the absence of the CDO, or precinct commander or deputy chief, the officer in charge of Communications Operations may authorize Mobilization Plan #1 pending notification of the appropriate commanding officer.
2. A limited Mobilization Plan #2 to mobilize both on and off-duty sworn and non-sworn members can be authorized for a specific precinct or command by the respective precinct or command's commanding officer. Similarly, both on and off-duty sworn and non-sworn members of a bureau may be mobilized by the appropriate deputy chief.
3. Only the Chief of Police, Assistant Chief, Enforcement Operations may authorize Mobilization Plan #2 for the entire department. However, the CDO, after reasonable effort has been made to contact the Chief of Police or Assistant Chief, Enforcement Operations may issue a Mobilization #2.

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205.3-4 Dissemination of Mobilization Orders

The Control Desk, upon proper authority, shall give the order to mobilize to the officer in charge of the Control Desk, who shall confirm and verify the order by re-contacting the issuing authority. Following the verification, the officer in charge of the Control Desk shall complete the following procedures:

1. Notify the officer in charge of Communications Operations of the exact mobilization order being issued;
2. Send a teletype to all commands concerned, containing the exact mobilization order being issued and other pertinent information relative to that order;
3. Send the same information via the computer terminal to all commands concerned that have computer terminals;
4. Initiate executive notifications;
5. In the event the entire department is mobilized, notify the Detroit Fire Department (Chief Dispatcher's Office), designated city offices, public utilities, and the Michigan State Police Special Operations Division; and
6. Notify the executive director of the Board of Police Commissioners.

When activation of the command post is required, notify the officer in charge of Metropolitan Division who will provide personnel to open the **back-up communication** center and the officer in charge of Technical Support who will provide personnel to operate the computer terminal.

205.3-4.1 Communications Operations

Upon notification, the officer in charge of Communications Operations shall broadcast the order on all frequencies, indicating the type of mobilization ordered.

205.3-4.2 Deputy Chiefs and Director of Personnel

The deputy chiefs and director of personnel or their staffs will ensure that their respective commands have received the mobilization order.

205.3-5 Mobilization Planning

205.3-5.1 Plan Preparation

1. Commanding officers are responsible for the preparation of a detailed Mobilization Plan for the notification of all personnel assigned to that command. Personnel assigned to the Mobile Field Force shall have an asterisk (*) placed next to *their* name. Prior to the beginning of each work period, that portion of the plan, which deals with the notification of off-duty sworn and non-sworn members, shall be updated and distributed to only those personnel designated as group leaders.

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2. Platoons will be divided into groups, each with a supervisor designated as group leader. The number of individuals each group leader is required to notify should be kept to a minimum. In the event that a group leader cannot be contacted, commanding officers shall ensure that the members of that group are contacted. Such plans shall not contain the addresses of members. However, commanding officers shall maintain an updated file of sworn and non-sworn member's addresses.
3. In cases where a member is transferred or assigned out after the first of the month to another precinct or command, the new command shall be responsible for including the sworn or non-sworn member in the current Mobilization Plan. The previous command shall be responsible for deleting the member's name from its current Mobilization Plan.
4. Each precinct or command shall establish a plan for mobilization which ensures that designated on-duty personnel report to their precinct or command without unnecessary delay. Sworn members assigned to schools, mini-stations and the Precinct Detective Unit shall telephone their command for instructions.
5. The officer in charge shall assign the mobilized personnel necessary to maintain the precinct or command operations, including the necessary personnel and vehicles needed to patrol as established by their precinct emergency plan. Any necessary changes in the Mobilization Plan due to shortages of personnel, equipment, response units, etc., shall be determined by the officer in charge after on-duty mobilized personnel have reported. The officer in charge shall notify the area dispatcher directly stating which vehicles will be assigned to the emergency.

205.3-5.2 Detroit Police Reserves

The Police Reserve Corps will maintain a Mobilization Plan for Detroit Police Reserves. Reservists may only be mobilized by authority of the Mayor or the Mayor's designee.

205.3-6 Mobilizing Off-Duty Members for Emergency Duty

205.3-6.1 Notifying Group Leaders

The highest ranking member of each off-duty platoon within the command shall be notified of the mobilization. That ranking member will notify group leaders who, in turn, will notify each person in their group. If a group leader is unavailable, the supervisor responsible for notifying the group leader shall be responsible for ensuring notification of the personnel of that particular group.

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205.3-6.2 Notifying Sworn and Non-Sworn Members

A group leader shall make an attempt to contact each person in the group. Each person contacted shall be told the location of the mobilization point.

205.3-6.3 Reverse Notification Procedures

1. After notifying as many of the group as possible, the group leader shall contact the notifying supervisor and supply the total number of personnel contacted. The notifying supervisor shall email Tactical Operations at dptacticaloperations@detroitmi.gov to relay the accumulated emergency personnel information.
2. Following that notification, the group leader shall proceed without delay to the mobilization point. Upon arriving at the mobilization point, the group leader shall furnish a designated ranking officer with the names and telephone numbers of those persons in the group not contacted.
3. The ranking officer at the mobilization staging area shall consolidate lists of those not contacted and assign personnel to continue attempts to notify them.

205.3-7 Reporting Personnel and Equipment Availability

205.3-7.1 Computer Notification

Upon mobilization, the member in charge of managing the *Tactical Operations email address* (dptacticaloperations@detroitmi.gov) is responsible for the accumulation, entry, and updating of emergency data received by *email*. The designated *member* shall be responsible for *documenting* emergency personnel data when received. The designated *member* shall keep a record of personnel *information* from commands assigned. Updated data should be entered when received.

205.3-7.2 Information Update

Subsequent orders and information pertinent to the mobilization will be transmitted to designated terminals in the form of administrative messages and immediately brought to the attention of the officer in charge of the command concerned for proper action.

205.3-7.3 Personnel Information Center

When it appears that a mobilization may be ordered, the Chief of Police, a Deputy Chief, Field Duty Officer or appropriate designee may require that both a teletype and **LEIN** message are sent directing department commands to enter *their* current available manpower into the computer using the emergency manpower transaction. (Refer to the **LEIN** manual for the proper format.) It will be the responsibility of the officer in charge of Communications Operations to monitor manpower entries until a mobilization is declared. If the **back-up communications center** is activated, members of Technical Services will assume responsibility for monitoring the emergency personnel data file at the **back-up communications center**.

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205.3-8 Test of Mobilization Plans

1. Mobilization Plans will be tested quarterly or as deemed necessary. In these cases, the radio broadcast, teletype and computer information will include the words "**test mobilization.**" When a Mobilization Plan is tested, on-duty sworn and non-sworn members will follow the same procedure as if an actual mobilization were being conducted. When Mobilization Plan #2 is tested, off-duty sworn and non-sworn members will be contacted but will not be required to report for duty. Notification of off-duty sworn or non-sworn members shall include the words "**test mobilization.**" In the event of a test mobilization, only the personnel actually contacted shall be entered into the *database*.
2. A reverse notification procedure will be employed in which group leaders shall report the number of persons contacted to the member who originally called them; that is, to the sergeant and/or lieutenant, etc. These sworn or non-sworn members shall then complete the notification procedure.
3. In test mobilizations, initial on-duty sworn and non-sworn members' data will be *emailed* to *Tactical Operations at dpdtacticaloperations@detroitmi.gov* immediately after receipt of the mobilization order. In test mobilizations involving off-duty sworn and non-sworn members, the data will be *emailed* to *Tactical Operations at dpdtacticaloperations@detroitmi.gov* for the data to be entered within thirty (30) minutes of the mobilization order. A maximum of one (1) and one-half (1/2) hours will be allowed for this test.
4. In test mobilizations, sworn and non-sworn members contacted by phone will be added to the number available in each of the categories in which they fall as if they had arrived at the mobilization point and were available for duty.