

	<b>Houston Independent School District Police Department Directives</b>	<b>DIRECTIVE: 450-018</b>
		<b>EFFECTIVE DATE: September 5, 2013</b>
	<b>SUBJECT: Emergency Mobilization</b>	<b>REVISED DATE: January 14, 2023</b>

## **PURPOSE**

This directive aims to establish HISD Police department policies for emergency mobilizations. This directive applies to all Houston Independent School District Police personnel, law enforcement, and civilians, except part-time crossing guards. This directive supersedes any previous documents or memorandums on this subject.

## **POLICY**

In an unusual occurrence, such as a riot or disaster (manufactured or natural), a mobilization of department employees may be initiated upon the direction of the Superintendent of Schools or the School Board, the Chief of Police, and their designee.

The Chief of Police, or designee, shall be immediately notified and shall approve or disapprove the emergency mobilization. All aspects of this directive shall be complied with if the mobilization is approved. If the mobilization is disapproved, no further action shall be taken. The emergency mobilization plan is not intended to preclude the use of other call-out processes established for specialized units.

The following goals will be met during an emergency mobilization or critical incident:

- a) Establishing perimeters.
- b) Conducting evacuations, if needed.
- c) Maintaining command post and scene security.
- d) Providing detainee transportation, processing, and confinement.
- e) Directing and controlling traffic; and
- f) Conducting post-incident investigations.

## **GENERAL MOBILIZATION GUIDELINES**

An emergency mobilization may either be full or limited, dependent upon the needs of the department and the district. The Chief of Police or designee will ensure that during the emergency mobilization or critical incident, the following administrative tasks shall be implemented:

- a) Recording personnel time for all affected personnel.
- b) Procuring additional resources.
- c) Recording expenses throughout the incident; and
- d) Documenting any injuries and liability issues.
- e) All days off shall be canceled, including vacation.
- f) All shifts are subject to being extended.
- g) Two patrol teams will be designated to handle all emergency and urgent calls for service.

## **NOTIFICATIONS**

Once the Chief of Police or designee has approved the mobilization, each division commander, unit

commander, and civilian supervisor shall be notified of the emergency mobilization by the sworn supervisor ordering the mobilization or, at their direction, by the communications center.

Each division, unit commander, and civilian supervisor shall then contact supervisors under their command in a full mobilization or those supervisors deemed necessary for a limited mobilization.

Each supervisor will then contact all employees under their command in a full mobilization or those deemed necessary for a limited mobilization.

Public service messages on commercial media may be notifications to employees if necessary.

Employees may contact the HISD Police Department or supervisors by using any available form of communication, such as telephone or two-way radios, to verify where they are to report.

## **EMPLOYEE CONTACT INFORMATION**

All employees are required to;

- a) All employees shall provide accurate and up-to-date contact information to their supervisors whenever a change occurs.
- b) Each supervisor shall be responsible for forwarding a copy of this information to the Records Management Unit for inclusion in the department personnel database as soon as possible.
- c) The Records Management Unit shall be responsible for the timely updating of personnel contact information.
- d) Communications center personnel shall have access to the departmental personnel database.
- e) Practice drills shall be performed periodically to verify contact information. These drills will not normally require personnel to report to duty locations.

## **REQUIRED EQUIPMENT DURING MOBILIZATION**

Upon notification, all employees shall keep at least one complete and serviceable uniform available at all times. Personnel with equipment such as radios and vehicles assigned to them permanently shall keep them in a state of operational readiness.

Sworn employees shall keep the following items readily available at all times:

- a) Serviceable weapons, both lethal and less-than-lethal.
- b) Body armor.
- c) Personal comfort items (including medication).

Additional specialized equipment shall be provided on an as-needed basis. Specialized equipment for the Special Response Team shall be located at the staging area if required.

## **REPORTING REQUIREMENTS**

When mobilized, personnel shall report directly to the Police Department headquarters or other designated location to await assignment in accordance with References (a) and (b)

Supervisors will assume control of personnel as they arrive at the designated location. Supervisors of mobilized units will report personnel status to the Chief of Police or designee within the first hour of mobilization.

- a) A roster of personnel available for deployment without delay; and
- b) A roster of personnel who failed to respond.

Supervisors will also submit a staffing status report every twelve hours to the Chief of Police or designee throughout the mobilization.

## **COORDINATION WITH EMERGENCY MANAGEMENT PERSONNEL**

HISD personnel's activities shall be coordinated with the Houston Independent School District Emergency Management personnel and municipal, county, and federal agencies.

Approved By

  
Pedro Lopez Jr., Chief of Police