

<b>NORTHAMPTON POLICE DEPARTMENT</b>		
<b>Administration &amp; Operations Manual</b>		
<b>Policy: Emergency Mobilization/ Call Back</b>		<b>AOM: O-602</b>
Massachusetts Police Accreditation Standards Referenced: [46.1.8.b], [46.1.8.a,c,d&i], [46.1.8.j], [46.1.8.i], [46.1.8.c&h], [46.1.8.a&g]		Issuing Authority <hr/> Jody Kasper Chief of Police
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## I. Introductory Discussion

Emergency situations present the need for additional personnel necessary to assure public safety. It is the purpose of this directive to provide procedures regarding the call back of personnel in emergency situations.

## II. Policy

It is the policy of the Northampton Police Department to call back to duty, necessary personnel to meet the demands of emergency or special situations.

## III. Procedures

A. **Alert Stages:** In an emergency/special operations situation where additional officers are required, the Officer-in-Charge (OIC) may declare an alert status as follows: [46.1.8,b]

1. **Alert Stage One:** On-duty police officers are utilized.
2. **Alert Stage Two:** All off going personnel are held over so that personnel of two shifts are available. Command Staff personnel are notified and placed on call. Additional personnel may be called back as deemed necessary.

3. **Alert Stage Three:** Full mobilization of all police personnel.
- B. **Required Notifications:** The OIC shall immediately notify the Chief of Police and the Administrative and Operational Division Commanders as appropriate in the event of a call-back. [46.1.8,f]
- C. **Responsibilities of The OIC When Calling Back Personnel:** During a personnel call back, the OIC will be responsible to:
1. **Provide Adequate Instructions:** All personnel called back shall be instructed as to the time and place to report, special uniform, equipment (including communications equipment), or personnel needs. [46.1.8,a,c,d,i]
  2. **Give Advance Notification, If Possible:** Some special operations are planned in advance and where possible, additional personnel required will be given advance notification of time, place, uniform, duties, and other instructions. Time permitting, call-back for intricate special operations such as a complex raid plan will include sufficient time for briefing and rehearsal of all personnel. [46.1.8,j]
  3. **Provide Assignments To Personnel Called-Back:** The OIC will assign personnel called-back as required. [46.1.8,i]
  4. **Ensure That Call Back Time Is Accounted For:** Call-back time will be strictly controlled and accounted for, minimizing expenditure where feasible. [46.1.8,i]
  5. **Provide Transportation To Incident Location:** Ensure that officers are provided with transportation to the staging area from the Police Station. Contact other agencies for Mutual Aid assistance when mobilizing personnel, if necessary. [46.1.8,c,h]
- D. For information regarding communications and coordination with Emergency Management personnel refer to [AOM O600 Disasters, Emergencies & Unusual Occurrences](#). [46.1.8,a,g]