



City of Racine Police Department
Policy and Procedure

Number: 218

Subject: Mobilization of Off-Duty Personnel		
Date Issued: 1-18-85	Date Revised: 04-03-09	Revision Number: 4

POLICY

During times of disaster, civil disorder or any other event having the potential to escalate into an emergency operation where the incident cannot be stabilized or controlled by regular shift personnel, the following procedure for the deployment of off-duty personnel shall be followed.

PROCEDURE

When an incident occurs in which the deployment of off-duty personnel may be necessary for emergency operations, the following steps shall be taken:

SHIFT COMMANDER:

1. The ICS Plan should be activated to help manage the incident (Policy 1604).
2. Arrange for the call-in of personnel per estimated guidelines that are in place for calling R.P.A. members.
3. Notify the Chief, Assistant Chief and any applicable Division/Unit Commanders to respond to the Department as needed.

DIVISION UNIT COMMANDERS:

Upon notification of an emergency mobilization, immediately respond to the Department to notify other personnel of the mobilization and to assume such duties and responsibilities that are required by the emergency operation.

PLANNING/SPECIAL EVENTS LIEUTENANT:

1. The Planning/Special Events Lieutenant will update the ICS Plan-Personnel Roster during the first week of each quarter(Jan/April/July/Oct).
2. A hard copy of the ICS plan will be kept in:
 - a. One copy in R-31, R-32, R-33, and R-34
 - b. Communications Section
 - c. RPD Mobile Command Vehicle
 - d. Sergeant's Office(two copies)
 - e. Planning/Special Events Lieutenant's Office
 - f. Racine Fire Department Command Post Vehicle

(An electronic copy of the plan and call up list is in Policy 1604)

SUPERVISOR/MEMBER:

1. Upon notification of an emergency mobilization, immediately report for duty to the assembly area designated, in the following uniform:
 - a. Uniform long sleeve shirt
 - b. Uniform trousers
 - c. No ties
 - d. Uniform shoes/boots
 - e. Protective vest
 - f. Badges displayed on outer garment

- g. Authorized sidearm and duty equipment
 - h. Baton
 - i. Flashlight
 - j. Gloves (sap gloves not permitted)
 - k. Helmet/Hat as appropriate
 - l. Department issued gas mask
2. No personally owned firearm or other non-department sanctioned weapon will be carried or used except on specific order of the Chief of Police.
 3. Weather will be the determining factor for raincoats, windbreakers, sweaters, and winter jackets.

RELATED PROCEDURES:

[K:\0375 - Incident Command System.doc](#)

[K:\0609 - Tactical Situations.docx](#)

[K:\0715 - On-Site Command Post.docx](#)

[K:\1401 - Carrying Firearms on Duty.docx](#)

[K:\1604 - Incident Command System \(ICS\) Manual.doc](#)

[K:\1605 - SWAT Manual.doc](#)

[K:\001 - Table of Contents.doc](#)