

Annapolis Police Department



GENERAL ORDER

Number: B.12

**Issue Date: October
2018**

TO: All Personnel

SUBJECT: Weather Related Emergencies
Emergency/Non emergency Personnel

PURPOSE

The purpose of this General Order is to ensure adequate staffing of the Department in time of inclement weather, crisis or disaster. Weather related emergencies can have a significant impact on police services. Our goal is to avert or minimize the effects of extreme weather on the level of police service in Annapolis. It is important that personnel take steps before and during such events to ensure that headquarters, vehicles, equipment, and personnel are prepared to handle the challenges that severe weather can impose.

POLICY

It shall be the policy of the Annapolis Police Department that all personnel defined as emergency shall report for duty at their scheduled time during periods of inclement weather or other crises or disaster. If emergency personnel are not able to report, they shall notify their supervisor immediately.

I. Emergency Personnel

- A. In addition to all sworn police officers, personnel assigned to the following job titles are deemed emergency personnel: (this includes members assigned to light duty status)
 - 1. Police Communications Operators and Supervisor
 - 2. Crime Scene Services Technicians
- B. All other personnel are non-emergency. Employees will follow City of Annapolis directive on city government closures.

II. Responsibilities

Division/Section Commanders shall:

- A. Insure that necessary functions continue in the absence of personnel.
- B. Monitor the release of personnel as weather, crisis or disaster conditions deteriorate. Release personnel if their services are not necessary to fill in for other emergency personnel who are unable to report for duty.

III. Administrative Services Commander

- A. Ensure that sufficient vehicles with All Wheel Drive or Four Wheel Drive are on hand and accessible to patrol operations. Reassign vehicles if necessary.
- B. Ensure that public works/ private contractor is abreast of snow and ice removal needs.
- C. Ensure that adequate equipment/supplies are on hand to foster addressing inclement weather. (salt, snow shovels, snow blower, hand/foot warmers, additional foul weather gear, nutritional items)
- D. Attempt to make quartering arrangement for personnel if needed.
- E. Assign member to staff Emergency Operations Center when activated. Assigned member(s) will serve as the Unified Command liaison for the department.
- F. Direct fleet maintenance staff to prep vehicles as needed.
- G. Track all event related budgetary expenditures.

IV. Operations Commander

- A. Activate emergency notification procedure and ensure adequate staffing.
- B. Direct officers to record vehicle mileage and overtime hours in case emergency declaration is declared and state/federal reimbursement is applicable.
- C. Ensure personnel have sufficient duty and extra duty equipment for extend duration/ consecutive shifts.
- D. Supervisors; when weather conditions become extreme as to make routine patrol unduly hazardous, supervisors may suspend routine patrol activities. During the suspension officers will respond to emergency calls and calls requiring police assistance. The supervisor has authority to prioritize and postpone police response to calls not requiring immediate police assistance.
- E. The supervisor will direct officers to specific strategic locations throughout the city to ensure maximum visibility and response.

V. Safety

Personnel safety should always be our priority. Commanders, Supervisors, and Officers are reminded of the additional hazards that weather related incidents involve. Extra caution should be undertaken when responding to and addressing incidents and events.

S. Baker

Scott Baker
Chief of Police

References
1. Accreditation Standards: None

Revision: This General Order replaces General Order B.12 Essential/Nonessential Personnel dated December 2015