



# **WEBER COUNTY SHERIFF'S OFFICE**

## **POLICY AND PROCEDURES**

### **SHERIFF'S OFFICE MOBILIZATION PLAN**

EFFECTIVE DATE: 10/07/03  
 AMENDS/SUPERCEDES: 33.7  
 STANDARD NUMBER: 46.1.2

REVIEW DATE: 05/30/07  
 REVISION DATE: 05/30/07  
 APPROVED: \*\* See Master File \*\*  
 Sheriff Signature

#### 33.7.1 **Purpose**

To create and maintain a written plan for responding to natural and man made disasters, civil disturbances, and other unusual occurrences.

#### 33.7.2 **Rationale**

Normally, an incident requiring the mobilization of all Sheriff's Office personnel, or a majority of them, can be planned ahead of time. If an incident or event is one for which plans have already been developed and have taken into account the provisions listed, the Sheriff's Office mobilization plan may not need to be activated or implemented. However, there are some instances which happen spontaneously and escalate rapidly, or are massive and complex in nature, which may require the implementation of the Sheriff's Office "Mobilization Plan."

#### 33.7.3 **Definitions**

(See *Definitions*, WCSO P&P 33.1.1)

**Sheriff's Office Crisis Management Team:** A group of Sheriff's Office Employees responsible for key functions such as, Command, PIO, Legal, Finance, Maintenance etc.

#### 33.7.4 **Policy**

A. The Emergency Management Section is under the administrative supervision of the Law Enforcement Division Chief Deputy. During an emergency the Emergency Management Section may communicate

directly to the Sheriff, Undersheriff, or County Commission.

- B. If a situation or event occurs that immediately requires additional personnel to respond back to the County, the on-duty supervisor will contact his/her Section Commander or designee (or Bureau Commander if the on-duty supervisor is the Duty Lieutenant) without delay to advise him/her of the situation.
- C. The Section Commander will notify his/her Bureau Commander who will contact the Chief Deputy, Undersheriff and the Sheriff.
- D. The Sheriff will determine if notification of other members on the County's Disaster Notification List is appropriate.

33.7.5 **Procedure**

- A. If the Sheriff orders the implementation of the mobilization plan, it will be accomplished systematically, and at the following alert stages:
  - 1. Level I (Placing Sheriff's Office Members on Stand-By)
    - a. The Patrol Operations Bureau Commander (Operations Bureau) or his/her designee will notify all other appropriate personnel under his/her command of the situation and that they have been placed on "stand-by."
    - b. The Investigations and Support Bureau Commander or his/her designee will notify all other appropriate personnel under his/her command of the situation and that they have been placed on "stand-by."
    - c. The Professional Standards and Training Bureau Commander or his/her designee will notify all other appropriate personnel under his/her command of the

situation and that they have been placed on "stand-by."

- d. If necessary, the Corrections Division Chief Deputy, or his/her designee will notify all other appropriate personnel under his/her command of the situation and that they have been placed on "stand-by."

2. Level II (Certain Members to Respond and Stage)

- a. At this level, all Operations Bureau personnel and the Operations Bureau Commander will be notified to respond To the Office or designated staging Area, as directed by the Sheriff.
- b. The Sheriff's Office Crisis Management Team will:
  - i. Oversee all Sheriff's Office activities,
- c. The Bureau Commanders will:
  - i. Brief personnel under their command of the situation,
  - ii. Ensure that personnel under their command are suitably and appropriately equipped and attired for the situation, and
  - iii. Prepare to deploy their personnel as directed by the Sheriff.
- d. The Operations Bureau Commander, shall assign an Operations Bureau Sergeant or Senior Deputy to assume command of the staging area.

3. Level III (All Other Members To Respond and Stage)

- a. At this level, other Sheriff's Office members will be notified to respond to the staging area for briefing by the Staging Area Manager.

4. Communications

- a. All participating deputies will have access to communications (either by portable or mobile radio, or both) and when they are placed on "stand-by" (Level I alert stage) they will be advised at that time of the radio channel being used for the incident/event.
- b. When deputies are placed on "stand-by," they will be:
  - i. Called at home (if they are not on-duty), and if no answer there,
  - ii. They will be paged if appropriate, and if no response,
  - iii. WACDC will be requested to try the Deputy on all appropriate channels.
  - iv. If communications are out, the incident commander or his/her designee will try to personally contact the Deputy.
  - v. All deputies placed on "stand-by" will check their sources of communication (portable and mobile) immediately to ensure efficient operation.

5. Primary and Alternate Assembly Areas

- a. Deputies will be advised when they are placed on "stand-by" of the location of the primary staging area and any alternate staging area.

6. Equipment Distribution

- a. Deputies responding to the designated staging area will be provided with,

and/or advised of, the equipment they will need, by the Operations Bureau Commander or his/her designee.

7. Special Task Force Activation

- a. The creation and activation of special task forces or strike teams to accomplish specific tasks or assignments will be done at the direction of the Sheriff's Office Crisis Management Team.
- b. Personnel assigned to a task force may be deployed based on, amongst other things:
  - i. Their level of expertise, education, and/or training in a given area, and availability.
  - ii. Their demonstrated proficiency with the equipment that the task force will utilize.

8. Key Personnel Designations

- a. Aside from the duties and responsibilities to be performed by the Sheriff, and Bureau Commanders, the Sheriff will designate key personnel, with respect to such positions as public information officer, mobile command, and any other position the Sheriff deems necessary.

9. Transportation Requirements

- a. In the interest of time, the Sheriff or Operations Bureau Commander may authorize personnel who are already on-duty to pick-up employees who live near the County and who have been notified to respond to the staging area.

10. Management Control Measures

- a. The Sheriff will be responsible for all Sheriff's Office activities and personnel.
- b. Supervisors, Bureau Commanders, Chief Deputy, Undersheriff, and Sheriff will be updated by those they supervise to ensure that tasks assigned have been performed.
- c. The Sheriff will ensure that the County Commission and/or elected official are notified, if necessary.

11. Rehearsals

- a. Rehearsals of the mobilization plan will be directed by the Sheriff.
- b. For authenticity, such rehearsals may involve Fire/Rescue, other County Offices, etc.

























































