



POST- EMERGENCY *DEMobilIZATION*

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I. PURPOSE

This directive describes the *demobilization* procedures and post-occurrence duties of the department at the end of a civil emergency *or major incident*.

II. DEMOBILIZATION PROCEDURES

It is not uncommon for the recovery period following a civil emergency *or major incident* to extend several weeks, during which police resources are engaged in a variety of tasks. Care must be exercised in phasing down field forces *and any mutual aid partners* to ensure an orderly transition from mobilization to routine activity.

A. Objectives of *Demobilization*

- 1. To ensure that further problems or civil disorders will not occur.
- 2. To ensure that control of the situation is maintained.
- 3. Lessening of community tension and inconvenience.
- 4. Demobilization of the field forces and return to normal patrol.
- 5. *Eliminate waste, potential fiscal and legal impacts.*
- 6. *Ensure a controlled, safe, efficient and cost effective release process.*

B. Responsibility for *Demobilization*

The Incident Commander/Unified Command approves and authorized demobilization. The Operations Section identifies operational resources that are, or will be, excess to the incident and prepares a list for the Planning Section/Demobilization Unit. The Planning Section/Demobilization Unit develops and implements the Demobilization Plan. The Logistics Section accounts for the use of expendable resources; the return and inspection of non-expendable resources; and arranges for the replacement of broken or lost items. The Finance/Admin Section processes claims, time records, and incident costs.

C. Guidelines for *Demobilization*

The Incident Commander/*Unified Command* will ensure that the following *demobilization* procedures are accomplished:

- 1. Cancel mutual aid requests
- 2. Debrief all personnel as to the following:
 - a. Arrests made
 - b. Disposition of prisoners
 - c. Disposition of recovered property

- d. Reports due
- 3. **Account for personnel assigned to the incident** by means of a **check-out** roster. Record the following (***This includes allied agencies and mutual aid resources***):
 - a. Full name
 - b. Rank
 - c. Agency
 - d. Identification number
 - e. Date and time dismissed from assignment
 - f. Name and ID number of dismissing official
- 4. Relieve personnel in the following order:
 - a. **Personnel from *mutual aid and allied agencies*.**
 - b. Investigations personnel on overtime (except those conducting active investigations)
 - c. Officers held over on extended shifts, beginning with those on duty the longest, to the current shift personnel
 - d. Sworn and civilian support personnel
 - e. Reserve officers
 - f. Supervisors
 - g. Command staff
- 5. Match the names on the **check-out** roster with names on **check-in**/assignment rosters to ensure that all personnel are accounted for.
- 6. Recover, **inspect** and inventory issued equipment, weapons, and vehicles.
- 7. Collect all command post data: radio logs, arrest logs, chronology, status board information, and assignment rosters.
- 8. **Document any responder and civilian injuries, accidents, and property damage incurred during the incident.**
- 9. Coordinate realignment of field forces with Bureau of Patrol commander to meet service demands
- 10. Make appropriate notifications when command post is secured **and Incident/Unified Command is terminated.**
- 11. Collect, verify and organize all incident data (nature of incident, arrests, actions taken, deaths, damage) for preparation of incident critique **and Incident After Action Report.**

III. INCIDENT AFTER-ACTION REPORT

The Incident Commander is responsible for **completing the Incident After-Action Report** upon **the conclusion of the incident**, detailing all personnel and material resources employed or expended, all rescue and enforcement actions taken and their degree of success or failure, and an overall critique of the incident. Information for this summary will be available from records prepared by the recording officer. Appointment of a recording officer is essential to the completion of this requirement. The recording officer is responsible for recording relevant activities and communications to and from the command post, and for assisting the Incident Commander in preparing after-action reports.

IV. CRITIQUE

A. Within five days of resolution of the civil emergency **or major incident**, the commander of the Bureau of Patrol will appoint a review panel to conduct a critique of the incident. The commander of the Bureau of Administration will chair the panel. The composition of the panel is at the discretion of the Bureau of Patrol commander.

B. The purpose of the critique process is to evaluate the field response to the emergency with a view toward identifying methods for enhancing officer safety, preventing injuries, and improving efficiency.

C. The review panel is not established to replace or discourage incident critique or review by field commanders.

D. The results of the incident critique will be forwarded in writing to the Chief of Police within ten days of completion of the review process.

V. PROPONENT UNIT: Bureau of Patrol.

VI. CANCELLATION: This directive cancels Index Code 2307, dated 04-18-16.