



TALBOT COUNTY SHERIFF'S OFFICE

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January 28, 2016

GENERAL ORDER NO. 16-005

TO: All Talbot County Sheriff's Office Personnel

SUBJECT: Designation of Essential Personnel in Emergency Recall Conditions

I. PURPOSE

Each member of this Office is challenged and tasked with providing a response to any and all emergency conditions when so notified, ordered, or directed to report for duty; with or without notice. On demand, members of this Office can be activated to report for structured police responses to emergency situations or conditions. This Order formally clarifies the terms and conditions of a police response to an emergency, and identifies those members that are obligated to respond, and the conditions for that response.

II. BACKGROUND

An emergency police response to a natural or man-made crisis or emergency is a probability that we must prepare for. All members must know the notification and reporting process to make any police recall a success. As emergencies can and do occur, there is often a need for enhanced support of personnel with or without notice to report for duty. Constantly changing world events can trigger emergencies that can serve to fully activate the members of this Office for short or extended periods of time. This activation can involve duty within or outside of the county.

An emergency condition can be declared by the governor which can cause our response. In addition, a local emergency can be declared within the county that could trigger activation of the entire Office or portions of it. Further, absent a declared emergency deputies can be mobilized to be prepared for pending events, or for further deployment to locations in which an emergency has occurred or has been declared.

Due to changing scenarios and demands for police operations and their sustained support, all personnel assigned to the Sheriff's Office are considered an integral part of our public safety mission. This reaches beyond the sworn personnel and includes the specific, professional skills of the support personnel who manage daily operations, to include, but not limited to: radio communications, the entry and query of databases, control and support of critical incident management, the correlation and dissemination of work products related to an incident or emergency; all whether in place at an office location, mobile, or at a deployed location.

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III. POLICY

All Office employees, both sworn and non-sworn that are bound by an oath to the Sheriff of Talbot County under the Maryland Constitution are considered essential employees under this directive. As such, they are subject to the direction of the Sheriff or his/her designee in certain emergency events; to include the degrees of recall cited in this Order. It is through the exercise of this recall, the recognition of the support skills, and the proven need and demand for all skills and abilities that aid and directly support the operation and efficiency of this Office.

Upon proper notification (via personal contact, cell/home/pager, CTY telephone messaging, or notification to a family member, or other contact means) by a member of the Command Staff, police employees will have been deemed to have been notified for the purpose of this Order. A telephone tree recall system may be enacted and utilized for this purpose. Any contact or formal notification need not be by the actual member of the Command Staff, but may be conducted with the authority or authorization of the Command Staff (notification through Talbot Center, etc.).

IV. EMPLOYEE DEFINITIONS

- A. Essential Employee – All sworn police employees who are in a full duty status to conduct law enforcement operations and all sworn civilian personnel. This category includes all sworn deputies of the Office as well as the Office support staff.
- B. Volunteers in Police Support (VIPS) – Any non-paid employee, as a private citizen who supports the functions of the Office and contributes to its operation and morale. These members serve in a voluntary capacity and cannot be obligated to report during an emergency, but can be part of ongoing Office operations that can benefit by their services. This category would include all private citizens in a support role (VIPS, Chaplain) that are duly assigned to this Office.

V. PHASES OF EMERGENCY PREPAREDNESS AND MOBILIZATION RECALL/RESPONSE DEFINITIONS

Phase I - Alert

All personnel are alerted of an impending emergency or the potential need for additional police resources. A member is so notified that they may be recalled to a full duty status within a period of 48 hours or sooner. Supervisors on duty will formulate a readiness duty roster of available personnel, equipment, and facilities. The formal report and roster will be forwarded to the Command Staff for review and subsequent action.

Phase II - Telephone Standby

After contact and notification of an alert, all affected personnel will maintain radio or telephone contact directly with the Office or Talbot Center and provide updates on contact information as changes occur. Telephone standby formally obligates and puts all sworn members on notice that they may be recalled to duty within a 24 hour period or sooner.

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Phase III - Readiness Standby

Leave for all essential personnel is cancelled and all Deputies must be available and prepared for an immediate response, to include personal, vehicle, and other required emergency equipment. Through this process all sworn members will be notified that they will be reporting for duty for a shift that will begin within the next 8 hours or sooner.

Phase IV - Mobilization/Immediate Recall

A member is notified that they are to immediately report for duty in a fully equipped and capable condition to meet an immediate need for police services. All affected personnel are to respond to the scene or a staging area as directed.

VI. CONDITIONS

Members notified and reporting through a recall process will be in proper physical and mental health to assume any and all duties that would be required to support a police emergency contingency. This would include the abstinence of alcohol consumption after notification, or prior to notification if the member or a reasonable person could believe that an emergency or police recall is imminent.

Police employees reporting for duty under this Order will be properly prepared with all issued and anticipated equipment (cold weather, rain gear, etc.) in a working condition. Each member should also anticipate the need for overnight stays away from home and should plan and pack accordingly. A safety and security plan for family members is essential and should be addressed prior to response for a recall emergency condition.

Vehicles will be properly maintained, serviced and equipped with all issued and required equipment in a duty ready status. Anticipation of a duty recall should prompt an inspection and preparation of vehicle serviceability to include tire pressure, fluid levels, mechanical conditions, and not less than $\frac{3}{4}$ tank of fuel.

VII. COMPENSATION

All Office members supporting a recall for an emergency will be compensated as provided by policy and procedure. Notification for a staged recall and the period of time prior to reporting will not be considered duty time. All preparation and inspection of equipment will have been completed and in place prior to being in a duty status.

VIII. RESPONSIBILITIES

- A.** All members will periodically inspect and maintain all issued equipment and vehicles in a service ready condition.
- B.** All members subject to duty recall will have in place a working family plan that will provide for the continued safety and security of their family members. Family obligations may be

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considered when members are notified or placed in a recall status, but each member is obligated to report for duty at an appointed time, fully prepared or they will be considered to have failed to obey a lawful order, or to be absent without leave. Exceptions to this process and recall will be approved only by the Sheriff.

- C. Supervisors will continue to conduct periodic inspections of personnel and assigned vehicles, to include personal equipment and its availability (cold weather, rain gear, etc.). Vehicles will have all issued items in a service ready condition, or have a report on file explaining why the item is not available or serviceable.
- D. All members will update and maintain the currency of their residency address, and home/cell/pager and emergency contact telephone numbers.
- E. Members not able or capable to report in a full duty status through limited light duty, certified sick leave, or other factors may receive further instruction that could still obligate them to report for duty, or to be subject to the recall process dependent upon Office operations and needs.
- F. Nothing in this Order precludes the option of exercising or accelerating the recall process from an alert notification to an immediate response.
- G. Notification of both the beginning and end of any declared emergency or mobilization will originate with Talbot Center.
- H. The Sheriff or a member of the Command staff will be responsible for all formal notification and updates to the County Manager.
- I. All media inquiries and press release updates will be coordinated and approved by the Sheriff or member of the Command Staff.

IX. EFFECTIVE DATE

This General Order is effective immediately and supersedes General Order 10-004 and all orders and memoranda, in conflict therewith.

**Joseph J. Gamble
Sheriff of Talbot County**

JJG:tj