Civic Center Complex Response - Communications Personnel Emergency Deployment

337.1 PROCEDURE
Communications Personnel will follow the following guidelines relating to Emergency Deployment Scheduling:

EMERGENCY DEPLOYMENT
In the event of a significant event requiring more human resources than a normal shift schedule can accommodate, a preplanned Emergency Deployment Schedule will go into effect. An Emergency Deployment Schedule should provide sufficient personnel resources to deal with the incident which may be within the geographic boundaries of the City of Irvine or within an area where there is likelihood that mutual aid will be requested from the City of Irvine. The Chief of Police will have the authority to implement the Emergency Deployment Schedule. In the event the Chief of Police is unavailable, any Command Staff member will have the authority to implement the schedule.

NOTIFICATION
In the event the Emergency Deployment Schedule is implemented for a preplanned or unplanned event, the CDO initiating the deployment should attempt to provide notification to affected personnel via their chain of command. In the event of a significant manmade or natural disaster, phone communications may be compromised. If a significant event occurs and employees are unable to make contact with their immediate supervisor or the Irvine Police Department, they should assume an Emergency Deployment is in effect. After providing for the safety/security of their immediate families, off-duty employees should report to work as indicated below.

REPORTING FOR DUTY
Off-duty employees should report to work at the beginning of the next deployment period indicated in the above Emergency Deployment Schedule. Personnel who are classified as unassigned should report to the Irvine Police Department as soon as possible, unless otherwise notified. Absent specific instructions, off-duty employees reporting for duty should report to the Public Safety facility. Supervisors shall review with their shifts their respective assignments according to the Emergency Deployment Schedule at the beginning of each trimester.

DISPATCH
All full-time Dispatch employees are assigned to a 12 hour shift. In the event an Emergency Deployment is in effect, all employees assigned to day shift will assume a 0600-1800 work schedule. All employees assigned to night/swing shift will assume an 1800-0600 work schedule. If off duty, employees should report to work at the beginning of the next deployment period for the shift they are assigned to work.