

General Order

Houston Police Department



ISSUE DATE:

June 9, 2015

NO.

600-22

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 600-22, dated September 2, 1987

SUBJECT: FEEDING EMPLOYEES DURING EMERGENCY SITUATIONS AND DEPARTMENT MOBILIZATIONS

POLICY

The department shall be responsible for feeding employees during *emergency situations* or *department mobilizations* in which a large number of employees participate for extended hours and are unable to initiate meal breaks themselves.

The department shall feed employees only after an on-scene supervisor and the concerned division commander have decided that it would be impractical to allow the employees to leave their assignments, to send in relief employees, to send an employee to get food for the employees at the scene, or to obtain food from an outside source while the scene is active. The Chief of Police or the Chief's designee shall obtain the Mayor's approval as required. This General Order establishes procedures for providing food to employees during *emergency situations* or *department mobilizations*.

This General Order applies to all employees.

DEFINITIONS

Department Mobilization. An ongoing, large-scale emergency that requires as much manpower as the department can deploy over an extended period of time. *Department mobilization* shall conclude only when deemed appropriate by the Chief of Police.

Examples of situations requiring *department mobilization* would be hurricane preparation, evacuation, and aftermath; flooding of a large portion of the city; other destructive storm aftermath; pandemic disease mitigation and aftermath; weapons of mass de-

struction (WMD); Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE), or other terrorist type incident; large hazardous material (HAZMAT) incident; large-scale fire; non-localized riot; or any other situation meeting the definition above.

Emergency Preparedness Liaison. The person designated by the commander of each division, unit, or office within the department to act as the single point of contact with the department's Office of Planning for the coordination and distribution of emergency rations.

The *emergency preparedness liaison* should be the administrative or day shift lieutenant (or civilian equivalent) and the designated commander for the night shift during the mobilization. The Command Center shall be notified immediately of any change of the *emergency preparedness liaison* roster.

Emergency Situation. A short-term emergency requiring the efforts of one patrol division plus reinforcement from other units within the department to resolve the situation.

Examples of *emergency situations* would be special weapons and tactics (SWAT) scene; spontaneous demonstration; localized riot; large planned demonstration; local evacuation of a small part of the city; traffic control at a large fire scene; or localized HAZMAT situation.

1 FEEDING EMPLOYEES DURING EMERGENCY SITUATIONS

During an *emergency situation*, when the on-scene supervisor and the concerned

division commander have determined that the department shall feed employees, the division commander shall contact the Chief of Police or the chief's designee and request authorization for the purchase of food.

Once the Mayor's written approval has been obtained by the Chief of Police, the Chief of Police shall authorize the feeding of employees. The on-scene commander shall procure the food through an approved process. The approved processes include issuing purchase orders, purchasing cards (P-Cards), or petty cash. The approved process shall include the written approval obtained from the Mayor's Office. The Office of Budget and Finance shall be contacted for assistance or approvals, as needed.

If an *emergency situation* will require the feeding of employees and the situation can be anticipated, the division commander or the division commander's designee in charge of the operation should make feeding arrangements as early as possible. Employees likely to be assigned responsibilities for procuring food in *emergency situations* should be thoroughly knowledgeable of current procurement policies and procedures. The employees who are also either petty cash custodians or holders of P-Cards should seek pre-approved authorizations to make food purchases through existing procurement procedures. These pre-approvals will expedite the process.

Units such as SWAT Detail and the Hostage Negotiation Team (HNT), which have in the past used petty cash to feed officers during *emergency situations*, shall be allowed to continue doing so as long as the appropriate approvals have been obtained.

2 FEEDING EMPLOYEES DURING DEPARTMENT MOBILIZATIONS

The department's Office of Planning shall be responsible for maintaining an adequate

stock of emergency rations and distributing emergency rations during *department mobilizations*.

To avoid duplication of efforts and additional expense to the department, requests for additional emergency rations such as food and water should be made to the Office of Planning only through procedures outlined in the department's *Emergency Response Plan* available on the department's Intranet Portal. The Office of Planning shall then forward all necessary requests to the Office of Budget and Finance, Procurement Section as required.

Each division, unit, or office *emergency preparedness liaison* shall be responsible for the food deliveries under their control. Inventory tracking sheets shall be provided to account for supplies that are furnished and depleted during the course of a *department mobilization*. The Office of Planning shall collect the inventory tracking sheets and then make arrangements to replenish the department's stock back to a state of operational readiness.

The Jail Division's contract has emergency provisions that can be used as a valuable resource to assist in certain mobilization events. In addition, Jail Division non-classified staffing and transportation are resources to consider when carrying out this support mission. The Office of Planning shall coordinate with the Jail Division's *emergency preparedness liaison* for assistance.

3 SPECIAL DIETARY NEEDS

Employees that have special or specific dietary needs related to health issues or personal preference should be prepared to bring food, medicine, and other accommodations with them for the duration of the *emergency situation* or *department mobilization* as these items may not be available from the department.

4 RELATED GENERAL ORDERS

200-10, Emergency Management

200-12, Purchasing Process

200-40, Petty Cash Funds


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