# General Order

## Houston Police Department

| ISSUE DATE: | NO. |
|---|---|
| May 1, 2023 | 600-22 |

**REFERENCE:** Supersedes all prior conflicting Circulars and Directives, and General Order 600-22, dated June 9, 2015

**SUBJECT: FEEDING EMPLOYEES DURING EXTENDED EVENTS**

## POLICY

The department shall feed employees during emergency situations or department mobilizations in which a large number of employees participate for extended hours and are unable to initiate normal meal breaks.

This General Order applies to all employees.

## DEFINITIONS

***Department Mobilization.*** An ongoing, large-scale emergency that requires extraordinary personnel deployment over an extended period, concluding only when deemed appropriate by the Chief of Police. Examples of situations requiring department mobilization include, but are not limited to hurricane preparation, evacuation, and aftermath, flooding of a large portion of the city or other destructive storm aftermath, pandemic disease mitigation and aftermath, weapons of mass destruction (WMD), CBRNE (chemical, biological, radiological, nuclear, explosive), or other terrorist type incidents, large hazardous material (HAZMAT) incidents, a large-scale fire, or a non-localized riot.

***Emergency Situation.*** For this General Order, a localized incident that requires personnel to remain at the incident location for an extended duration, preventing them from being released for a meal break (e.g., critical incident investigations, mass shootings, SWAT scenes, demonstrations, localized riots, large, planned demonstrations, local evacuation of a small part of the city, traffic control at a large fire scene, localized HAZMAT situations).

## 1 FEEDING EMPLOYEES DURING EMERGENCY SITUATIONS

The department shall feed employees only after a divisional lieutenant determines employees need to be fed and/or hydrated during an emergency situation. An on-scene supervisor shall notify the divisional lieutenant if an emergency situation exists. If a divisional lieutenant is not available, the on-scene supervisor shall notify the weekend duty lieutenant or night commander.

The authorizing lieutenant shall contact the Command Center to request that employees be fed during an emergency situation. The Command Center shall then contact the on-call Logistics Division Emergency Preparedness Unit (EPU) personnel, who shall contact the on-scene supervisor, discuss what it is needed, how the request will be facilitated, and facilitate the request. The EPU personnel shall obtain proper additional approval if necessary.

Approved units, such as SWAT Detail and the Hostage Negotiation Team (HNT), may instead use petty cash to feed officers during emergency situations after obtaining the appropriate approvals, pursuant to divisional SOPs.

## 2 FEEDING EMPLOYEES DURING DEPARTMENT MOBILIZATIONS

Logistics Division shall maintain an adequate stock of emergency rations and distribute emergency rations during department mobilizations. Division commanders shall designate an emergency preparedness liaison for day shift, as well as a different emergency preparedness liaison for night shift, to act as the single point of contact with the Logistics Division for the coordination and distribution of emergency rations for that division during that shift. The emergency preparedness liaison should be the administrative or day shift lieutenant (or civilian equivalent) for day shift, and the night shift lieutenant (or civilian equivalent) for night shift. Division commanders shall notify the Command Center immediately of any change of the emergency preparedness liaison roster.

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

Each division's emergency preparedness liaison shall be responsible for food deliveries under their control and shall complete an inventory tracking sheet to account for supplies that are furnished and depleted during the department mobilization. Logistics Division shall collect the inventory tracking sheets and then make arrangements to replenish the department's stock back to a state of operational readiness.

## 3 SPECIAL DIETARY NEEDS

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

**Troy Finner**
**Chief of Police**