

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Statewide Law Enforcement Emergency Mutual Aid and Mobilization Plan
DEPARTMENT: Police
PRESENTED BY: Chief Denise Pentony

PROBLEM/ISSUE STATEMENT:

In today's climate there is an ever-increasing acknowledgement and realization that local police resources can be quickly overwhelmed in a severe emergency or terrorist attack. While police departments have had mutual aid agreements in place for several years, there has never been a statewide policy for mutual aid and subsequent cost recovery. The Washington State Association of Sheriffs and Police Chiefs has taken the lead on developing a model plan for the State and proposing legislation in 2003.

The model plan specifies that each region join together to develop a regional response plan. Shoreline will be in the "South Puget Sound Region" and will consist of the following counties and cities: King, Pierce, Mason and Kitsap. The Regional Plan, once created, will be brought before the Council for adoption. Shoreline Police are participating in developing the South Puget Sound Regional Plan.

• **ALTERNATIVES ANALYZED:**



The other alternative would be to maintain the status quo, without supporting the effort to develop a statewide Mutual Aid and Mobilization Plan.

FINANCIAL IMPACT:

There is no cost to the City at this time.

RECOMMENDATION

No action by the Council is required at this time. Staff is requesting consensus to support the effort of the Washington Association of Sheriffs and Police Chiefs to develop and implement a Mutual Aid and Mobilization Plan on a statewide basis and to support legislative efforts to formalize this effort.

Approved By: City Manager  City Attorney 

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INTRODUCTION

Currently there is no statewide plan detailing Law Enforcement Mutual Aid or Mobilization. Mutual Aid agreements have developed between various jurisdictions around the state, but have never been formalized and no formal system of cost recovery has been set in place. The Washington State Association of Sheriffs and Police Chiefs (WASPC) attempted to pass legislation back in 1987, following similar legislation that was adopted for the State Fire Mobilization Plan.

BACKGROUND

This is a new topic to the Council and is brought before you for discussion and direction to support WASPC in seeking a statewide plan through legislative action.

The Washington Association of Sheriffs and Police Chiefs (WASPC) has long recognized the need for the ability to rapidly respond law enforcement officers to major emergencies statewide. Beginning in 1977 WASPC started working on the development of the Peace Officers Powers and Reform Act and Mutual Aid Plan.

On July 1, 1985 the Washington Mutual Aid Peace Officers Power Act, RCW 10.93, became law. The WASPC Mutual Aid Committee then began working on a Mutual Aid Plan. After numerous meetings and work sessions, the Mutual Aid Plan was presented to the general membership of WASPC at the fall conference in Kennewick, 1986. The membership approved the plan, which was published and distributed in early 1987 as the *Washington Law Enforcement Mutual Aid Plan*.

The Mutual Aid Committee then began work on a mobilization plan, which was not completed. The *Washington Law Enforcement Mutual Aid Plan* remained in effect, but was not exercised or utilized beyond local jurisdictions and gradually became dormant.

In 1992, in the wake of the Spokane "Firestorm" in October 1991, the Washington State Legislature directed the creation of a Washington State Fire Services Resource Mobilization Plan. The first formal adoption and approval of this plan was completed in July 1994, only a few days before the major mobilization to Chelan County for the Tyee/Leavenworth Fire Complexes. The plan proved to be very successful in management of these fires and others since. The Washington State Fire Services Resource Mobilization Plan has since been revised in 1995 and 1999. It is included in the *Washington State Comprehensive Emergency Management Plan* as ESF4 (Firefighting).

In the late 1990s numerous major law enforcement situations occurred in Washington State including; the Washington State University riot May 3, 1998, the Maka Tribe whale hunt, Clallam County, August 1999; the World Trade Organization rioting in Seattle, November 1999 and the response to Year 2000 concerns in December 1999 – January 2000. In addition to these critical incidents, suspected international terrorist Ahmed Ressam was apprehended at Port Angeles in December 1999 with bomb making materials. He has since been linked to Osama Bin Laden's organization, Al Qaeda.

These major law enforcement incidents all point to the increased frequency of incidents requiring mutual aid and mobilization of police resources and led WASPC President Doug Blair to request development of an updated mutual aid / mobilization plan.

Using the 1987 Washington Law Enforcement Mutual Aid Plan and the 1999 Washington State Fire Services Resource Mobilization Plan as a starting point, the WASPC Emergency Management/Mutual Aid Committee began work on this project in January 2000. Recognizing the effectiveness of the fire mobilization plan, the committee decided to model law enforcement mobilization in the same manner. This establishes consistency between the police and fire services and should lend itself well when mobilization of both services is required (as is often the case). Adoption of the *Incident Command System* by law enforcement further facilitates this process.

Efforts to create legislation which would create a Washington State Law Enforcement Mobilization Plan failed in 2000 and again in 2001. The Terrorist attacks of September 11, 2001 refocused attention on the need for this plan. As the Federal government tries to decide how to distribute \$3.2 billion of federal aid to state and local communities to combat and respond to terrorist events, it is paramount that we establish a plan that will enable law enforcement resources in the State of Washington to respond in a timely, organized and efficient manner.

Effective with the approval of the general WASPC membership at the spring conference in Wenatchee, May 2002, the *Washington State Law Enforcement Mutual Aid/Mobilization Plan*, hereinafter referred to as the *Plan*, is established.

The Emergency Management Division, State Military Department will use the plan as the basis for mobilization of police service resources in Washington State in response to major law enforcement incidents or other critical events. It should provide the framework for developing legislation and funding resources when mobilization occurs.

This *Plan* was created for three purposes:

- To describe the regional and state organizations, the resources, and the process for mobilization of police resources in Washington State in response to a law enforcement incident or other critical event which overwhelms local and mutual aid resources. This plan should also be used to mobilize fill-in resources to support communities, which have expended their resources at emergency scenes.
- To provide an educational tool for all police service and other emergency response personnel to familiarize them with the state and regional mobilization system. This plan is being distributed to all county sheriffs, police departments, state and federal law enforcement agencies, fire chiefs, fire agencies and local emergency management agencies.
- To be used as an "all risk" plan for the response of public police service resources in Washington State to any emergency situation where they are needed for the protection of life and property.

DISCUSSION

Recent history has shown this to be a time of civil unrest, riot, global terrorism and our own homegrown natural disasters, such as the sinkhole in the City of Shoreline. As policing becomes more complex and the demands on local police become greater it has become more imperative to develop and formalize a Statewide Plan for Mutual Aid and Mobilization when local resources become overwhelmed.

There are currently no means available to identify costs associated with a mutual aid response and to adopt a mechanism to pay for those costs, specifically detailing those costs and establishing who shall be responsible for the costs. The Washington Association of Sheriff's and Chiefs of Police have agreed to develop this plan for the State and then to present it to the Washington State Legislature for consideration and adoption by the state. WASPC envisions that this mobilization plan will be modeled after, and very similar to the current statewide plan that the fire service currently has in the state of Washington.

In a broader context, the United States Government has indicated in its "First Responder Initiative Grant Process" that local jurisdictions must have a plan for response as well as be participants in mutual aid agreements, including a State-wide mutual aid system. This proposed plan would meet those requirements and enable Shoreline to avail itself of those grants if needed.

RECOMMENDATION

No action by the Council is required at this time. Staff is requesting consensus to support the effort of the Washington Association of Sheriff's and Police Chiefs to develop and implement a Mutual Aid and Mobilization Plan on a statewide basis and to support legislative efforts to formalize this effort.

ATTACHMENTS

- A** DRAFT Legislation
- B** WASPC 2002 Resolution
- C** Proposed Washington Association of Sheriff's and Police Chiefs Statewide Mutual Aid and Mobilization Plan.

ATTACHMENT A

DRAFT

Chapter 38.xx.xx RCW

LAW ENFORCEMENT MOBILIZATION

Sections

38.XX.XXX Definitions

38.XX.XXX Legislative declaration and intent

**38.XX.XXX State Law enforcement policy board, established
State Law enforcement mobilization plan, created
State law enforcement resources coordinator, established**

**38.XX.XXX Regional Law enforcement committee, established
Regional law enforcement plans, created
Regions, identified**

38.XX.XXX Development of reimbursement procedures

38.XX.XXX

RCW 38.XX.XXX Definitions

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

1. “Agency”, any general purpose law enforcement agency defined by law
2. “Adjutant general”, means the adjutant general of the military department.
3. “Department”, means the military department.
4. “State Law Enforcement Resource Coordinator” designated individual or agency, selected by the adjutant General to perform the responsibilities of that position.
5. “Chief law enforcement officer” means the Chief of Police, or Sheriff who is responsible for law enforcement services in the jurisdiction in which the emergency is occurring.
6. “Jurisdiction” means state, county, city, general authority law enforcement agency.(as defined in RCW 10.93)
7. “Law Enforcement officer”, general authority law enforcement officer as defined by law. (RCW 10.93)
8. “Mobilization” means that law enforcement resources beyond those available through existing mutual aid agreements will be requested and, when available, sent in response to an emergency or disaster situation that has exceeded or is expected to exceed the capabilities of available local resources. During a large-scale emergency,

mobilization may include the redistribution of regional or statewide law enforcement resources to either direct emergency incident assignments or to assignments in communities where law enforcement resources are needed. When mobilization is declared and authorized as provided in this chapter, all law enforcement resources including those of the host law enforcement jurisdiction shall be mobilized under this chapter, including those that responded earlier under existing mutual aid or other agreement.

All non-host law enforcement authorities providing resources in response to a mobilization declaration shall be eligible for expense reimbursement as provided by this chapter from the time of the mobilization declaration.

9. Mutual aid” means emergency interagency assistance provided without compensation under an agreement between jurisdictions under chapter 39.34 RCW.
10. “Resource coordination”. The effort to locate and arrange for the delivery of resources needed by chief law enforcement officers and incident commanders. Resource coordination involving the mobilization of law enforcement and other support resources within a region is the responsibility of the Regional Law Enforcement Resources Coordinator. In the case of incidents involving more than one region or when resources from more than one region must be mobilized, the State Law Enforcement Resources Coordinator has the primary responsibility for resource coordination in conjunction with the Regional Law Enforcement Resource Coordinators

RCW 38.XX.XXX Legislative declaration and intent

Because of the possibility of the occurrence of a disaster of unprecedented size and destructiveness, including acts of domestic terrorism and civil unrest, the need to insure that the state is adequately prepared to respond to such an incident or disaster, the need to establish a mechanism and a procedure to provide for the reimbursement to law enforcement agencies that respond to help others in time of need or to a host law enforcement agency that experience expenses beyond the resources of the jurisdiction, and generally to protect the public safety, peace, health, lives and property of the people of Washington, it is hereby declared necessary to:

- (1) Provide the policy and organizational structure for large scale mobilization of law enforcement resources in the state through creation of the Washington State Law Enforcement Mobilization Plan; (WSLEMP)
- (2) Confer upon the adjutant general the powers provided herein;
- (3) Provide a means for reimbursement to law enforcement jurisdictions that incur expenses when mobilized by the adjutant general under the Washington State Law Enforcement Mobilization Plan; and
- (4) Provide for reimbursement of the host law enforcement agency or law enforcement Jurisdiction when it has:

- (a) Exhausted all of its available resources; and
- (b) Invoked its local mutual aid network and exhausted those available resources. Upon implementation of state law enforcement mobilization, the host resources shall become state law enforcement mobilization resources consistent with the law enforcement mobilization plan.

It is the intent of the legislature that mutual aid and other interlocal agreements providing for enhanced emergency response be encouraged as essential to the public peace, safety, health, and welfare, and for the protection of the lives and property of the people of the state of Washington. If possible, mutual aid agreements should be without stated limitations as to resources available, time, or area. Nothing in this chapter shall be construed or interpreted to limit the eligibility of any non-host law enforcement agency for reimbursement of expenses incurred in providing law enforcement resources for mobilization.

RCW38.XX.XXX State Law Enforcement Mobilization Policy Board—State Law Enforcement Mobilization Plan—State Law Enforcement Resources Coordinator.

The State Law Enforcement Mobilization Policy Board shall be established by the Adjutant General. Membership on the Mobilization Policy Board will be selected from WASPC and shall be representative of the established regions. The Law Enforcement Mobilization Policy Board will review and make recommendations to the adjutant general on the refinement and maintenance of the WSLEMP; which shall include the procedures to be used during an emergency or disaster response requiring coordination of local, regional and state law enforcement jurisdiction resources. In carrying out this duty, the law enforcement policy board shall consult with and solicit recommendations from representatives of the state and local law enforcement and emergency management organizations, and regional law enforcement coordinating committees.

The Washington State Law Enforcement Mobilization Plan shall be consistent with, and made a part of the Washington State Comprehensive Emergency Management Plan. (CEMP)

The Adjutant General shall review the WSLEMP as submitted by the law enforcement mobilization policy board, recommend changes that may be necessary, and approve the law enforcement mobilization plan for inclusion within the state Comprehensive Emergency Management Plan. It is the responsibility of the adjutant general to mobilize jurisdictions under the WSLEMP.

The Adjutant General shall appoint a state law enforcement resources coordinator who shall serve in that capacity when the law enforcement mobilization plan is activated.

**RCW38.XX.XXX Regions established
Regional Law Enforcement Coordinating Committee
Regional Law Enforcement Mobilization Plan**

Regions within the state are established to coincide with the Washington State Fire Defense Regions.

Within each of these regions there is created a Regional Law Enforcement Coordinating Committee. The committee shall consist of the sheriff of each county in the region, the district commander of the Washington State Patrol and a number of police chiefs within the region equivalent to the number of counties within the region plus one, and the directors of the counties emergency management office.

Members of each regional board shall select a chair and a secretary as officers.

Members serving on the regional boards shall do so a voluntary capacity and are not eligible for reimbursement for meeting-related expenses from the state.

Regional committees shall develop regional law enforcement plans that include provisions for law enforcement agencies to respond across municipal, county, or regional boundaries. Each regional plan shall be consistent with the incident command system, the WSLEMP, and regional response plans already adopted and in use in the state. The regional boards shall work with the relevant local government entities to facilitate development of intergovernmental agreements if any such agreements are required to implement a regional law enforcement response plan. Each regional plan shall be approved by the State Law Enforcement Mobilization Policy Board before implementation.

RCW 38.xx.xxx Development of reimbursement procedures.

The department in consultation with the office of financial management shall develop procedures to facilitate reimbursement to jurisdictions from appropriate federal and state funds when jurisdictions are mobilized by the adjutant general under Washington State Law Enforcement Mobilization Plan. The department shall insure that these procedures provide reimbursement to the host district in as timely a manner as possible.

ATTACHMENT B

Washington Association Of Sheriffs And Police Chiefs Resolution
State-Wide Mutual Aid Mobilization Plan
2002 Resolution

Whereas, the Washington Association of Sheriffs and Police Chiefs (WASPC) recognizes the importance of emergency planning and mutual aid; and

Whereas, the events of 9-11-01 have shown the importance of mutual aid in dealing with large scale law enforcement issues; and

Whereas, WASPC has previously resolved to enter into a state wide mobilization act similar to that used by the fire service; and

Whereas, the government of the United States has indicated in its "First Responder Initiative Grant Process" that local jurisdictions must have a plan for response as well as be participants in mutual aid agreements including, but not limited to State-wide mutual aid systems; and

Whereas, the best interests of the citizens of the State of Washington would be served by the development of a State-wide mutual aid mobilization plan;

It is therefore resolved that the Washington Association of Sheriffs and Police Chiefs do the following:

1. Work with the Office of the Governor for the State of Washington and the legislature of the State of Washington to pass legislation providing for a statewide mutual aid act providing for law enforcement mobilization similar to that of the fire service.
2. Establish necessary training for the Incident Command System
3. Do all other things necessary to create, develop and maintain a strong system of law enforcement mutual aid which will benefit the citizens of our state.

Dated this _____ day of _____, 2002

PRESIDENT:

ATTEST:

WASPC President

Secretary

Approved:

Chairperson, Legislative Committee

ATTACHMENT C

Washington State Law Enforcement Mobilization Plan

Draft Law Enforcement plan

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Delegation of authority	

The Washington Association of Sheriffs and Police Chiefs (WASPC) have long recognized the need for the ability to rapidly respond law enforcement officers to major emergencies statewide. Beginning in 1977 WASPC started working on the development of the Peace Officers Powers and Reform Act and Mutual Aid Plan.

On July 1, 1985 the Washington Mutual Aid Peace Officers Power Act, RCW 10.93 became law. The WASPC Mutual Aid Committee then began working on a Mutual Aid Plan. After numerous meeting and work sessions, the Mutual Aid Plan was presented to the general membership of WASPC at the fall conference in Kennewick, 1986. The membership approved the plan, which was published and distributed in early 1987 as the *Washington Law Enforcement Mutual Aid Plan*.

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In the late 1990s numerous major law enforcement situations occurred in Washington State including; the Washington State University riot May 3, 1998, the Maka Tribe whale hunt, Clallam County, August 1999; the World Trade Organization rioting in Seattle, November 1999 and the response to Year 2000 concerns in December 1999 – January 2000. In addition to these critical incidents, suspected international terrorist Ahmed Ressay was apprehended at Port Angeles in December 1999 with bomb making materials. He has since been linked to Osama Bin Laden's organization, Al Qaeda.

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Using the 1987 Washington Law Enforcement Mutual Aid Plan and the 1999 Washington State Fire Services Resource Mobilization Plan as a starting point, the WASPC Emergency Management/Mutual Aid Committee began work on this project in January 2000. Recognizing the effectiveness of the fire mobilization plan, the committee decided to model law enforcement mobilization in the same manner. This establishes consistency between the police and fire services and should lend itself well when mobilization of both services is required (as is often the case). Adoption of the *Incident Command System* by law enforcement further facilitates this process.

Efforts to create legislation which would create a Washington State Law Enforcement Mobilization Plan failed in 2000 and again in 2001. The Terrorist attacks of September 11, 2001 refocused attention on the need for this plan. As the Federal government tries to decide how to distribute 3.2 billion dollars of federal aid to state and local communities to combat and respond to terrorist events, it is paramount that we establish a plan that will enable law enforcement resources in the state of Washington to respond in a timely, organized and efficient manner.

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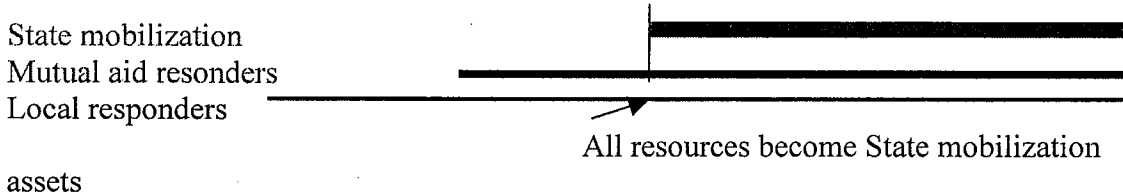
The Emergency Management Division, State Military Department, in co-operation with WASPC can use the plan as the basis for mobilization of police service resources in Washington State in response to major law enforcement incidents or other critical events and it should provide the framework for developing legislation and funding resources when mobilization occurs.

This *Plan* was created for three purposes:

- To describe the regional and state organizations, the resources, and the process for mobilization of police resources in Washington State in response to a law enforcement incident or other critical event which overwhelms local and mutual aid resources. This plan should also be used to mobilize fill-in resources to support communities, which have expended their resources at emergency scenes.
- To provide an educational tool for all police service and other emergency response personnel to familiarize them with the state and regional mobilization system. This plan is being distributed to all county sheriffs, police departments, state and federal law enforcement agencies, fire chiefs, fire agencies and local emergency management agencies.
- To be used as an "all risk" plan for the response of public police service resources in Washington State to any emergency situation where they are needed for the protection of life and property.

Emergency Incident Progression

The chart below is a graphic representation of the significant resource providers to a law enforcement incident or other major emergency incident, which could involve regional, state, and federal resources. Time is reflected from the point of incident beginning until the incident ends



The graph portrays the progression of an incident. At the outset, the incident jurisdiction responds utilizing local resources, blue. That jurisdiction will remain involved in the event through its duration, regardless of its magnitude. If the event is within the resource capabilities of the local jurisdiction, it will be handled by that jurisdiction exclusively.

If the event escalates beyond the local capability mutual aid resources will augment the local jurisdiction. Mutual aid is represented by the red line. They respond to the incident without compensation, on a voluntary basis, when the incident jurisdiction requests them and may be terminated at any time by the chief law enforcement officer of the agency providing the mutual aid. Mutual aid resources are not automatically requested after the passage of a certain amount of time or the expenditure of specific resources. Mutual aid is invoked when the incident jurisdiction realizes that it cannot contain or control the incident using its own resources. In most situations, mutual aid resources, when combined with the other local assets, can achieve incident stabilization and control. If the event overwhelms all available local and mutual aid resources, state mobilization of additional law enforcement resources is warranted.

The green line represents the mobilization of law enforcement resources by the state according to the mobilization plan. This will occur when the incident commander determines that both local and mutual aid resources are overwhelmed by the incident and events and a request for state mobilization is made. Once again, this action is not fixed by the occurrence of some specific event or passage of time. A mobilization request is a judgment decision supported by an assessment of the event at the scene which prompts the incident commander to conclude that the resources present/available will not be able to stabilize and control it.

Once mobilization occurs, all local and mutual aid resources become state mobilized resources. Additional available resources from beyond the local mutual aid network will be summoned in response according to this plan.

Future amendments

The development of mobilization and reimbursement procedures for efficient movement and equitable reimbursement of law enforcement resources statewide is a dynamic

process. Additional lessons gained from the experience of actual mobilization of law enforcement resources to major emergency incidents of all types will prompt future revisions and refinement to this plan.

Purpose, Requirements and Authority

Purpose

The purpose of the mobilization Plan is to provide a process to quickly notify, assemble, and deploy law enforcement personnel and equipment to any local jurisdiction in the state that has expended all available local and mutual aid resources in attempting to plan for and or control an emergency incident.

This plan will only be utilized in response to an emergency or disaster situation that has exceeded the capabilities of available local resources, including those available through existing mutual aid agreements..

Mutual aid requirements

This plan provides for mobilization when:

- All available local and mutual aid resources have been depleted or committed.

Or

- In addition to local resources, the deployment of additional resources, as determined by the Region Law Enforcement Mobilization Plan, is required.

Mobilization is not a replacement for mutual aid

The provisions within this plan provide for mobilization when mutual aid resources are inadequate or over extended.

Mutual aid agreements provide for rapid assistance from neighboring law enforcement jurisdictions to meet the immediate need requirements of an emergency situation demanding resources beyond those available from the local jurisdiction. The key elements of mutual aid quick response from closest resources cannot be provided by state mobilizations.

Rapid intervention by mutual aid resources can secure control over an emergency incident which may otherwise continue to escalate. Mutual aid is an essential element of local law enforcement emergency response.

- All local law enforcement authorities should join in county-wide mutual aid agreements
- Regional mutual aid agreements are encouraged
- At a minimum, mutual aid agreements should encompass all adjacent law enforcement jurisdictions, including those in other counties, regions, or states as applicable.

Extensive and deep mutual aid networks between local law enforcement authorities provide optimal emergency incident response and control potential, thereby maximizing community protection. The parameters for an authorization of state law enforcement resource mobilization proved for the recognition of emergency situations which place excessive demands on mutual aid. It is the intent of those parameters that mutual aid be extended and strengthened insofar as possible

Declaration of State Mobilization

Authorization of state law enforcement resources mobilization may be requested when one of the following occurs:

- All available local and mutual aid resources have been expended in attempting to stabilize and control an emergency incident presenting a clear and present danger to life and property.
- A non-stabilized incident or simultaneous incidents presenting a clear and present danger to life and property, and requiring, in addition to local resources and mutual aid, the deployment of additional resources as established by the region law enforcement mobilization plan approved by the State Law Enforcement Policy Board.

Region law enforcement response plans shall provide for incident and resource situation and status tracking to ensure that the Region Resource Coordinator is aware of the development of any of the above situations.

Support of Mobilized Resources

All incidents for which law enforcement resources mobilization is requested and authorized must be managed and operated using the NIIMS Incident Command System.

Mobilization support objective

To establish a person responsible for overall coordination of mobilized resources

Authority of State Adjutant General

It is the responsibility of the Adjutant General to mobilize emergency response under the Washington State Comprehensive Emergency Management Plan. The Washington State Patrol shall provide personnel to serve as the State Law Enforcement Resource Coordinator when the mobilization plan is activated.

Under authority and to effect the implementation of this statute, the State Law Enforcement Resource Coordinator shall appoint a Mobilization Incident Commander (MIC) for any authorized mobilization of law enforcement resources, from an established list of qualified personnel.

Additionally, the State Law Enforcement Regions shall provide staff to help the State Law Enforcement Coordinator manage the acquisition and disposition of resources and shall provide incident command staff to the MIC.

The MIC and his/her command staff shall be selected from an established list of qualified individuals prepared by WASPC. The MIC shall be appointed as soon as practical after the decision to activate the mobilization plan.

Mobilization Support Team

Once assigned and after a briefing (incident status and potential, resource status and requirements, incident management), the MIC shall activate a Mobilization Support Team (MST) as deemed necessary. The Mobilization Support Team may have the following general staff positions appointed:

- Operations Section Chief
- Plans Section Chief
- Logistics Section Chief

Additional command and general staff positions may be filled, if in the opinion of the MIC, the incident requires them.

Additional command staff may include the following:

- PIO liaison
- Safety officer

Additional General staff may include the following:

- Resource unit leader
- Situation unit leader
- Finance Section Chief

Incident Command

An incident may be under the command of:

- The local jurisdictions IC
- Unified Command (Local IC with other jurisdictions)
- Local / region incident management team *
- Mobilization Incident Support Team*

**** Delegation of Authority is required to transfer command***

The MIC will not automatically become the Incident Commander but may be requested to assume that role by the local host jurisdiction.

If the incident remains under the local IC or a local / region command team, the MIC and the MST will coordinate with the IC or unified command structure for the incident and support the logistical and operational needs of the mobilized resources.

By statutory provision:

Upon implementation of state law enforcement mobilization, the host agency resources shall become state law enforcement mobilization resources consistent with the law enforcement mobilization plan. (RCW 38.54. XXX)

Of paramount responsibility of the MIC is to ensure that mobilized resources are matched to incident requirements, i.e., that mobilized resources are deployed and utilized in keeping with their training, experience, and abilities under the direction of qualified command, thereby ensuring effective and safe operations. The MIC has authority to assign, reassign and demobilize resources in keeping with this mandate.

In the event that the MIC is not from the host jurisdiction, the MIC will work in cooperation with the authorities of the local jurisdictions to ensure that local policy, as established by the local agency administrators and priorities for control are complied with insofar as possible.

Transfer of Incident Command to Mobilization Incident Commander

The local host IC may wish to transfer command of the incident to the MIC for a variety of reasons, Examples may include:

- Insufficient experience and qualifications for major incident management
- Multiple incidents within the jurisdiction
- Other demands precluding sole concentration of mobilized incident
- Insufficient qualified Incident Command personnel available to staff multiple operational periods

This requires a Delegation of Authority from the local jurisdiction administrator to the MIC.

Delegation of Authority

The ***Delegation of Authority*** is a written transfer of authority vesting the MIC with control and management of the incident. Delegation (from agency administrator / unified agency administrator group) of full responsibility and authority for incident management is described under certain terms and conditions (see Appendix XX for model delegation of Authority Form)

Role and responsibility of the Mobilization Incident commander

- Fills Mobilization Support Team positions with qualified personnel
- Joins Unified incident / area command as IC for all mobilized resources
- May assume overall incident command and responsibility and authority under a *Delegation of Authority*, in which event the MIC:
 - Works in cooperation with authorities of the local jurisdictions.
 - Establishes incident area priorities and objectives
 - Determines strategies

- Provides coordination and communications between local jurisdictions and incident
- Ensures that mobilized resources are matched to incident requirements
- Orders assigns and demobilizes mobilized resources as necessary to support incident objectives
- Procures logistical support, as required, to sustain mobilized resources
- Coordinates and supports area command authority if established. In this event, another MIC must be activated to take that position with area command.
- Provides incident information to the state emergency operations center (EOC) and the state Law Enforcement Coordinator through established communications channels.
- Collaborates with the State Law Enforcement Resource Coordinator on critical issues concerning mobilized resources.
- Interfaces with multi-agency command at an incident
- Provides after-action report input to the State Emergency Management Division (EMD), Plans Section (law enforcement mobilization)

At a minimum, input should include the following

- Mission number / name of incident
- Person / agency reporting
- Summary of what worked well
- Summary of what needs improving

Authority

The Mobilization Plan is developed in support of RCW 38 54, the state Law Enforcement Mobilization Act.

In implementing this act, consistency will be sought with:

- RCW 38.52 governing emergency management
- RCW 35, governing cities and towns
- RCW 10 governing law enforcement
- RCW 9 and 9A criminal code

Mobilization Procedure

The Mobilization Procedure is as follows

Local Jurisdiction Responsibility

Upon determining that:

- All available local and mutual aid resources have been used; and
- Available resources are inadequate to achieve incident stabilization and control and additional resources are required, the the local Incident Commander shall determine:
 - ✓ Specific numbers and types of law enforcement resources required
 - ✓ Functional assignment intended for mobilized resources.
 - ✓ Assembly point and contact for mobilized resources
 - ✓ Radio frequency assignment for incoming mobilized resources
- To request state mobilization resources, contact the Regional Law Enforcement Resource Coordinator and provide the following information:
 - ✓ Name of incident commander
 - ✓ Current description of the situation
 - ✓ Detail of local and mutual aid resources involved
 - ✓ Confirmation that local mutual aid resources are expended or depleted
 - ✓ Specific description of additional resource needs (number and type)
 - ✓ Intended functional assignment of mobilized resources
 - ✓ Location of the local mobilization point (assembly area)
 - ✓ Name of the contact person for incident check in and
 - ✓ Radio frequency assignment for incoming mobilized resources

Use the mobilization request checklist (see Appendix XX) to gather information.

Region Law Enforcement ResourceCoordinator (Regions Receiving or Requesting Resources)

- Contact the State Emergency Management Division Emergency Operations Center. Relay the local jurisdiction information and
 - ✓ Request the needed resources.
- Record the responding resources information provided by the State Emergency Management Division Emergency Operation Center, including
 - ✓ Assigned mission number
 - ✓ Resource request numbers.
- Convey mobilized resources information and status to the IC.

Washington State Military Department, Emergency Management Division, Emergency Operations Center WMD, EMD, EOC

- Receive the mobilization request with required supporting information.
- Make a determination to authorize mobilization
- Assign a mission number to the emergency event
- Activate the state EOC, as appropriate
- Notify other state agencies as necessary
- Confirm with the affected Region Law Enforcement Resource Coordinator that mobilization has been declared

- Notify designated (duty scheduled) Mobilization Incident Commander (MIC) of incident. Provide MIC with incident information and contact number
- Ensure state law enforcement resource coordination, tracking, incident timekeeping, verification, and related law enforcement resource allocation activities.
- Obtain / confirm current commitment of region law enforcement resources to the incident.
- Access a commitment of resources from the nearest affected region
- The principle of closest resources should be adhered to insofar as possible
- Assign request numbers to resources being mobilized
- Responding agencies will be provided with both (1) mission number and (2) request numbers
- Direct resources to incident mobilization assembly areas as designated by the Regional Law Enforcement Resources Coordinator
- Notify the Region Law Enforcement Resource Coordinator of the resources ordered and responding.

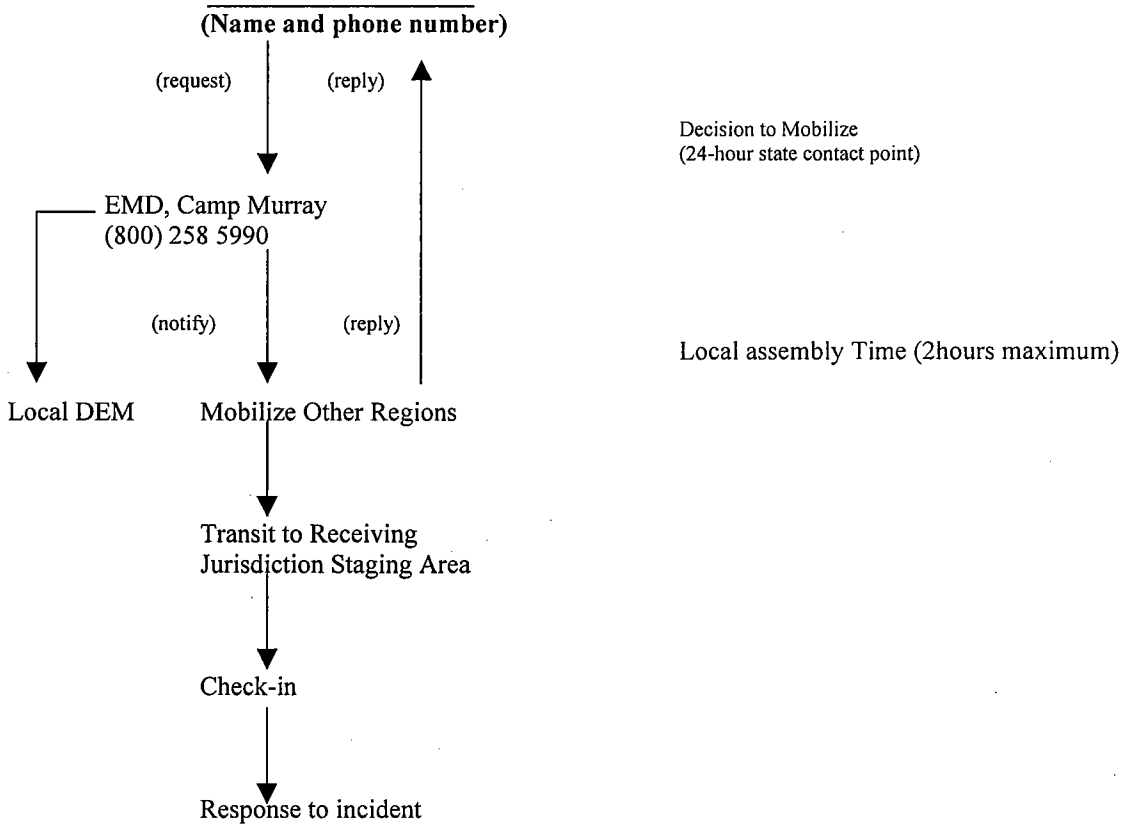
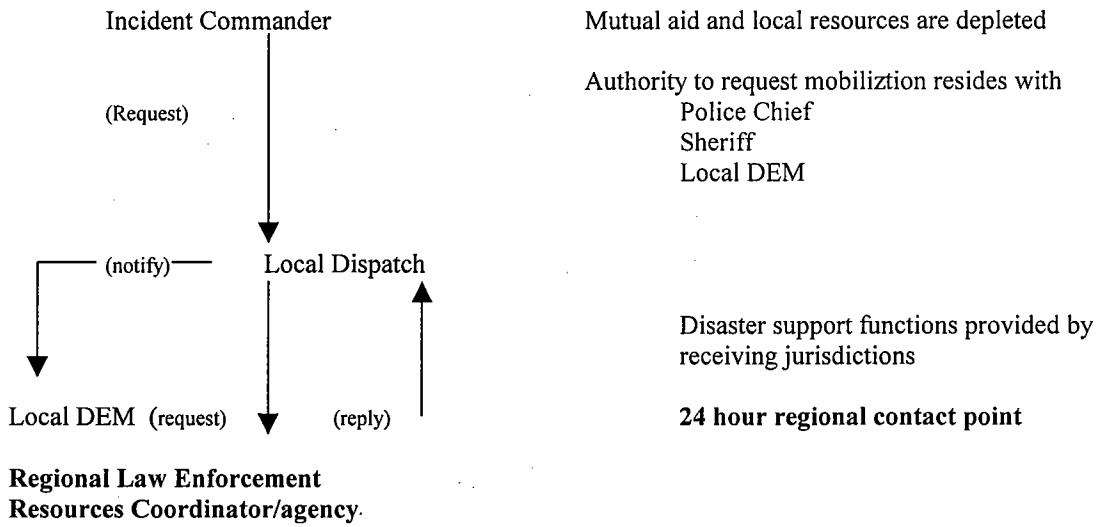
Responding Region Law Enforcement Resource Coordinator (Region Providing Resources)

- Utilize Region Law Enforcement Mobilization Plan and resource lists to meet resource requests
- Confirm to the Washington State EOC within one hour that resource request order will be filled
- Provide responding resources with the assigned mission number and request numbers.
- To be eligible for cost reimbursement, a responding jurisdiction must obtain both mission and request numbers prior to responding.

Responding Region - Resources

- Assemble and depart from home jurisdiction for region assembly or incident within two (2) hours
- Team leader: Complete Mobilization Manifest form (MOBE 5) prior to departure from final assembly point to the incident. Two copies of this multi-part form will be used for incident check-in.
- Travel to the incident assembly area, check in, and receive incident assignment

Mobilization Flow Chart



Roles and responsibilities Local Jurisdiction Receiving Mobilization

Prerequisite

See declaration of State Mobilization,

Jurisdiction receiving resources

Request Resources

Request in accordance with the mobilization plan

- Mutual aid request
- Regional Resource Coordinator
- State Mobilization

Information needed by responding resources

The regional Resource Coordinator shall assist the Mobilization Incident Commander to insure the following information and services are available to the responding resources.

- Operations
 - ✓ Situation report
 - ✓ Mission tasking
 - ✓ Command and control
 - Delegation of authority
 - ✓ Communications
 - ✓ Information on incident communications frequencies should be disseminated as soon as possible by the communications Unit
 - ✓ Secure mobilization assembly points
 - ✓ Proceedure for resource tracking
- Logistical support
 - ✓ Guides, maps, etc, as required
 - ✓ Food
 - ✓ Shelter
 - ✓ Fuel and other support services
 - ✓ Transportation
- After Action Report
 - ✓ Provide input for an after action report to be completed by the Washington State Department of Emergency Mangement.

Jurisdiction providing resources

Preparation

Maintain:

- ✓ List of available resources (utilize appendix c.2)
- ✓ Reference copy of the mobilization plan
- ✓ Contact procedures with region Law Enforcement Resource Coordinator

- ✓ Decision mechanism to send resources

Mobilization

Only personnel and equipment that meet the following will be committed to any state wide mobilization request;

- ✓ Qualified personnel, appropriately equipped and trained for identified mission
- ✓ Accept or decline mission request within 1 hour
- ✓ Capable of 72-hour deployment
- ✓ With common communications
- ✓ With appropriate supervision

Law Enforcement Region

Preparation

- Know local jurisdiction roles and responsibilities
- Know how to access Washington State EMD and be able to relay the necessary incident information for mobilization.
- Develop and maintain an approved Regional Law Enforcement Mutual aid plan. Region plan must;
 - ✓ Meet the basic requirements for mutual aid plans as established by WASPC
 - ✓ Be compatible with the local mutual aid nets and other interagency or interlocal agreements for law enforcement resource response
 - ✓ Provide a communications plan to ensure communications in the event of an in region mobilization.
- Maintain a 24 hour contact point to;
 - ✓ Receive requests from local jurisdictions for resources
 - ✓ Act as an information resource for WSEMD during implementation of this plan
 - ✓ Contact the regional law enforcement coordinator

Regional Law Enforcement Coordinator

- ✓ Maintains current Region Resources lists.
- ✓ Provides current resource lists to WSEMD
- ✓ Receive resource requests from the local jurisdiction
- ✓ Confirms status of local and mutual aid resources already in use
- ✓ Obtains required information from requesting jurisdiction for State EOC duty officer
- ✓ Obtain mobilization authority and mission number from the state EOC
- ✓ Assign issued mission numbers to mobilized in region resources
- ✓ Advise requesting jurisdiction of the state EMD action in response to request for state mobilization
- ✓ Send planned resources from within region after state law enforcement mobilization is authorized

- ✓ Utilizes regional resource lists to meet resource requests
- ✓ Confirms to WSEMD that the region can meet the request within one hour
- ✓ Secures from WSEMD mission numbers for non law enforcement support resources
- ✓ Provides mobilization plan overviews and training within their region

Resource Ordering and Tracking

- Each region must designate or establish a 24 hour EOC through which law enforcement resources within the region are coordinated.
- Only resources tasked by the regional resource coordinator and assigned mission numbers will be eligible for state reimbursement.
- All requests for resources must be made through the regional resource coordinator
- The regional Resource Coordinator shall obtain the WSEMD tracking and mission number prior to committing region resources.
- Local agencies and dispatch centers shall not accept resource requests placed directly by outside agencies.
- Regions shall not shop for resources outside their region.
- Resource tracking must start at the beginning of an incident.

Local/Region Incident Management team

The region will develop local region Incident Management Teams (IMT) and provide for their activation as part of the region plans. Early deployment of Incident Management Teams will ensure enhanced incident control and management and smoother integration of mobilized resources into the field.

Roles and responsibilities

Washington State Military Department EMD and WSP

Military Department, Emergency Management Division

Preparation

- Maintain 24 hour contact availability through the State EMD duty officer
- Develop and maintain standard operation guidelines to implement department roles and responsibilities
- Maintain and operate the state EOC for use by all state coordinating agencies
- Review and approve the mobilization plan

Mobilization

- Receive notice of incident and resource requests from regional law enforcement coordinator
- Provide required information of the adjutant general for a decision to authorize mobilization
- Activate the State EOC and advise the Washington State Patrol and other state agencies as necessary of the incident.

- Assign incident mission number
- Assist local jurisdictions with appropriate support functions (food, shelter, fuel, communications, emergency public information, and personnel) as needed and requested.
- Receive and pay mobilization reimbursement claims
- Prepare and coordinate an after-action report of all mobilization efforts.

WSP

Preparation

- Develop and maintain standard operation guidelines to implement state mobilization requests
- Maintain a resource order and tracking system that is compatible with the state fire mobilization system.
- Assign personnel to EMD to facilitate a mobilization request

Mobilization Emergency operations resource coordinator

- Provide state coordination of law enforcement activities at the state EOC
- Access and order law enforcement resources from non-affected regions as provided by the mobilization plan as requested by the host regional law enforcement coordinator to local jurisdictions.
- Assign request numbers for all mobilized resources
- Support affected local jurisdictions in tracking incident costs and completing administrative paperwork
- Participate in preparation of the after-action report
- Collect, maintain, and archive the original documentaion package after demobilization. Distribute copy of the documentaion package to the host jurisdiction and the MIC.

Mobilization Field operations

- Assist in support and preparation for incoming mobilized law enforcement resources
- Coordinate with region coordinator in assessment of courrent and projected commitment of mobilized law enforcement resources to the incident.
- Advise mobilization incident commander (MIC) of any special needs or requirements
- Confirm and clarify single point ordering process
- As requested by MIC, assist in prepartion of the first work period, incident action plan (IAP)
- Coordinate communications between the MIC, state EOC, and the requesting region
- Ensure that resources are tracked at the incident.
- Verify the accuracy of resource documentation.
- Coordinate with local authorities as necessary to evaluate continued need for mobilized resources.

Reimbursement of costs

In accordance with the mobilization plan, the Washington Military Department, Emergency Management Division, will reimburse law enforcement agencies for the eligible costs incurred while mobilized for a major emergency incident. In the event that a mobilization incident later qualifies as a presidential or other federally reimbursable disaster, the reimbursement policy will not change with regard to the local jurisdiction participants. Local jurisdictions will be fully reimbursed for their eligible mobilization expenses.

The amount and type of equipment and personnel mobilized and tasked to a major emergency incident will be reasonable and necessary as determined by the incident commander, will be mobilized according to this plan, and will be subject to the later review of the Washington Military Department.

Law enforcement agency costs, including personnel and equipment will be reimbursed as provided below.

Authority for payment

The mobilization plan and the enabling law, Chapter 38.54 RCW, provide for reimbursement of costs to law enforcement jurisdictions only. The logistical support of mobilized resources is an inherent requirement of mobilization and its procurement is deemed to be within and essential to mobilization. The costs of necessary logistical support are therefore reimbursable as a mobilization cost.

- The mobilization Incident Commander MIC, has the authority to and shall procure the logistical support required to sustain the resources mobilized.
- For the efficient and expeditious acquisition of required resources of any kind, the MIC or finance section chief may authorize direct vendor contracts. This process minimizes the potential for error or delay in obtaining critical resources or paying costs.
- A request number is required for all resources. The Washington State Patrol representative at WMD EOC will issue all request numbers.

Incident time

An emergency incident requiring the implementation of the mobilization plan for resource procurement, incident management, stabilization, and control may escalate to that point virtually instantly or over a period of time.

Some Law enforcement incidents, will require mobilization of resources prior to an event for planning, prestaging and event management.

Incident time for which costs will be paid begins at the time of mobilization authorization. It ends with the end of the incident assignment for non-local mobilized resources and with the declared end of the mobilization, as determined by the MIC for local law enforcement resources.

Demobilization

Demobilization is the responsibility of the MIC and will be exercised in a reasonable and prudent manner consistent with personnel safety and incident stabilization.

Demobilization will be determined in consultation with the requesting agencies unified or area command.

Claims

Claims for the reimbursement of costs as provided by this plan shall be made using the forms provided.

Law enforcement resource mobilization costs are paid to responding law enforcement agencies by the EMD of the WSMD. EMD then requests recovery of expenses through appropriation and or federal disaster funding. Timeliness is important for this process to function.

Claims must be submitted to the WSP at EMD within sixty days of the end of the mobilization.

Exceptions may be allowed only with notice to and approval from, the EMD.

Responsibilities

Sheriff or police chief providing resources

The chief law enforcement officer providing resources to a state law enforcement mobilization will keep accurate records of resources and costs, including;

- Vehicles and equipment types and rates
- Responding personnel and assigned positions
- Required replacement and support personnel; positions, persons replaced, and times.
- Times of dispatch/response
- Personnel compensation , regular time and overtime
- Other expenses incurred directly for mobilization
- Copies of the ICS 212 check in and Mobilization Manifest forms completed prior to resource departure

Upon the return of mobilized resources to the home agency, the chief law enforcement officer will:

- Confirm and verify personnel and equipment time reports from the incident
- Prepare, verify, and certify all compensation, payment, and reimbursement claims for all personnel, apparatus, and related mobilization expenses. Use incident documentation and agency records to support all claims.
- Submit the completed claims package to the WSP WMD.

Mobilized resources

Prior to departure from home jurisdiction

- Complete ICS 211 check in form
- Mobilization Manifest MOBE 5
- Personnel Time Report MOBE 1 top section for each mobilized person
- Equipment Report (MOBE 6) (top section)
- Leave a copy of each form at the home jurisdiction

At incident

- Provide completed forms to incident time unit at check in
- Maintain a detailed record of all assignments, incidents, activities, and times in the unit log and turn copies into time unit each day

At demobilization

- Complete ics 221 (demobilization checkout) as instructed by demob unit
- Verify and sign all personnel time reports and equipment reports. Take a copy of each completed report form back to home jurisdiction
- Provide copies of completed unit logs to the demobilization unit.

Upon return to home jurisdiction

- Record final entries in Unit Log (return trip details and time of arrival)
- Submit all copies of incident records, time reports, ics forms and unit logs to the home jurisdiction for documentation and preparation of claims

Finance section at incident

- Maintain complete time records for all mobilized resources
- Prepare, authorize and maintain all vendor contracts
- Verify and document claims.

Planning section at incident

- Ensure and assemble complete documentation and records for all mobilized resources at demobilization, including time records, unit logs and supporting documentation for all claims
- Assemble, organize and maintain the complete incident Documentation Package
- Provide the Incident documentation package to the MIC. The MIC will later provide copies of the Washington State Patrol, EMD and chief officer of host jurisdictions.

Washington State Patrol / EMD

- Coordinate communications between MIC, state EOC.
- Ensure resource tracking at the incident
- Verify the accuracy of resource documentation
- Report authorized resources with respective request numbers to state EOC supervisor
- Collect all claims packages from responding local jurisdictions, verify the claims, and forward claims to the WMD EMD.

Agency costs

Personnel

Certified costs incurred by the law enforcement agency for the mobilization will be submitted to the Washington State Military Department for reimbursement. Costs incurred by law enforcement agency employees tasked to a mobilization by their home agency are considered reimbursable costs.

Resource order authority

A request number shall be assigned to each mobilized unit or overhead personnel. The request number is the authority reference for all claims.

Mobilized personnel

Personnel who are regular paid or career employees of a law enforcement agency and who are tasked to the mobilization by their home agency will continue to be employees of that agency at all times.

Regular paid employees will be compensated in accordance with the policies, labor agreements, and practices of the employer agency.

Support personnel

Law enforcement costs for personnel working in support role, such as personnel responsible for coordinating the mobilization effort for their jurisdiction, may be reimbursed for the hours spent on that activity, to include the mobilization itself, coordination of the response team during the event, demobilization, and record keeping. Reimbursable costs are those above and beyond normal and usual costs which are incurred specific to the mobilization effort.

Replacement personnel

The excess costs of personnel required as replacements for mobilized personnel will be paid.

Excess costs are those costs incurred over and above the costs that are normal and usual for regular operations. (e.g., overtime)

Cost measure

The measure to be used for the personnel costs of law enforcement agencies is the total cost of compensation (TCC), including benefits.

Vehicles and equipment

Law enforcement vehicles and equipment utilized in the mobilization including patrol cars, special vehicles and command vehicles will be eligible for reimbursement for the cost of operation.

Vehicle mileage rate is paid for all vehicles used during the mobilization. Standard applicable state rates for vehicle mileage will be utilized.

Support units

Support units and command vehicles will be paid mileage allowance only for mileage incurred as necessary for the operation. The mileage rate includes all costs of operation (fuel, insurance, maintenance, repair and operation)

Equipment / vehicle loss or damage

Vehicle or equipment loss or damage for which any reimbursement of cost may be sought must be reported to the on-scene division supervisor or higher officer when the loss/damage is incurred, so that the circumstances can be confirmed and a record made. A damage loss report containing pertinent information concerning the loss or damage, supported by the record in the Unit Log, is required for the support of any claims made. Utilize the lost/damaged equipment notice form (MOBE 9)

Limitations

Cost of vehicle or equipment repair or replacement due to loss or damage as a direct result of mobilization activity will be paid provided that such loss or damage was not caused by the willful misconduct, negligence or bad faith of the claimant.

The only costs which are reimbursable under this provision are for physical loss or damage caused directly by the dynamics of the emergency event.

Examples; Losses incurred due to rioting crowds or violent criminal acts.
 Losses resulting from flood, mud flow or volcanic activity.

The costs of mechanical or other physical damage repair are deemed to be included within the mileage rate paid for vehicles. There is no reimbursement for these costs.

Examples; Mechanical breakdowns, including major items (e.g., motor, transmission, differential).
 Body damage, minor (e.g., scratched paint from brush and trees, or damage sustained from running through fences) or major (e.g., body and fender damage incurred).

Costs incurred due to incidental loss or damage to equipment or personal property are not reimbursable.

The costs of temporary replacement for lost or damaged equipment (e.g., rental expense) while permanent repairs or replacement are being pursued are not reimbursable.

Additional costs

Telephone

Business call charges (land line or cellular telephone) incurred by personnel that are working at the mobilization site will be reimbursed.

Per Diem

Fire agencies will be reimbursed for their actual costs in accordance with pre-existing per diem agreements, except when food is otherwise provided for, such as in a camp. If no pre-existing per diem agreement exists, per diem will be at state rates.

Personnel Accommodations

The accommodations established for the housing, feeding and support of emergency response personnel shall be used when provided. Alternative accommodations may be utilized at the expense of the user; the costs of alternative accommodations are not reimbursable.

Other expenses

Other expenses may be authorized for reimbursement on a case-by-case basis, such other expenses will be requested and approved by the MIC prior to incurring the cost. A request number will be required.

Claim forms

All claims for expenses and reimbursements are to be made utilizing the forms in the Washington State Fire Mobilization Claims Reimbursement Packet.

To streamline the incident check -in process and ensure that all information is accurate, all mobilized resources are to arrive at the incident with resource-specific information already completed.

Mobilization Reimbursement claims and review process

Appeal of reimbursement claim denial

A denial of payment of costs by the Military Department, whether based on being “not reasonable and necessary” or any other reason, may be appealed in writing to the State Law Enforcement Policy Board within thirty days of the notice of the denial.

Review of the appeal

Upon receipt of the appeal, the State Law Enforcement Policy Board will review the appeal within ninety days and may request such other records, documents, or statements as are needed for its review. After review, the committee will make a recommendation to the adjutant General for appropriate disposition.

Decision on Appeal

The adjutant General will receive the Boards recommendation and within thirty days make a determination on the appeal. The claimant will be advised of the decision by the Adjutant General.

Further Remedy

Upon notification of the Adjutant General’s decision, the claimant may pursue further remedies according the the Washington Administrative Procedures act.

Personal Injury

Compliance with the following procedures in the event of personal injury to any mobilized personnel is required.

Notice to Medical Unit

The medical Unit is to be advised immediately. The medical unit will provide or arrange for the care of the injured person.

Report

The injury must be immediately reported to the on-scene division supervisor or higher officer so that circumstances can be confirmed and a record made. This report, supported by the record in the Unit Log, and supplemented by the report of the Medical Unit, is required for the support of any claims made. Utilize the Personal Injury Notice form (MOBE4)

Liability Coverage

The mobilization Plan is to be consistent with and a part of the Washington State Comprehensive Emergency Management Plan (RCW 38 54. 030)

The WSEMP is mandate of RCW 38.52 which also includes liability provisions for property damage. Bodily injury, death, immunity, and indemnification.

All legal liability for damage to property or injury or death to person. Caused by acts done, or attempted, under the color of this chapter in a bona fide attempt to comply therewith will be the obligation of the state of Washington. (RCW 38.52.180)

The liability provisions of RCW 38. 52 are deemed to apply to the Mobilization Plan

Appendix B.1

Map of law enforcement regions

Appendix B.2

List of law enforcement region representatives

Appendix C.1

Mobilization Request Checklist

Appendix C.2

Region resources

Appendix D.1

Awareness training outline

Appendix D.2

Travel kit for responders

Appendix E.1

Delegation of authority letter

Appendix F

Ics forms

MOBE forms

Administrative and Future development Issues

State Plan Review

The Mobilization Plan lays out the organizational and operational framework for the Mobilization of state Law Enforcement Resources. It describes how numerous agencies intend to operate and interact when faced with the need to respond to disastrous events or other major emergency incidents. The state law enforcement Policy Board will review and debrief mobilization actions and develop recommendations for improvements to this plan.

Region Plans

Each Law Enforcement region will develop region law enforcement plans that are consistent with the Mobilization plan, the incident command system and other regional response plans (fire Mob Plan) that are already adopted and in use. Region plans should contain the following:

Administrative provisions

- Date of adoption by region law enforcement committee
- Table of Contents
- Plan Purpose statement
- Definition of Terms
- Regional Law Enforcement committee member roster
- Copy of existing Mutual aid agreement
- Roster of regional agencies participating and description of roles
- Criteria for determination of when mutual aid is exhausted

Operational Provisions

- Concept of operations
- Map of region
- Designation of Regional Fire Resource Coordinator and an alternate with 24 hour contact points
- Regional available resources list
- Description of local and regional support functions
- Reference to any other pertinent documents, including standard operating guides
- Designate potential primary and secondary staging areas, mobilization points for departure assembly, and resources bases (fuel, food)
- Communications system

Plan Maintenance, Training, And Testing

- Description of training program
- Plan testing method
- Description of Communication needs and training
- Regional plan review and revision process

Training

The mobilization Plan serves as a major training tool for developing knowledge of how mobilization will occur in Washington. It is the goal of the State Law Enforcement Policy Board to develop appropriate training to support the plan.

Appendix 1 Delegation of Authority

Purpose and Scope of the Delegation of Authority

The purpose of the Delegation of Authority is to transfer the responsibility and authority for incident management (ie. Legal command and incident decision authority) to the recipient; in this case, to a designated IC. The Delegation of Authority is a written transfer of authority vesting the designated IC with the control and management of the incident in accordance with prescribed instructions and limitations.

The Delegation of Authority provides...

- Delegation (from agency administrator / unified agency administrator group) of full responsibility and authority for incident management under prescribed terms and conditions.
- Terms, conditions, and limitations of the authority granted
- Local Law Enforcement policy (established in view of legal, financial, and political considerations)
- Delineation of line of authority (source of continuing local direction)
- Priorities for incident control
- Direction for unified command
- Documentation requirements
- Direction for media relations
- Direction for incident management reporting
- Termination conditions
- Other terms and conditions established by the local jurisdiction administrator

A delegation of Authority may only be granted by action of the political governing body of the local jurisdiction. However, it may, by appropriate resolution, entrust the power to make that delegation to a specified jurisdiction official (e.g., a city manager, mayor, or police chief or sheriff.) Upon certain maximum effectiveness, a procedure for the timely granting of a delegation of authority should be in place as an emergency planning measure.

It is important to understand that a Delegation of Authority is not an abdication of responsibility or authority, but rather a means of assuring them in an unusual emergency setting by providing for an assignment with prescribed conditions and limitations, the authority granted must be broad enough to ensure that local law enforcement policy and priorities can be effectively implemented, accountability must be provided for, limitations as to scope, time, and or incident may be included, and the power of review and termination retained.

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