
TACTICAL ALERT PLAN

3006.1 PURPOSE

This procedure establishes the Tactical Alert Plan as the **Standard Operating Procedure** for responding to civil disturbances or other extraordinary occurrences.

3006.2 POLICY

The Santa Ana Police Department Tactical Alert Plan shall be implemented whenever a Tactical Alert Level 1, 2, or 3 has been declared by the appropriate level of authority. [See attachment: Tactical Alert Advisory Form Updated.pdf](#)

The primary objectives of the Tactical Alert Plan are to:

1. Ensure the safety and security of the community
2. Deter illegal activity
3. Provide an organized police response
4. Assist in the recovery process

3006.3 EXCEPTIONS

It is virtually impossible to plan for every contingency that an Incident Commander may encounter. Therefore, Incident Commanders in charge of a tactical alert shall have the authority to deviate from this plan when circumstances dictate that is necessary to do so. However, no deviation from the plan shall authorize anyone to violate any Federal, State, or local law or ordinance.

When the Santa Ana Police Department foresees a critical problem developing, we shall immediately implement our Tactical Alert Plan to the appropriate level of alert.

The designated Incident Commander shall mobilize the required resources and equipment necessary to control the incident.

In any civil disturbance, the Incident Commander shall act promptly and lawfully with an appropriate response of strength to curtail criminal activity at the start of the disturbance when there is the greatest chance of stopping violence from spreading.

3006.4 TACTICAL ALERT LEVELS

Santa Ana Police Department has five (5) levels of tactical alert. All Tactical Alert levels require the use of the Incident Command System to its appropriate level in accordance with NIMS and SEMS. Level 5 is the lowest level of alert, and Level 1 is the highest level of alert. Each alert level is as follows:

- (a) **Tactical Alert Level 5** - A Tactical Alert Level 5 will be advisory only. This is an advisory alert to all Santa Ana Police Department Managers. The alert notification will be done in a memorandum from the Police Department Manager or Sergeant that is the most likely to be involved in the incident. It could be either a District Commander,

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Watch Commander, Division Commander, Deputy Chief, or the Chief of Police. There will be no special deployment.

- (b) **Tactical Alert Level 4** - Some advanced planning is necessary in a Tactical Alert Level 4 by the Incident Commander, such as a pre-selected command post location and pre-selection of officers to work the event or incident. The Manager or Sergeant most likely to be in charge of the incident would ensure that all other Department personnel who may be affected by it receive a Tactical Alert Level 4 notification via a memorandum.
- (c) **Tactical Alert Level 3** - A Tactical Alert Level 3 will be declared when it is known in advance that an incident is going to occur or a problem may develop, or an incident that is in progress will require significant numbers of police personnel to maintain order. The Manager most likely to be in charge of the incident (the Incident Commander) will advise all other Department Managers by memorandum (if time permits) of the tactical alert. If not, notification will be done via telephone or other communication system. A command post will be set up and activated in accordance to the Incident Command System process. The Incident Commander will also have the discretion to activate the Department Operations Center (DOC) if appropriate to assist in the management of the incident. All needed emergency equipment and supplies will be moved to a designated staging area and be ready for distribution and use if necessary. At this level, the Incident Commander will be the rank of Commander or above and will have four options for personnel.
 - (a) **Option 1** - Activate a minimum of two platoons of officers. This will give the Incident Commander one Commander, eight Sergeants, and 56 officers.
 - (b) **Option 2** - Activate all of the directed patrol teams.
 - (c) **Option 3** - Activate the SWAT team as a unit. This would give the Incident Commander two Commanders, three Sergeants, and 19 officers.
 - (d) **Option 4** - Activate any numbers of officers the Incident Commander feels would be appropriate to handle a particular Tactical Alert Level 3 as long as it does not exceed two platoons of officers.
 - (a) When a Tactical Alert Level 3 is broadcast, all on-duty sworn personnel may be required to be in uniform with all of their equipment and available additional resources. This would include all sworn personnel assigned to Investigations and Administration and Support Divisions. If a deployment of the Mobile Command Vehicle or the activation of the Department Operation Center is required the Incident Command Team will be deployed to support the incident command function.
- (d) **Tactical Alert Level 2** - **All Department Managers will be notified and required to respond when a Tactical Alert Level 2 is declared. The Incident Command system shall be activated to the appropriate level needed. All on-duty personnel will remain on duty and will not end their watch until released by the Incident Commander. This includes Patrol, Investigation, and Administration and Support personnel. All personnel will be required to be in uniform and all personnel will remain on duty until a Plan A Recall, if necessary, has been activated and we have sufficient personnel to have one full company of**

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personnel on duty available for the particular incident. A Tactical Alert Level 2 will give the Incident Commander the following personnel: One Deputy Chief, two Commanders, 16 Sergeants, and 112 officers.

- (e) **Tactical Alert Level 1** - A Tactical Alert Level 1 shall result in the immediate activation of the Incident Command System and staffing of all positions within the Incident Command System. All Police Department Managers will be contacted to respond to work, if capable of doing so. It will also result in the activation of the Plan A Recall and all needed personnel will be recalled to work by the Chief of Police or a designee. Once recalled, all personnel will be kept on duty and working until the incident can be downgraded from a Tactical Alert Level 1 to a Level 2, or the determination that it is going to be a long-lasting event that will require putting the entire Department on 12-hour shifts. If this were to occur, the Incident Commander at the direction of the Chief of Police would designate which company of personnel (Alpha Company or Bravo Company) would remain on duty and which would return home and come back to work at the beginning of their 12-hour shift. At a Tactical Alert Level 1, the Incident Commander will form the officers into two companies of personnel (Alpha Company and Bravo Company). Each company will have the following personnel: One Deputy Chief, two Commanders, 16 Sergeants, and 112 officers. The Manager or Sergeant initiating a tactical alert shall review the Tactical Alert Manual to ensure the appropriate response to civil disturbances or other extraordinary occurrences.

3006.5 AUTHORITY TO CALL A TACTICAL ALERT

- A. Tactical alerts at each particular level can only be called by the following ranks:
1. Tactical Alert Level 5 - Sergeant or Commander
 2. Tactical Alert Level 4 - Sergeant or Commander
 3. Tactical Alert Level 3 - Commander or Above Rank
 4. Tactical Alert Level 2 - Deputy Chief or Above Rank
 5. Tactical Alert 1 - Deputy Chief or Above Rank

3006.6 TACTICAL ALERT LEVELS 1, 2, AND 3 IMPLEMENTATION

- A. Upon receiving proper authorization a Level 1, 2, or 3 Tactical Alert has been called, either the Watch Commander or Incident Commander shall ensure the following Department personnel are immediately notified:
1. Chief of Police
 2. Each Bureau Deputy Chief/Deputy Director
 3. Each Division Commander
 4. Police Legal Advisor
- B. When they are notified that a tactical alert has been called, they shall also be given the following information:

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1. Level of tactical alert called.
 2. What incident caused the initiation of the tactical alert.
 3. Who the Incident Commander is.
 4. Where the Command Post and staging areas will be located.
 5. What radio frequency the Incident Commander will be working on.
 6. Any other information deemed necessary about the incident.
- C. If the Watch Commander or Incident Commander has been so directed by the appropriate level of authority, they shall initiate a Plan A Recall and provide the officers who are being recalled with the location where they are to report. Each officer will be told to report for duty with their personal equipment, including a standard uniform, vest, Sam Browne belt with equipment, CBRN mask, flashlight, baton, and helmet. **Sworn personnel will check out a pacset before leaving the Department. Other support personnel will be issued pacsets at the staging area if necessary. In the event of a shortage of pacsets the Incident Commander may request that the Orange County Sheriff's Department respond with pacsets that are maintained as a surge capacity for mutual aid purposes.**

3006.7 TACTICAL ALERT LEVEL 4 OR 5 IMPLEMENTATION

- A. A Level 4 or 5 alert is advisory only. The Sergeant or Commander calling an alert at this level shall complete the Santa Ana Police Department Tactical Alert Advisory form and ensure its timely distribution to those personnel and sections indicated on the form.
- B. A Level 4 or 5 Alert shall be an event or incident that the Police Department has planned for and assigned personnel to work, such as a downtown or Centennial Park festival.
 1. Neither alert shall have an adverse impact on the Department's ability to respond to routine calls for service, or day-to-day operations.
- C. Incident Commanders implementing a Tactical Alert at any level are encouraged to consider a Code Charlie request through the Orange County Sheriff's Department's Emergency Operations Center. Such a request will allow other agencies to respond with the number of officers they are able to commit to an incident in case mutual aid is required. The responses received as a result of the Code Charlie request will assist the Incident Commander during planning and pre-response organization of an event or incident

3006.8 INCIDENT COMMAND SYSTEM

- A. Santa Ana Police Department has adopted the Incident Command System as our Department's process to manage Tactical Alerts.
 1. The ICS system shall be implemented to its appropriate level and used by the supervisor in charge or the Incident Commander in any of the following.
 - (a) Any Level 1, 2, 3, 4 or 5 Tactical Alert.

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- (b) Any civil disturbance or unplanned incident that requires the help of law enforcement personnel from outside agencies (i.e., mutual aid request).
- (c) When officers from our Department respond under mutual aid to another law enforcement jurisdiction to assist with uniformed law enforcement duties (per a Mutual Aid request).
- (d) Planned events that require an organized response due to the attendance, type, significance or complexities of the event.

3006.9 EMERGENCY RESPONSE COORDINATOR

- A. Should the City experience a natural disaster, a civil disturbance, or any other unusual occurrence requiring mutual aid (i.e., earthquake, chemical spill, train wreck, flood, riot, etc.) that necessitates a Tactical Alert Level 1, 2, or 3, it shall be the policy of the Department to immediately notify the Emergency Response Coordinator (ERC). Upon notification, the ERC will assume the role of Incident Commander and be responsible for coordinating our agency's overall response. The ERC shall continue to serve in this capacity until the incident de-escalates or until relieved by higher authority. The ERC shall also be notified in the event our agency is asked to provide mutual aid to another jurisdiction.
 - 1. The designated ERC shall be the Department's Homeland Security Division Commander.
 - 2. If the ERC cannot be contacted, the Criminal Investigations Commander shall assume the role of our alternate ERC and will be responsible for coordinating our agency's response.
 - 3. The ERC function is not intended to replace the standard chain of command in situations that would normally be handled by a Field Operations or Investigations Commander such as warrant services, parades, festivals, demonstrations, or any other situation that does not meet the criteria outlined above.
- B. If the ERC or alternate ERC is unavailable, the Field Operations Bureau Deputy Chief or the Duty Deputy Chief shall designate the another Commander to coordinate our Department's response.

3006.10 MUTUAL AID REQUESTS

- A. An Incident Commander initiating a tactical alert shall have the discretion of submitting a Code Charlie request to Control 1. The Code Charlie request allows Orange County jurisdictions to notify the number of officers available to respond to the incident if mutual aid is requested. Knowing the number of officers available from other jurisdictions is critical if a mutual aid response is necessary.
- B. The Incident Commander submitting a Code Charlie request shall attempt to notify Control 1 at least 7 days in advance of the impending event/incident. This will allow jurisdictions sufficient time to notify Control 1 of the number of officers available for mutual aid.

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- C. The Incident Commander will initiate a Code Charlie request by contacting Control 1 at (714) 628-7008. The Incident Commander requesting the Code Charlie shall provide Control 1 with the following:
 - 1. How many officers are being requested.
 - 2. Time and date of incident/event.
 - 3. The name and phone number of the Incident Commander.
 - 4. The location of the staging area for mutual aid units.
- D. During the incident/event, a mutual aid response will be initiated via telephone or red channel, indicating "Code Charlie Checkmate."

3006.11 MUTUAL AID RESPONSES

- A. This Tactical Alert Plan shall not change the mutual aid process we currently utilize to provide immediate assistance to another law enforcement agency.
- B. If we receive a Code Charlie request, or any mutual aid request from an outside law enforcement agency and it is likely the mutual aid assistance will last longer than two hours, the following procedure shall be followed prior to any Santa Ana Police Department response.
 - 1. Notify the Department's Emergency Response Coordinator (ERC). The ERC shall be our designated Incident Commander for all mutual aid requests. The ERC shall continue to serve in this position until relieved by higher authority.
 - 2. If the ERC cannot be contacted, the Criminal Investigations Commander shall assume the role of the ERC and will be responsible for coordinating our Department's mutual aid response.
 - 3. If neither the ERC nor the alternate ERC can be contacted, the Field Operations Bureau Deputy Chief or the duty Deputy Chief shall designate another Commander to coordinate our agency's response.
 - 4. The ERC shall be responsible for, but not limited to, the following:
 - (a) Obtaining the prior approval of the Field Operations Bureau Deputy Chief, duty Deputy Chief, or any other Deputy Chief if neither of the first two Deputy Chiefs can be contacted. If no Deputy Chief's can be contacted, the ERC has the authority to authorize a mutual response.
 - (b) Planning and implementing our personnel's response to the mutual aid request.
 - (c) Consulting with the Field Operations Bureau Deputy Chief, or duty Deputy Chief, on the deployment and mutual aid plan prior to implementing it whenever possible.
 - (d) Deploy and manage our personnel in accordance with NIMS, SEMS and existing mutual aid agreements and in accordance with our Tactical Alert Plan.
 - (e) Maintain ongoing contact with the Department's senior management staff.

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- (f) Complete any needed fiscal reports to ensure financial reimbursement when appropriate (i.e., Federal, State, or local disaster or emergency declaration).
- (g) Complete after-action debriefing and reports.

3006.12 PERSONNEL RECALL PROCEDURE

- A. In the event of a civil disturbance or other unusual event occurs, and the personnel needs cannot be met by on-duty personnel, it may be necessary to recall off-duty personnel. Their recall shall be done using the process outlined in the Tactical Alert Plan.
- B. The following personnel have the authority to approve or initiate a recall of off-duty personnel:
 - 1. The Chief of Police
 - 2. Any Deputy Chief
 - 3. Any Commander
 - 4. The Duty Watch Commander
 - 5. Any other Police Department employee that has been directed to begin the recall process by any of the above listed Police Department Managers.

Attachments

Tactical Alert Advisory Form Updated.pdf

MEMORANDUM

Concerned Personnel



Date: _____

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SANTA ANA POLICE DEPARTMENT TACTICAL ALERT ADVISORY

1. **Tactical Alert Level** 1 2 3 4 5

2. Brief description of the reason for the tactical alert:

3. Supervisor or manager authorizing the alert:

Authorization Level -	Sergeant or higher	Level 5
	Sergeant or higher	Level 4
	Commander or higher	Level 3
	Deputy Chief or higher	Level 2
	Deputy Chief or higher	Level 1

4. Who is the Incident Commander? _____

5. Command Post location. _____

6. Code Charlie requested through Control One.

7. Radio Channel to be used: _____

8. Will CDC personnel be needed? Yes No How many? _____

9. Will the MCV (Mobile Command Vehicle) need to be deployed? _____

cc: Chief of Police
All Deputy Chiefs
All Commanders
All Managers
All Others Affected: CDC, ID Lab, etc.
Communications