



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 304 – Air Quality Health Alert Plan

Office with Primary Responsibility:	COP	Effective Date:	July 31, 2010
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Office(s) with Secondary Responsibilities:	IDC, PSC, PNC, SSM, TSC, FTC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

.01 INTRODUCTION

This procedure establishes guidelines for reducing the amount of harmful contaminants emitted into the atmosphere on Air Quality Health Alert Days by restricting the use of certain City equipment.

.02 POLICY

The Department, through voluntary compliance with the Air Quality Health Alert Plan, will modify Bureau, Division, Section, Unit/Shift, Detail, and Office Activities that result in emitting harmful contaminants into the atmosphere on days declared Air Quality Health Alert Days.

.03 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Air Quality Health Alert Day Ozone

.04 AIR QUALITY HEALTH ALERT DAY NOTIFICATION

The Office of Environmental Policy will notify the Department's Air Quality Health Alert Day Coordinator when Air Quality Health Alert Days are announced by the Texas Commission on Environmental Quality (TCEQ). Notification should be made by 2:00 p.m. on the day before the declared Air Quality Health Alert Day.

.05 DEPARTMENT AIR QUALITY HEALTH ALERT DAY PLAN

- A. Each bureau ensures all units within the bureau implement the Department Air Quality Health Alert Day Plan.
- B. The Department's Air Quality Health Alert Day Plan includes:
 1. Fuel vehicles on day before Air Quality Health Alert Days whenever possible;
 2. Reduce use of non-emergency vehicles;
 3. Restrict use of motor pool vehicles to essential use only;
 4. Avoid excessive idling of vehicles;
 5. Reschedule non-essential operations;
 6. Enforce polluting vehicle ordinances or statutes;
 7. Encourage employees to car pool or use public transportation; and
 8. Encourage employees to avoid polluting activities at their home.



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.06 RESPONSIBILITIES

A. Air Quality Health Alert Day Coordinator:

1. Acts as liaison between the Police Department and the Office of Environmental Policy.
2. Notifies the Office of the Chief of Police an Air Quality Health Alert Day is declared and to implement the Department's Air Quality Health Alert Day Plan, in accordance with the COSA Air Quality Health Alert Plan 2009.

B. Office of the Chief:

Notifies Bureau/Division/Section Commanders, Unit/Shift Directors, Detail, and Office Supervisors to implement the Department's Air Quality Health Alert Day Plan.

C. Bureau/Division/Section Commanders, Unit/Shift Directors, Detail, and Office Supervisors:

Enforce compliance with the Department's Air Quality Health Alert Day Plan.