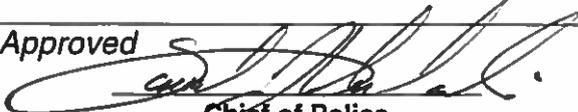


**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 9, 2015		<i>Amended Date</i>		<i>Directive</i> 2.08.1	
<i>Subject</i> Emergency Call Out Procedures					
<i>Reference</i>			<i>Approved</i>  Chief of Police		
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition</i> Program Reference  2.22		<i>Review Date</i>  January 22, 2019	
				<i>Pages</i>  2	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this policy is to establish guidelines for the emergency call out of off-duty personnel.

**SECTION 2 POLICY**

It is the policy of the department that off-duty personnel are subject to be called back for duty when necessary as determined by the Division Commander or the Chief of Police.

**SECTION 3 PROCEDURES**

- A. The on-duty supervisor will contact the Division Commander or Assistant Chief of Police in the event of an emergency or any incident that may require the call out of additional personnel. The decision to call off-duty personnel to duty shall be made by the Division Commander or the Assistant Chief of Police. The Division Commander or Assistant Chief of Police will determine the scope of the call out.
- B. If contact is made with the Division Commander, he or she will notify the Assistant Chief of Police and advise him or her of the emergency or incident and the decision to call off-duty personnel to duty.
- C. The Assistant Chief of Police will notify the Chief of Police of the emergency or incident and the decision to call off-duty personnel to duty.
- D. The shift supervisor will notify the additional personnel or request that the notifications be made.
- E. The exact call-up instructions, i.e., where to report, when to report, any special instructions as to dress or equipment will be given at the time of the call-up.
- F. All personnel shall provide a current residence address and a telephone number where the employee can be contacted after hours. This address and phone number must be provided to the employee's supervisors, Division Commander, and the Chief of Police. The employee must make notification of any changes to this information within twenty-four (24) hours of change. Employees' residential telephone numbers shall not be released to anyone outside the department per Section 552.117, Texas Open Records Act.

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<i>Subject</i> <b>Emergency Call Out Procedures</b>		

G. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.