

DEKALB POLICE DEPARTMENT

Subject: **Emergency Callout Procedure**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Reference Material: NA

ILEAP Standards Covered: NA

Policy #: **407.1**

Originally Issued As: General Order # 25 of 6-2-95

FTO Training Task: NA

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PURPOSE: The Dekalb Police Department occasionally encounters situations of an emergency nature requiring the utilization of off-duty personnel. Catastrophic events including natural disasters, civil disturbances, major fire, shooting incident, terrorist incident, building collapse, riot, train derailments etc. require additional personnel that may need to be summoned to active duty. It is imperative that all members of the department respond to these emergencies in an orderly and intelligent manner.

POLICY: Consistent with department's responsibility for the safety of the community, off-duty personnel shall be activated and deployed in sufficient numbers to provide emergency services which are beyond the practical capability of normally-scheduled operating units.

DEFINITIONS: none

PROCEDURE: In the event of a situation requiring the immediate callout of additional personnel, the following procedure will be implemented:

I. Notification of Command Officers

- A. The shift commander, or designated personnel, shall notify the Division Commander(s), Deputy Chief, and/or Chief of Police of any significant emergency situation requiring emergency callout of additional personnel.
- B. Notice to command staff need not be given for normal callback due to shift personnel shortage, or a sudden temporary increase in routine calls for service.
- C. Additional supervisory officers will be summoned by command staff as needed.

II. Notification of Personnel

- A. Each supervisor, or a designated employee, is responsible for notifying personnel under their command and advising them the following:
 - 1. The nature of the emergency.
 - 2. Where and to whom to report for duty.
 - 3. The uniform or clothing to be worn.
 - 4. Any additional necessary instructions.
- B. Officers and other staff should respond as soon as practically possible, providing their own transportation to the reporting area.
- C. Officers and other staff should seek permission to go off-duty following any significant emergency event.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.