

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>January 27, 2004</b>	<i>Number</i> <b>GO04-6.1</b>
<i>Subject</i> <b>Emergency Call-Out and Notifications Procedure</b>		
<i>Reference</i> <b>CALEA Standards – 41.2.4</b>		<i>Revised</i> <b>March 27, 2018 May 26, 2020</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>March 2020 May 2022</b>	<i>No. Pages</i> <b>4</b>

I. **Policy**

It is the policy of the Dalton Police Department to call out personnel and notify other agencies when needed for additional support for on-duty personnel.

II. **Definition**

*Call-Out* – A call-out will occur when an individual employee is contacted during non-scheduled work time by any member of the Dalton Police Department or the Whitfield County 911 Center at the direction of a Command Staff member or Supervisor, and the individual employee is informed he / she must physically report for duty at that time.

III. **Procedure**

The on-duty Supervisor Watch Commander will shall make the determination as to when and who to call out in an emergency situation or major incident. These include, but are not limited to, the following:

- A. Police Officer-involved shooting
- B. Serious injury to an Officer or employee
- C. Natural disaster, civil unrest, or major unplanned event
- D. Biological disaster
- E. Homicide or active shooting in our jurisdiction, where assistance is needed
- F. Hostage situation
- G. Any serious crime in which assistance is needed

IV. **General Guidelines**

- A. It will shall be the responsibility of the on-duty Supervisor Watch Commander to utilize the services of specific Departmental personnel, depending on the

circumstances of the emergency situation, and to call on other ~~agency~~ resources as needed.

~~B.A.~~ Personnel that have ~~The individual, who has~~ been called out ~~by the Department~~ ~~must shall~~ report to the designated location in a timely manner and shall remain on-duty until relieved from duty by a ~~member of the Department,~~ Supervisor or member of the Command Staff.

~~C.~~ Personnel that have been ~~If the individual is~~ called out to perform a job-related task ~~the individual will shall~~ remain at work until the job task has been completed or it has been determined that ~~there is no need to remain because~~ the task cannot be completed.

~~D.B.~~ Supervisors and Command Staff ~~members~~ shall be responsible for the following when having employees called out:

1. To ensure that the ~~person~~ call-out is needed.
2. To be available when the ~~individual called-out employees~~ arrives to inform ~~him/her~~ them in detail of the incident or situation.
3. To render assistance or to designate someone to assist those ~~individuals~~ that have been called out.
4. To report ~~to the Chief of Police,~~ in writing, any problems that take place with a call-out ~~to the Chief of Police. through the chain of command.~~
5. There are certain situations where an on-duty Supervisor ~~will may~~ contact his immediate Supervisor and ~~the~~ Command Staff to implement a strategic plan of calling ~~in out~~ the entire resources of the Department. Such ~~time situations~~ would ~~be in case of~~ include a biological disasters, natural disasters, ~~or and~~ large civil unrests.

~~E.C.~~ All employees of the ~~Dalton Police~~ Department are subject to be called out and shall have the following responsibilities:

1. To provide the ~~Dalton Police~~ Department with a home telephone number and street address. Some personnel ~~have are issued~~ Departmental ~~mobile cellphones~~ telephones and are required to monitor them when off duty for emergency call-outs. Any changes in the above ~~should shall~~ be reported to the employee's Division ~~Administrative Assistant~~ secretary as soon as possible.
2. To report to duty as soon as possible when called out.
3. To complete ~~the~~ assigned tasks as soon as possible.
4. To report, in writing, any unnecessary call-out to their Supervisor. The Supervisor shall ~~forward this~~ report through the chain of command to the Chief of Police.

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

V. **Compensation**

When an individual employee has been called out by the Department, he / she shall be compensated a minimum of two (2) hours or the actual time worked, whichever is greater.

VI. **Emergency Notifications**

When a situation arises and assistance is needed, Officers shall initiate the notifications to summon the appropriate agency personnel based on the circumstances. Any routine notification of a non-urgent nature to any entity that may assist with a situation may be made by the Whitfield County 911 Communications Center or Supervisor Officer in charge of the scene.

A. Fire Department

Notification of the Dalton Fire Department shall be made through the Whitfield County 911 Communications Center if needed for the following situations:

1. Reports of fire, explosion, smoke, or suspicious odors
2. Bomb threats
3. Vehicle crashes involving entrapped person(s) entrapment or structural damage to a building
4. Hazardous materials incidents

B. Public Works

Notification of Dalton Public Works shall be made through the Whitfield County 911 Communications Center if needed for the following situations:

1. Damage to roadways, bridges, or traffic control devices
2. Dangerous roadway conditions (flooding, ice, snow, etc...)
3. Obstructions to roadways or bridges

C. Coroner's Office

Notification of the Coroner's office shall be made in the case of any unknown or suspicious cause of death within the City of Dalton. Notification shall be made through the Whitfield County 911 Communication Center upon approval of the on-scene Supervisor.

D. Public Utilities

Whenever routine or emergency notifications must be made of water, gas, electric, or other public utilities, such notifications shall be made through the Whitfield County 911 Communications Center.

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

E. News Media

If it is necessary to notify the news media of emergency events in order to garner provide public information and / or garner public support, ~~for an incident, the Supervisor shall notify the Public Relations Specialist~~ the City of Dalton's Communications Director shall be notified. ~~The Public Relations Specialist will be responsible for handling the press release and notification of appropriate media personnel.~~ Information released to the news media shall conform to the guidelines established in directive GO88-2.8, News Media / Public Information.

F. Other Law Enforcement Agencies

Notification of other law enforcement agencies shall be made through the Whitfield County 911 Communications Center if ~~needed~~ required for the following situations:

1. Unusual occurrences
2. ~~Situations in the All Hazard Plan~~ Incidents covered by policy GO12-6.3, All Hazards Plan
3. Civil disorder

G. Emergency Medical Services (EMS)

Notification of EMS personnel shall be made through the Whitfield County 911 Communications Center when Officers encounter medical emergencies or an individual requests medical evaluation.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

---

**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.