

# 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</b>			
<i>Reference</i> <b>CALEA Standards – 41.2.4</b>		<i>Revised</i> <b>May 26, 2020</b> <b>April 26, 2022</b>	
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## 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 occurs when an employee is contacted during non-scheduled work time by any member of the Department or the Whitfield County 911 Center at the direction of a Command Staff member or Supervisor, and the employee is informed he / she must physically report for duty at that time.

## III. Procedure

The Watch Commander 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. 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
- F. Hostage situation
- G. Any serious crime in which assistance is needed

## IV. General Guidelines

### RESTRICTED LAW ENFORCEMENT DATA

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- A. It shall be the responsibility of the Watch Commander to utilize the services of specific Department personnel, depending on the circumstances of the emergency situation, and to call on other resources as needed.
- B. Personnel that have been called out shall report to the designated location in a timely manner and shall remain on-duty until relieved from duty by a Supervisor or member of the Command Staff.
- C. Personnel that have been called out to perform a job-related task shall remain at work until the job task has been completed or it has been determined that the task cannot be completed.
- D. Supervisors and Command Staff members shall be responsible for the following when having employees called out:
  - 1. To ensure that the call-out is needed.
  - 2. To be available when the called-out employees arrive to inform them in detail of the incident or situation.
  - 3. To render assistance or to designate someone to assist those that have been called out.
  - 4. To report to the Chief of Police, in writing, any problems that take place with a call-out.
  - 5. There are certain situations where an on-duty Supervisor may contact his immediate Supervisor and the Command Staff to implement a strategic plan of calling out the entire resources of the Department. Such situations would include biological disasters, natural disasters, and large civil unrests.
- E. All employees of the Department are subject to be called out and shall have the following responsibilities:
  - 1. To provide the Department with a home telephone number and street address. Some personnel are issued Department cellphones and are required to monitor them when off duty for emergency call-outs. Any changes in the above shall be reported to the employee's Division Administrative Assistant, as soon as possible.
  - 2. To report to duty as soon as possible when called out.
  - 3. To complete 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.

V. **Compensation**

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When an 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 notifications to summon the appropriate ~~agency~~ **Department** 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 Center or Officer in charge of the scene.

A. Fire Department

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

1. Reports of fire, explosion, smoke, or suspicious odors
2. Bomb threats
3. Vehicle crashes involving 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 Center 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 **Whitfield County** 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 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 Center.

E. News Media

If it is necessary to notify the news media of emergency events in order to provide public information and / or garner public support, the City of Dalton's

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Communications Director shall be notified. 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 Center, if required for the following situations:

1. Unusual occurrences
2. 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 Center when Officers encounter medical emergencies or an individual requests medical evaluation.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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