



Boulder Police Department Policy and Procedure

	Subject: On-Call Assignments and Mandatory Notifications		General Order: 102
	Effective: April 17, 2025 Reviewed: April 3, 2025	Replaces: GO 102 October 24, 2024	Approved by:  Chief Stephen Redfearn
General Order Topic(s): 102-1 On-Call Assignments 102-2 Notification 102-3 Compensation 102-4 Use of Department Vehicles 102-5 Detective Supervisor Notification and Detective Response 102-6 Notification of Appropriate Individuals or Groups 102-7 Staff Duty Officer/Management Staff Notification		Accreditation Standard(s): LE 11.3.3, LE 41.2.4, LE 83.1.1 Statutory References: C.R.S. B.R.C. Related General Orders: G.O. 208 Officer Involved Critical Incidents	

POLICY

In order to address community or department needs, and to ensure that qualified personnel are available 24/7 for crime scene and traffic crash investigations,^a the department requires some members to be available to report for duty outside their normal work hours. The department requires the immediate notification of specific personnel in prescribed situations^b.

PROCEDURES

102-1 On-call Assignments

- A. Mandatory on-call rotation is normally based on job assignments. Supervisors are responsible for placing a member on-call and determining the duration of the on-call assignment in accordance with any applicable employment agreement and needs of the department.
- B. Staff duty officers, detective sergeants, detectives, and traffic sergeants who are on-call and others assigned on-call for a specific event, are provided with a department cell phone. While on-call, members:
 1. Continuously monitor their cell phone.
 2. Generally, maintain a response time of 60 minutes or less.
 3. Do not consume alcoholic beverages.

102-2 Notification

The appropriate department sections are notified of routine or regular on-call assignments (e.g., staff duty officer, on-call detectives, etc.) through email.

^a CALEA 83.1.1

^b CALEA 41.2.4

102-3 Compensation

- A. Compensation for callouts is made in accordance with the applicable employment agreement and according to General Order 127, Compensation for Overtime Work.
- B. On-call Pay
 - 1. Members are compensated for being on-call in accordance with the applicable employment agreement.
 - 2. Except as described below, detectives who miss scheduled on-call assignments and receive pager pay are expected to make up such missed assignments within twelve (12) months.
 - 3. Members on temporary light duty receiving pager pay as described in General Order 141:
 - a. Members missing three (3) or fewer scheduled on-call assignments are expected to make such assignments up within twelve (12) months, as scheduled by the Detective Commander, from the date the member goes on Light Duty.
 - b. Members missing four (4) or more scheduled on-call assignments may choose to continue to receive pager pay if all missed on-call assignments will be made up within twelve (12) months, as scheduled by the detective commander, following the date the member returns to full duty.
 - c. Members missing four (4) or more scheduled on-call assignments may choose to stop receiving pager pay for the period they are on temporary light duty. Such members will not be expected to make up missed scheduled on-call assignments while on temporary light duty.
 - 4. None of the above conditions prevents a detective from voluntarily covering on-call assignments for another detective without repayment.

102-4 Use of Department Vehicles

- A. Use While On-call: The staff duty officer, detectives, detective sergeants, and traffic sergeants are allowed the use of a department vehicle while on-call and for other work-related purposes as authorized by the Chief of Police, or designee.
- B. Take Home Vehicles: Employees in the below-listed positions are responsible for functions within the organization that sometimes require a timely response directly to the scene of emergencies occurring within the City of Boulder and are thus assigned take-home vehicles:
 - Chief of Police
 - Deputy Chiefs
 - Chief of Staff
 - Police Commanders
 - Major Crimes Unit Detective Sergeant.
 - Boulder County Drug Task Force Officers
 - On-Call Detectives and Detective Sergeants
- 1. There may be occasions when a member uses a department vehicle for non-work-related purposes, such use may be consecutive with traveling to or from work or is necessary to allow for awareness of calls occurring in the City of Boulder and which would shorten a response if needed.
- 2. Members will not drive department vehicles if they are impaired by drugs or alcohol.
- C. The use of department vehicles as outlined above is granted to benefit the department and may be revoked at any time.

102-5 Detective Supervisor Notification and Detective Response

- A. Notification of important incidents and crimes which require detective awareness or follow-up, but not an immediate response, is accomplished in two ways: First, notations by patrol supervisors in the watch log to include specific information to facilitate follow-up investigation. As an alternative, patrol supervisors can leave the same level of information via e-mail to the detective supervisors at "Police-Detectives-Supervisors." The on-call detective supervisor is responsible for retrieving these e-mail messages daily. Cases that require informational notification include
1. Assaults involving serious bodily injury.
 2. Felony menacing and robbery cases.
 3. Burglaries involving substantial loss and safe burglaries.
 4. Unlawful sexual contact and cases involving "Peeping Tom" types of behavior.
 5. Cases that are likely to draw a great deal of public attention and interest and for which timely follow-up investigations would be beneficial, or any substantial incident at the supervisor's discretion; and
 6. Potential bias-motivated crimes

102-6 Notification of Appropriate Individuals and Groups

Patrol Supervisors should refer to Appendix "A" (Boulder Police Department Incident Notification List) when deciding which individuals and groups should be notified for specific incidents.

102-7 Staff Duty Officer/Management Staff Notification

The Staff Duty Officers (SDO) provide command authority during weekends and other times during the week when on-duty command staff are not available. Department Commanders, the Chief of Staff and Deputy Chief's, alternate service as the SDO.

When a Commander is not on duty or not available, supervisors are responsible for notifying the staff duty officer (according to Appendix A) in addition to any other required notifications. For major events, supervisors or commanders may utilize the "management staff" page to make a management staff or Executive Staff notifications.