




# Clayton County Police Department

# PROCEDURES

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|--|--------------------------------|--|--------------------------|
| Subject<br><b>ON-CALL/WEEKEND DUTY CAPTAIN</b>   |                                |  | Procedure #<br><b>D7</b> |
| Authorizing Signature<br> | Effective<br><b>07-10-2025</b> | <input type="checkbox"/> New<br><input checked="" type="checkbox"/> Amended<br><input type="checkbox"/> Rescinds | Total Pages<br><b>3</b>  |

## I. PURPOSE

To provide procedures and guidance to supervisors for notifying the On-Call/Weekend Duty Captain. This policy also outlines the duties and responsibilities of the On-Call/Weekend Duty Captain.

## II. POLICY

The On-Call/Weekend Duty Captain shall be available for calls involving major incidents and will make decisions that comply with federal, state, and local laws. The On-Call/Weekend Duty Captain shall utilize departmental policies and procedures to give guidance for decision-making, and to streamline internal processes. The On-Call/Weekend Duty Captain will report to the On-Call Duty Major.

## III. PROCEDURES

### A. Notification

Supervisors should notify the On-Call/Weekend Duty Captain of all major incidents, but only after receiving approval from the Sector or On-Duty Lieutenant. The On-Call/Weekend Duty Captain will either respond to the incident or ensure that a Sector or On-Duty Lieutenant takes control of such incident, if necessary.

**Supervisors will ensure that a *Command Notification Incident Detail Sheet* is completed for each major incident and sent to the On-Call/Weekend Duty Captain, Police Report Notification group, and any other concerned and/or affected personnel, via County email as soon as possible and no later than the end of their shift.**

The following are examples of different types of incidents and events for notifying the On-Call/Weekend Duty Captain.

1. Notification via Phone, Radio or In-Person: As soon as reasonably practicable and when approved by the Sector or On-Duty Lieutenant, the On-Scene Supervisor, or authorized designee (hereinafter referred to as the On-Scene Supervisor), shall notify the On-Call/Weekend Duty Captain via phone, radio or in-person of major incidents that include, but is not limited to the following:
  - a. Incident Type: Abduction (non-parental), Active Shooter, Aggravated Assault (serious injury), Arrest of a Law Enforcement Officer (Federal, State, or Local), Auto-Accident (fatality), Bomb Threat/Suspicious Package, Child Molestation (just occurred, injury, other), Civil Disorder, Death Investigation (e.g., infant, suspicious), Dignitary Arrest, Drive-by Shooting (serious injury), Hate Crime, Home Invasion (serious injury), Homicide, Hostage/Barricade Situation, In-Custody Death, Kidnapping, Mass Gatherings, Rape

and/or Sexual Assault (just occurred, injury, other), Road Closure (caused by auto accident or other contributing factor on a major thoroughfare), Search Warrants (prior to execution) and any other incident or event that is newsworthy or outside normal circumstances and may have an impact on daily operations or affect the reputation or perception of the Department.

- b. Employee Related Incident: Allegation of Criminal Misconduct, Arrest, Discharge of a Department Firearm (except for training, recreational purposes or the destruction of animals), Disciplinary Action above a *General Counseling Form*, Disruption of E911/Communications Center, Pursuits (authorized or unauthorized), Relieving an Employee from Duty, Significant Injury or Death to an Employee, and Use of Force (serious injury or death).
  - c. Specialized Unit and Other Requests or Call-Outs: Criminal Investigation Division (CID), Crisis Negotiation Team (CNT), Explosive Ordinance Disposal (EOD or Bomb Squad), Mutual Aid, Narcotics Unit, Specialized Traffic Accident Reconstruction (STAR) Team, Special Weapons & Tactics (SWAT) Team, etc.
  - d. Other: If an On-Scene Supervisor encounters any other incident or event not previously listed, and they strongly feel the On-Call/Weekend Duty Captain should be notified, then they shall relay the information to the Sector Lieutenant. If the Sector Lieutenant is off-duty, information will be relayed to the On-Duty Lieutenant to decide on such notification.
2. Notification via County Email: Some major incidents may only require email notification, when approved by the Sector or On-Duty Lieutenant. When this occurs, the On-Scene Supervisor will notify the On-Call/Weekend Duty Captain via County email as soon as possible, and no later than the end of their shift. Types of major incidents where notification can be sent via County email, shall include, but is not limited to the following:
- Arson (major property damage), Burglary of a government building or when a significant amount of items (e.g., firearms, money, electronics) are reported stolen, Death Investigation, Department Vehicle Accident (minor damage), Domestic Disturbance involving an employee (no crime), Entering Autos (several vehicles targeted in a specific location), Fire (homes and businesses destroyed), Incident involving a significant amount of drugs, weapons or money, Missing Person (e.g., child or endangered missing adult), Modus Operandi (MO) similar to other cases, Notable Arrests, Theft of County property or when a significant amount of items (e.g., firearms, money, vehicles) are reported stolen, Vandalism to a Place of Worship, and any other incident or event not previously listed that an On-Scene Supervisor deems it necessary, and approval is received from the Sector or On-Duty Lieutenant.

#### B. Assignment

1. **The On-Call/Weekend Duty Captain shall be on-call and available to respond to major incidents from 1700 hours on Friday until 0800 hours on Monday.**
2. The On-Call/Weekend Duty Captain **shall not** be required to come in for duty unless:
  - a. A major incident has occurred and response is requested and/or necessary;
  - b. The On-Call Duty Major directs the On-Call/Weekend Duty Captain to respond;
  - c. The On-Call/Weekend Duty Captain was scheduled and/or directed to attend a scheduled event or meeting; and
  - d. Other reasons not specified.

#### C. Radio Communications

1. The On-Call/Weekend Duty Captain will notify the E911/Communications Center and provide their on-duty start time, end time, and a cell phone number for contact purposes. The On-Call/Weekend Duty Captain should also provide any special events or other activities that were announced and/or scheduled during the weekend.
2. If notified to respond to an incident, the On-Call/Weekend Duty Captain shall monitor the radio traffic while en route and provide any needed assistance and/or direction.

3. The On-Call/Weekend Duty Captain will notify the E911/Communications Center when they arrive on scene. The On-Call/Weekend Duty Captain shall assume command, if appropriate.
4. The On-Call/Weekend Duty Captain will provide the On-Call Duty Major with up-to-date information regarding their response.
5. The On-Call/Weekend Duty Captain shall notify the E911/Communications Center when they leave a scene.

#### D. Administrative Duties

1. The On-Call/Weekend Duty Captain will prepare an *Activity Memo* at the end of the weekend duty assignment for the Command Staff, Uniform Patrol Division (UPD) Sector Captains, and any other concerned and/or affected personnel.
  - a. The *Activity Memo* should contain a list of activities, observations, and any incidents the On-Call/Weekend Duty Captain was notified of and/or responded to. Each incident shall be listed separately and include the following: notification date and time, notifying supervisor, call type, location, case number, and a synopsis.
  - b. The *Activity Memo* should also include any community meetings, events or any other public appearances that they were assigned and/or attended to represent the Department.
  - c. Upon completion of the *Activity Memo*, the On-Call/Weekend Duty Captain shall forward a copy to the Police Report Notification group, via County email.
2. Incidents of a confidential or sensitive nature should be properly forwarded through the chain-of-command by the On-Call/Weekend Duty Captain.
3. Original citizen complaints should be forwarded to the Office of Professional Standards (OPS). The On-Call/Weekend Duty Captain shall notify OPS regarding employee misconduct as required by Department policy and procedures. See also CCPD SOP: *E1: Internal Affairs Investigations*.

#### E. Chain of Command

The On-Call/Weekend Duty Captain will report to the On-Call Duty Major, who will provide direction regarding further communication within the chain of command.

#### F. Scheduling

1. The *Captain's Weekend Duty Schedule* sign-up sheet for on-call weekend duty assignment shall be distributed in order of seniority to each Captain.
2. The *Captain's Weekend Duty Schedule* is prepared in advance, so each Captain has ample time to address any scheduling conflicts and swap weekends in advance, if necessary.
3. A Captain's request to swap on-call weekend duty assignments shall be made as far in advance as possible. Both Captain's agreeing to swap weekends will notify their immediate supervisor of such requests. If approved, the supervisor(s) of each Captain shall notify the Chief of Police for final approval. Once approved, the approving supervisor(s) and/or the Uniform Patrol Division Commander (Major) shall ensure changes are made to the *Captain's Weekend Duty Schedule* and the *Upcoming Events Calendar*.

#### G. Dissemination and Listing of Assignments

1. On-Call/Weekend Duty Assignments are listed on the *Upcoming Events Calendar*, which is disseminated weekly to all employees, via County email.
2. The *Captain's Weekend Duty Schedule* can be accessed/viewed via the CCPD's intranet site or by clicking on the following link (<http://172.16.15.146/Favorites/On-Call-Schedule>).

### IV. CANCELLATION

This procedure amends and supersedes standard operating procedure D7: *On-Call/Weekend Duty Captain*, dated March 29, 2022.