

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
CALL OUT / CALL BACK PROCEDURES**



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POLICY STATEMENT

Police personnel will encounter situations that require the special investigative or tactical expertise of members of specialized units throughout the department, either because of the nature of the crime involved or the complexity of the investigation presented. Certain circumstances also require that specialized units of the department be called to investigate incidents that pose a high risk of liability to the city and/or officers.

It is the intent of the Department to ensure the investigative resources needed to effectively respond to such investigations will be made available. On-duty supervisors may request needed assistance from any unit of the department, when necessary, after consultation with an on-duty District Commander, if possible.

Occasionally, situations will occur where personnel will need to return to duty, be called in early, or held over. This policy will establish a process for calling or notifying command staff and personnel of these events.

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PART I – CALL OUT OF SPECIALIZED PERSONNEL

I. REQUESTING ASSISTANCE OF OFF-DUTY PERSONNEL

- A. When deemed necessary, any supervisor may request the assistance of members of a specialized unit of the Department. Certain circumstances **require** that various specialized units be summoned to investigate. However, a supervisor may find it necessary to call out specialized units to assist in investigating incidents that require additional investigative resources due to their complexity, high public or media interest in the incident, or a series of offenses that require immediate investigation.
- B. Supervisors requesting the call-out of a specialized unit will do so by contacting the appropriate specialized unit supervisor and explaining the circumstances prompting the request. RDC maintains a record of contact information for each specialized unit and may be requested to assist in contacting the appropriate unit supervisor, if needed.
- C. Once it is determined by the unit supervisor that a call out will be initiated, the requesting supervisor will notify RDC and send out a Command Page and a Unit Page, if applicable, to the proper personnel.



- D. The unit supervisor or bureau commander will evaluate the circumstances and determine which personnel will be needed to respond to the incident and will notify the appropriate personnel designated to respond to the incident.

II. INCIDENTS REQUIRING CALL OUT RESPONSE OF SPECIALIZED UNITS

A. Hostage Negotiations Team (HNT) / Special Weapons and Tactics (SWAT)

- In all potential or actual hostage incidents.
- In all barricade and non-hostage cases involving weapons or where weapons are suspected.
- Attempted suicides whose outcome may be influenced by trained hostage negotiators and scene isolation.
- Any situation deemed necessary by the ranking street supervisor. If the ranking street supervisor has any questions prior to the call out of the HNT and the SWAT team, the supervisor may consult with the commander of the team.

B. Homicide Unit

- Whenever a death or life-threatening injury occurs as a result of violence (e.g., shootings, cuttings, beatings, deaths in suspected arson fires, etc.).
- Any juvenile death regardless of circumstances.
- In questionable deaths where the cause of death is not readily apparent and there is the possibility that foul play is involved.
- Whenever a police officer fires a weapon or is fired upon, and there are no injuries, and the ranking commander on the scene concludes that assistance from the Homicide Unit is necessary.
- Whenever a police officer shoots someone or is shot, regardless of the severity of the injury.
- Whenever in the course of a police encounter, a citizen or an officer has received injuries determined to be life-threatening or fatal.

C. Bomb Squad

- When any suspicious package, device, or vehicle is found and is believed to contain explosives either by appearance or with acquired intelligence.
- When any actual or suspected IED (Improvised Explosive Device) or chemical device is found (i.e., pipe bombs, bottle bombs).
- When any confirmed or suspected homemade explosive device or explosive chemical compound is located, to include homemade fireworks.
- When any commercial explosives are found (i.e., C4, dynamite, detonation cord, blasting caps).
- When any commercial grade 1.3G fireworks are located (e.g., aerial shells).
- When any seizure of five (5) pounds or more of consumer grade 1.4G fireworks are recovered.
- When any military ordnance is located (i.e., grenades, mortars).



- To conduct post-blast investigation, whenever any confirmed or suspected explosive device, chemical device, commercial grade firework, incendiary device, pyrotechnic device, or Weapons of Mass Destruction (WMD) device is utilized during the commission of a crime.
- Whenever robotic support is needed or can assist with an ongoing or rapidly developing situation.
- If there is ever a question or advice needed as it relates to when to call the Bomb Squad out, the ranking on-duty supervisor should consult with an on-duty Bomb Squad Technician. If there are none on-duty, a request should be made to the Regional Dispatch supervisor to contact the Bomb Squad supervisor / commander, in order to have them contact the on-scene supervisor.

D. Care House Unit

- All juvenile felony sexual assaults with arrests.
- Juvenile rape victim, with serious physical harm.
- Rape of a child, 13 and under within 72 hours of the offense.
- Juvenile felony sexual assault involving a family member and occurs within the home.
- Juvenile sexual assault with multiple victims.
- Juvenile sexual assault with multiple suspects.
- Child pornography when the victim's identity is known.
- Felony child endangering (serious physical harm).
- Abduction, kidnapping of a juvenile*.
- Missing children, age 6 and under – after 2 hours.

*Situations noted with an asterisk do not require an immediate call out. The on-scene supervisor must decide if a detective is necessary and may wish to consult with the supervisor of the Family Justice Center Unit.

E. Violent Offenders Unit

- Robberies:
 - All Aggravated Robberies with an arrest.
 - All Robberies with an arrest where the victim incurs serious physical harm.
 - Suspect apprehended is a juvenile or prolific offender.
 - Apprehensions where M.O. matches M.O. of previous Robberies.
 - All commercial Aggravated Robberies where a shot was fired and immediate response by detectives would further the on-scene investigation.
 - Whenever a bank or financial institution is robbed.
 - Whenever a robbery occurs that involves serious injury (e.g., shootings, severe beating).
 - Whenever a rapid series of robberies occur (e.g., commercial establishments) and immediate investigation by detectives would be helpful.
- Weapons violations which involve the following:
 - Suspect is charged with Weapons under Disability or has a prior violent felony conviction and possession of the firearm is not immediately clear.



- Suspect is a juvenile.
- Shooting into a habitation –cooperative victim with suspect information or injury.
- Aggravated Burglaries where a firearm is displayed or used, a suspect is apprehended or immediate response by detectives would further the on-scene investigation.
- Abduction, kidnapping of an adult related to a crime of violence (not DV&IPV related) which has the potential to result in a life-threatening injury.
- Terroristic threats against public institutions (i.e., churches, schools, universities)
- Felonious assaults on Police Officers (not firearm related)
- All remaining violations considered on a case-by-case basis.

F. Family Justice Center Unit

- Abduction, kidnapping (domestic violence/domestic relationship related).
- Felony assault involving juvenile with arrest (domestic violence related).
- Any domestic violence / intimate partner related involving a Dayton Police Officer as a victim or suspect that occurred in the City of Dayton.
- Any domestic violence related involving any other jurisdiction Police Officer as a victim or suspect (with an arrest) that occurred in the City of Dayton
- Any domestic violence / intimate partner related felonious or aggravated assault where the victim is hospitalized with serious injuries.
- Aggravated Burglaries that are domestic violence / intimate partner related where the victim or suspect is hospitalized with serious injuries and the victim and suspect have a relationship as described in General Order 2.01-2, Domestic Violence.
- All adult felony sexual assault with arrests.
- Adult sexual assault victim, with serious physical harm.
- Adult sexual assault with multiple victims.
- Adult sexual assault with multiple suspects.
- Missing adult alert "Silver Alert"-Age 65 or older, has mental impairment and disappearance poses a credible threat of immediate danger of serious bodily harm or death to the individual.
- Elder Abuse where the victim is admitted to the hospital with serious injuries.
- Search or Arrest Warrant considerations for evidence recovery or apprehension of a suspect.
 - Suspect Locator Alerts: Detectives will enter call-out SLAs only on targeted suspects when there is a reasonable likelihood of arrest upon completion of the interview. Detectives will enter "FI and order-in" SLAs on persons of interest.
- Anytime a detective response would further enhance prosecution or likelihood of immediate interview of the suspect would garner usable information.

G. General Assignment Unit or Financial Crime Unit Detectives

- All Aggravated Burglaries except where a firearm was displayed or used or where the incident was domestic



violence/intimate partner related as described in General Orders 2.01-2 Domestic Violence.

- Burglaries, call-out determined on a case-by-case basis: Occurrence in hot spots or pattern areas with an arrest. Suspect apprehended is a juvenile or prolific offender.
- B&Es, call-out determined on a case-by-case basis: Occurrence in hot spots or pattern areas with an arrest. Suspect apprehended is a juvenile or prolific offender.
- Theft from motor vehicles: i.e., Occurrence in hot spots or pattern areas with an arrest. i.e., Suspect apprehended is a juvenile or prolific offender.
- GTAs: Occurrence in hot spots or pattern areas with an arrest. Suspect apprehended is a juvenile or prolific offender.
- Search warrant considerations, such as finding a large amount of possibly stolen items which require further investigation.
- Suspect Locator Alerts: Detectives will enter call-out SLAs only on targeted suspects when there is a reasonable likelihood of arrest upon completion of the interview. Detectives will enter "FI and order-in" SLAs on persons of interest.
- Property Crime Investigations in which the on-scene supervisor determines that a detective's immediate presence is critical to the advancement of the investigation.
- Property crimes that may create City liability or may generate substantial public interest.
- Large recoveries of fraudulent checks or clear evidence of identity theft or fraud, with a suspect detained.
- Anytime a detective response would further enhance prosecution or likelihood of immediate interview of the suspect would garner usable information.

H. Professional Standards Bureau (PSB)

- Discharge Of Firearms
 - Whenever a police officer discharges a firearm intentionally or accidentally, except on an approved target range or for the delivery of less lethal munitions, the officer's supervisor will ensure that PSB is notified.
 - PSB will conduct an independent investigation on ALL instances listed above, except:
 - When an incident involves the shooting of an animal, PSB should **not** be contacted unless the circumstances of the shooting indicate that the officer did not fire their weapon in a safe manner (lack of proper backdrop or innocent bystanders in the line of fire).
 - An accidental discharge did not involve recklessness or a reasonable likelihood of injury to another person.
- Whenever A Police Officer Is Shot
- Whenever A Police Officer Is Seriously Injured or Killed by Any Means
- Traffic Crashes
 - When a police officer is involved in a traffic crash where serious injuries or extensive property damage exist while on duty or driving a city-owned vehicle.
 - While in pursuit of another vehicle or after an attempted traffic stop, a crash occurs, causing:
 - A fatality



- Serious injuries to a police officer
- Injuries, which require hospital admission, to the subjects in the pursued vehicle or vehicle that fled from a traffic stop, which occurred as a result of the crash
- Injuries to a third party (The PSB commander should be consulted regarding the need for a callout response.)
- Extensive property damage
- When a police officer is involved in a traffic crash as the result of operating a police vehicle under the influence of alcohol and/or drugs while on or off-duty.
- Use Of Force
 - In any physical contact situation where a police officer caused serious injury to a person.
 - When a police officer has SERIOUSLY injured an individual by any means.
 - When a ranking Field Supervisor determines a police officer's action (on or off duty) may result in criminal or civil liability.
 - Use of Less-lethal weapons and munitions that leads to serious injury or death. (See General Order, 3.03-2 Section IV.)
 - When a police officer uses a chokehold or any vascular neck restraint.
- Whenever in the course of a police encounter, a citizen or an officer has received injuries determined to be life-threatening or fatal.

I. Property and Evidence Storage

- Whenever large quantities of drugs or money are recovered or seized, and immediate inventory and storage is necessary.
- Whenever recovery or seizure of bulk property (liquor, perishable items, etc.) requires extraordinary storage, the supervisor of the Property Room should be notified. The Property Room supervisor will determine whom, if anyone, will respond.

J. Regional Crowd Management Team

- Civil disturbances.
- Visits from controversial groups.
- Crowd control for dignitaries.
- Any situation with large groups where violence or property damage may occur.
- Peaceful protests, civil disobedience, marches, protests, rallies, or political events that require a police response.
- Requests from outside agencies for assistance with crowd management.
- Any situation deemed necessary by the ranking street supervisor. If the ranking street supervisor has any question prior to the callout of the Regional Crowd Management Team, the supervisor may consult with the commander of the team.

K. Forensic Services Unit

- In the absence of an on-duty Forensic Services Technician (FST), shift supervisors will contact the



Forensic Unit Supervisor, who in turn, will contact an available off-duty FST to respond to incidents involving:

- Felonious Assault incident with a scene that requires special processing, should be evaluated on a case-by-case basis.
- Family Justice Center, SVU, or Care House incident with a scene that requires special processing, should be evaluated on a case-by-case basis.
- Aggravated Robbery of a business where more than photographs are required.
- Aggravated Burglary
- For any situation which is not outlined above, a call should be placed with RDC to hold a response for the next FST coming on duty. Complainants should be informed not to expect an FST response until regular business hours. Grand Theft Auto recoveries will only be processed if towed to a secure tow / police facility, or if the victim stays at the scene of the recovery, and the vehicle is not moved or tampered with until an FST arrives.
- There is no need to contact the FST Supervisor on homicides, as the VCB FST will be responding with the unit.

L. Traffic Services Unit

- Any fatal traffic crash (To include any suspected medical condition such as a heart attack, seizure Etc.).
- Any serious injury crash when there is **serious physical harm** to any other person, not the “at fault” driver, and alcohol / drugs are suspected.

(Defined by O.R.C. 2901.01 – Serious Physical Harm)

“Serious physical harm to persons” means any of the following:

- *Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment;*
- *Any physical harm that carries a substantial risk of death;*
- *Any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;*
- *Any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement;*
- *Any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.”*
- A fatal or serious injury crash occurs involving an on-duty city employee, including sub-contractors working on a City of Dayton work project. The fatal or serious injury pertains to any involved party, and not specifically to the on-duty government employee (e.g., DPD pursuit resulting in a crash causing injuries to any party.)
- A crash involving a city vehicle where the city driver may face serious traffic or criminal charges, or when the property damage may exceed \$10,000 and result in great civil liability for the city.
- Any crash which results in the spillage or leakage of a significant amount of a hazardous material which seriously threatens life or property.
- Any injury crash involving a possible roadway defect as a primary cause or contributing factor.
- Any crash where there is an indication that an involved vehicle has a manufacturing defect which was the primary cause or contributing factor.
- Any crash where there is a need for an in-depth speed analysis. This would be a non-active scene request.
- Any crash involving governmental police/fire/emergency medical services (EMS) vehicles that are being operated in an emergency mode when there is an injury or disabling damage.



- When an officer encounters persons who appear to be under the influence, but the means of their intoxication is not readily available, a DRE can help pinpoint the cause of impairment.
- If there is a situation where the victim of a suspect crash has been located, but there is no crash scene, or any other supporting evidence (vehicle, camera footage, etc.) of a traffic crash, both the TSU and the Homicide Unit should be contacted for call-out consideration.

M. Special Investigations Bureau (SIB)

- Investigations that lead to the discovery of large-scale drug trafficking operations, sex and/or human trafficking operations, methamphetamine laboratories, organized gambling operations, and illegal liquor establishments.
- Fatal or non-fatal overdoses where the following circumstances exist:
 - Overdose where the suspect who sold the drug is in custody.
 - Where a witness to the overdose was with the victim when the drugs were purchased and was with the victim throughout the overdose or has information that is obviously beneficial to locating a possible suspect AND is cooperating.
 - The overdose victim is under arrest AND is cooperating.
- Asset forfeitures with recovered assets valued at \$5000 or more.

N. Police and Clergy Together (PACT)

- When a Supervisor responds to a homicide or potential homicide scene, or any scene that they determine would benefit from the presence of PACT and/or Victim/Witness personnel, they may contact the RDC on-duty supervisor and request a call-out of PACT and/or Victim/Witness. The Supervisor should relay a specific address outside of the active crime scene to the RDC supervisor for responding personnel to arrive at and check-in with the perimeter security officer.
- RDC will contact the DPD liaison for PACT and/or the 24 hour a day Victim/Witness Division hotline and relay the location and pertinent information.

PART II – CALL BACK PROCEDURE

I. CALL BACK OF PERSONNEL / HOLD OVER OF SHIFT PERSONNEL

- A. The ranking on-duty supervisor will assess any request for personnel call-in or hold over, with notifications made as designated in this policy.
- B. The ranking supervisor making the request for additional personnel will evaluate the staffing needs and make contact with the command person who is authorized to approve the call-in or hold over.
1. If the person listed at the authorization level is not available, the next person (lower) in command succession will be contacted.
 2. The supervisor making the request will relay the circumstances creating the staffing needs and the recommended staffing required.
 3. Upon approval, the supervisor making the request will make the necessary call-in notifications.
- C. The ranking supervisor making the request for additional personnel will ensure notifications are made to the personnel who are being requested to respond.
1. In the event of a mass call-in, the supervisor making the request can request that other non-essential personnel in the effected district or personnel from another district assist in making the notifications.
 2. The supervisor making the request should utilize any available personnel prior to requesting outside assistance to make call-ins.



3. If there are a large number of officers being called in, they will also execute a page to ensure all command personnel are notified of the circumstances requiring a call-in of additional personnel.
- D. The notification procedure will follow the guidelines for paging and notification of Command Staff found in General Order 1.07-1 Communications.

II. SUCCESSION OF COMMAND

- A. Director and Chief of Police
- B. Deputy Chief
- C. Community Services Division Commander
- D. Patrol Operations Division Commander
- E. Investigations Division Commander
- F. Support Services Division Commander

III. LEVEL OF CALL-IN

The appropriate level to authorize approval for calling personnel in or holding them over will vary depending on the circumstances creating the need for additional staffing.

CITYWIDE CALL-IN

Authorization Level: Chief of Police or their designee

A citywide call-in is exercised in a situation that mandates sworn personnel to respond to an incident that would require greater staffing needs than could be provided from the district in which the incident occurred.

Examples: Large riot, natural catastrophe, terrorist attack, etc.

DISTRICT CALL-IN

Authorization Level: District Commander

A district-wide call-in is exercised in a situation that can be adequately staffed with personnel being called in from the district in which the incident occurred. Officers due to report for the next scheduled shift should be called first and additional crews called in according to the staffing needs.

Examples: Major crime scene security, large disturbances, major traffic accidents (I-75 or US-35), perimeter containment for HNT-SWAT incident, etc.

DISTRICT HOLD OVER

Authorization Level: District Commander (Night Watch Commander or senior on-duty sergeant, in the absence of a lieutenant)

A district hold over is exercised in a situation that can be adequately addressed by holding personnel past the end of their scheduled tour of duty to supplement the district staffing for short periods of time (2-4 hours).

Examples: Major crime scene security, large back-up of pending calls, guarding of prisoner pending relief, etc.