

DOUGLAS COUNTY SHERIFF’S OFFICE		Policy and Procedure
Assignments Outside Normal Duty		P&P-E-100
Emergency On-Call Administrator		
Effective Date: 12-08-25 Supersedes: 10-09-14	Approval: Sheriff	Number of Pages: 2
References:	Reevaluation Date: Annually	Standards: CALEA <a href="#">LE 11.4.5</a>

## I. POLICY

In order to assure appropriate support and continuation of operations during off-duty hours and weekend periods, the Sheriff's Office command staff will have designated members 'on-call'. The on-call executive commanders will be notified of all herein-described circumstances, as well as any instance that is within their direct scope of responsibility. It shall be the responsibility of the affected on-duty supervisor to notify the on-call commander in the event of an incident occurring during their shift meeting the notification requirements. Incidents involving lesser significance will necessitate the appropriate division on-call commander and/or the Undersheriff or Sheriff being called. Notification by means of text paging will suffice in most instances. However, based upon the magnitude of the incident, verbal verification will be done with key staff members.

## II. PROCEDURES

A. Matters that should be reported include, but are not limited to, the following:

- Major crimes or criminal activities.
- Incidents during off business hours requiring immediate action(s) of a punitive nature beyond a verbal reprimand or admonition (i.e. suspension or relief from duty).
- Incidents or matters that appear to be newsworthy or might attract the attention of the news media.  
Examples:
  - a. Serious crimes resulting in injuries.
  - b. Unusual crimes or incidents.
  - c. Severe weather occurrences, weather alerts or natural hazards, which may pose a serious threat to public safety or Office functions.
  - d. Downed aircraft.
  - e. Hazardous materials incidents.
  - f. Major transportation incidents or accidents.
  - g. Major fires or fires, which may necessitate aircraft use (wildland).
  - h. Major incidents that require calling in an on-call investigator.
  - i. Incidents involving notable people including but not limited to professional athletes, celebrities, TV or radio personalities, candidates for public office, public school teachers or school district administrators.
- Incidents that require medical attention by a physician for a member of this Office or an inmate of the jail that needs transport out of the facility for medical care.

- Events or incidents that require the calling out of ancillary groups of the Sheriff's Office: Reserves, Explorers, Special Teams, or an incident requiring a mutual aid authorization.
  - Events, which because of current public attitude or concern are particularly sensitive.
  - Detention incidents that seriously affect staffing or security of the facility.
  - Any level of an evacuation at a County building or major public location.
  - All deaths will be immediately reported to the Sheriff both verbally and by text message. Information will include the name, address and date of birth of the deceased.
  - Arrests and/or criminal investigations involving public officials. Public officials are defined as any elected official, judge, peace officer (federal, state, or local), deputy, appointee, or employee thereof.
- B. If there is any question as to whether a staff page should be made, the communication section supervisor should consult with the ranking supervisor on-duty.
- C. The supervisor for the area involved will produce a special report regarding the incident and will distribute it through email or hardcopy. <LE 11.4.5>

### **III. EXECUTIVE OFFICER ON-CALL**

Due to the need to access an executive officer for decisions or direction, a designated on-call Executive Officer list will be maintained in dispatch. Dispatch will maintain a list of the types of incidents that require notification and contact the individuals that need to be notified. Notifications for each incident that occurs will depend on the nature of the incident. The list will consist of the division chiefs and commanders.

By Order of the Sheriff