

MESA POLICE Department Policy Manual	Standby Protocols & List	DPM 1.2.113 Effective 09/01/2020 Revised 02/07/2023
Approved by: Chief of Police	Chapter: Personnel Functions	Page: 1 of 3

1. PURPOSE

This policy outlines requirements for Mesa Police Department (MPD) members who are on scheduled standby and/or called out to a work emergency. [City of Mesa \(COM\) Management Policy 357 Citywide Standby and Call-Out](#) will supersede this policy where there are conflicts.

2. DEFINITIONS

Call-Out: Occurs when an FLSA non-exempt employee is called after the employee's regular scheduled work hours have ended to perform work, either at the employee's normal work site or from a remote location. Call-out should occur only on infrequent or sporadic occasions, in response to a work emergency. Employees called out to work after their regular scheduled hours may or may not be on standby status at the time of the call-out.

Standby: Pre-scheduled hours in excess of the employee's regular daily or weekly hours that an FLSA non-exempt employee is required to be available to respond to work.

3. GENERAL

The MPD must respond to service emergencies in a timely and efficient manner. Employees may be designated to be on "standby" and called out to respond to an emergency. Emergencies arise on a case-by-case basis and can generally be defined as situations that need to be immediately addressed and cannot wait until the next business day.

3.1 Compensation

- A. Refer to [DPM 1.2.110 Overtime Protocols](#) for rules related to compensation while on standby to include:
 1. Call-out.
 2. Phone calls.
 3. Travel time.
 4. Sick leave.
 5. Court Standby.

3.2 Readiness

- A. Members on paid standby:
 1. Are required to carry a phone or other electronic device to be contacted.

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2. Shall be available and fit for duty from 0800 to 0800 the following day (exception: Court Standby).
3. Are prohibited from consuming alcohol.
4. Must notify their supervisor of any required use of impairing medications, whether prescribed or over the counter.
5. Are required to arrive at the event location or court within one hour of notification. This may require the member to:
 - a. Refrain from some activities which would inhibit this response time.
 - b. Bring home needed Department equipment.

3.3 Call-Out Lists

- A. Supervisors in each approved standby area are responsible to schedule members for standby, provide the Call-Out List to MPD Communications, and update changes to Call-Out Lists with MPD Communications.
- B. A member requesting to change standby with another member must seek approval of their supervisor in advance to ensure no disruption to the quality of essential services.
- C. A member who becomes sick or unable to comply with readiness of standby shall contact their supervisor immediately.

3.4 Violations

- A. Members who cannot be reached or fail to respond in a timely manner or fail to report while on call:
 1. Will forfeit standby pay for that shift.
 2. May be removed from future standby assignments; and/or
 3. May result in Department discipline.

3.5 On-Call Vehicle

- A. Take-home vehicles may be authorized for those on standby.
- B. Members must follow [DPM 1.8.25 Vehicle Use](#) policy, including living outside the City limits.
- C. Take-home vehicles are limited to Department business only.

4. AUTHORIZED STANDBY LIST

The following positions are approved for standby; no additional standby positions are authorized without Bureau Chief approval.

Chief's Office

- Media Relations
- 1 Sergeant or Detective

Community Services Bureau

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- Peer Support/Wellness 1 Peer Support Team Member
- Training Staff 1 Supervisor 1 Officer

Investigations Bureau

- Command Van 1 Sergeant or Detective
- EOD (Bombs) 2 Bomb Technicians
- Homicide 1 Sergeant 3 Detectives
- Hostage Negotiators 2 Negotiators
- ICU 1 Detective
- MFAC – Missing Persons 1 Missing Persons Investigator
- MFAC – SVU 1 Sergeant 2 Detectives & 1 Detective (S/S)
- PSD 1 PSD Handler
- SWAT 1 Lieutenant 1 Sergeant 9 Officers
- Traffic Section 1 Sergeant 2 VCU Detectives 1 DRE Officer

Patrol Operations Bureau

- Criminal Investigations 1 Sergeant 4 Detectives

Professional Services Bureau

- Holding Facility 1 Detention Sergeant
- Internal Affairs 1 Sergeant 1 Detective

REFERENCES

- [COM Management Policy 357 Citywide Standby and Call-Out](#)
- [DPM 1.2.110 Overtime Protocols](#)
- [DPM 1.8.25 Vehicle Use](#)