

12.165 EMERGENCY AND TEST RECALLS

Reference:

Procedure 12.005, Assignment of Department Car Numbers
 Procedure 12.170, Civil Disturbance Operation Procedure

Purpose:

Establish a Department wide system for testing and increasing the efficiency of an emergency recall.

Procedure:

A. General Guidelines:

1. Each district/section/unit commander must maintain and keep an up-to-date Recall Roster of the personnel under their command readily available at all times. The Recall Roster must:
 - a. Include the rank, name, address, telephone number(s), permanent car number, and SWAT designation (if applicable) of all sworn personnel subject to an emergency recall.
 - 1) Sworn supervisory personnel will be listed by rank and rank seniority.
 - b. Include civilian personnel needed during an emergency recall.
 - c. Indicate the person with primary notification responsibility using "***" before the rank.
 - d. Indicate the persons with secondary notification responsibility using "*" before the rank.
2. Each district/section/unit commander will ensure their Recall Roster is updated as changes occur. The roster will be sent to their respective bureau commander when a change occurs, or at minimum on a quarterly basis.
 - a. The bureau commanders will maintain an updated Recall Roster of personnel under their command.
3. Each bureau commander will submit the name and phone numbers of two alternates to the Emergency Communications Section (ECS) Commander.

B. Actual Emergency Recall:

1. Upon initiation of a Phase II, ECS will:
 - a. Notify districts/sections/units by radio and teletype that a Phase II is in effect.
 - b. Notify all personnel on the Phase II Notification Lists, at the request of a sergeant or above.

- c. Notify the Hamilton County Regional Management Agency Director when there is a request to activate the Regional Emergency Operations Center.
 2. The Chief or an assistant chief will provide Patrol Administration staff instructions indicating the number of off-duty personnel each district/section/unit needs to recall, and the personnel to be held on duty beyond their normal working hours.
 - a. Patrol Administration will coordinate with administrative staff from the Investigations and Support Bureaus to ensure personnel are recalled from each bureau.
 - 1) Patrol Bureau personnel will report to their unit of assignment.
 - 2) Other Department personnel will report as directed in their internal Civil Disturbance Operations Procedure (CDOP).
 - b. Supervisors involved in the recall operation will keep a record of recall activity on a Form 586, Mobilization Alert.
 - c. The supervisor in charge of the scene where recalled personnel report will maintain and log the time each recalled member reports for duty.
- C. Test Recall:
1. The Police Chief may initiate a Department-wide test recall.
 - a. Bureau and district/section commanders may institute additional tests for personnel under their command.
 2. ECS will teletype a message to each district/section/unit indicating a test recall is being conducted.
 3. Bureau commanders will contact their district/section commanders to initiate a test recall of their respective personnel.
 - a. Ranking on-duty and off-duty supervisors will use other supervisors to assist with the test recall so all off-duty personnel may be contacted as soon as possible.
 - b. A test recall will include all off-duty personnel except those off sick or injured.
 4. If, when calling off-duty officers, an answering machine is reached, the supervisor will leave a message advising the officer to call back within the time limit of the test recall.
 - a. If the officer responds before the end of the test recall, list the officer as contacted.
 - b. If there is no response, or the officer responds after the time limit, list the officer as not contacted.

5. The test recall will begin upon notification by ECS and will terminate one hour later.
 - a. ECS will notify bureau commanders of the official start time of the test recall.
 - b. Supervisors can make second calls during a test recall. No calls will be made after the one hour limit.
6. Upon termination of a test recall, supervisors will use the Form 586 to show the time off-duty personnel were contacted.
 - a. Forward the completed Form 586 to the district/section/unit commander.
7. Each district/section/unit commander will complete a Form 586A, Recall Test Alert, and forward it to the bureau commander.
 - a. Base all statistics on the Form 586A only on personnel subject to recall.
 - b. Attach all copies of the Form 586 to the Form 586A.
8. Bureau commanders will review these reports and forward the original to the Police Chief and copies to the SWAT & Tactical Coordination Unit commander, who will evaluate Department wide test recalls and make appropriate recommendations to the Police Chief.

RECALL ROSTER EXAMPLE:

RECALL ROSTER
UNIT NAME (IN CAPS)
REVISION DATE

<u>Rank</u>	<u>Name</u>	<u>Address</u>	<u>Home Phone</u>	<u>Cell Phone</u>	<u>Car #</u>
**Captain	Last, First	1234 Somewhere St	555-1212	555-1414	96
*Lieutenant	Last, First	4567 Somewhere St	555-1515	555-1616	9600
*Sergeant	Last, First	789 Somewhere St	555-1818	555-1919	9610 (SWAT)
PS	Last, First	123 Everywhere St	555-2121	555-2222	9611
PO	Last, First	345 Maple St	555-1122	555-3131	9613
PO	Last, First	789 Vine St	555-3344	555-4141	9615
PO	Last, First	678 Grove Pl	555-8899	555-8383	9617