



ERIE POLICE DEPARTMENT



Written Directives

Number: **080.001**

Title: Emergency Recall for Police Personnel		Pages: 2
Effective Date: 05/21/14	Review Date: 05/18/19	Amended Date: 01/06/19

POLICY:

The policy of the Erie Police Department is to ensure in the event of an emergency or critical incident, the Emergency Operations Plan is activated and all employees of the Erie Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or authorized designee. Failure to promptly respond to an order to report for duty may result in discipline.

DEFINITIONS:

NONE

PROCEDURES:

- A. The Emergency Operations Plan and Recall Plan can be activated in a number of ways. For the Police Department, the Chief of Police or the highest ranking official on-duty may activate the Emergency Operations Plan in response to a major emergency.
- B. An updated employee phone list will be provided to Boulder County Communications containing the member's department issued cell phone number and a secondary phone number such as a home phone number or personal cell phone number. The employee phone list will also be made available for Erie Police Department employees on the department's network system.
- C. All Erie Police Supervisors and Administrators will have access to an updated employee phone list through the use of their in-car MDCs or desk top computers. The employee phone list will be located on the J: Drive under the file, "Employee Phone List."
- D. Dispatch personnel, Administrators, Records Personnel or the on-duty supervisor may be used to inform members from the employee phone list the Emergency Recall Plan has been activated.
 - 1. Employees should be informed "All members of the Erie Police Department are officially notified the emergency recall plan is now activated and you need to respond to the Erie Police Department immediately."
 - 2. Members of the Department may be notified to report to other designated locations depending on the needs of the Watch Commander.
- E. During the emergency call out, Erie Police Department staffing/scheduling protocols will change. All patrol and other members designated may be required to work 12-hour shifts.

Watch I officers may work from 6 AM to 6 PM. Watch III officers may work from 6 PM to 6 AM. Watch II officers will be utilized to augment as necessary.

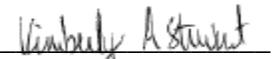
- F. All scheduled leave and days off will be cancelled. (The only exceptions are those who are on PTO and are more than 90 miles from the Town of Erie at the time of activation; or those who have an unforeseen family emergency). Otherwise, it is expected all officers will report for work.
- G. After the emergency recall plan has been activated and as time permits, administration will develop and implement a shift schedule based on the needs of the Erie Police Department as well as the circumstances of the emergency.
- H. Only the Chief of Police or designee will determine when the emergency recall plan is terminated. Once the recall plan is terminated, all personnel will resume normal operations.

RULES:

NONE

REFERENCES:

Sheridan Police Procedures 14-1, March 10th, 2014



Kimberly A. Stewart
Chief of Police