

Las Cruces Police Department
GENERAL ORDERS
EMERGENCY OPERATIONS VOLUME 4
GO-401 EMERGENCY CALL BACK (Daily)
Revised 05/13/2005

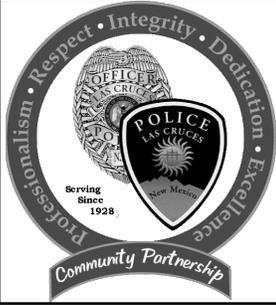
401 EMERGENCY CALLBACK

401.01 CALLBACK ROSTERS

- A. Lieutenants shall maintain an emergency call-back roster that includes all employees under their command. A copy of the roster shall be distributed to all employees that will be responsible for calling personnel back to work. The roster must be kept at the home and the work place of those employees subject to making callbacks.
- B. The callback roster shall be updated by July 1, of every year. The 12 Hour Alert Emergency Callback Roster will designate each employees assignment of either Day Shift or Night Shift. Day Shift uniformed officers will be automatically assigned to Day Shift and Graveyard uniformed officers will automatically be assigned to Night Shift. Swing Shift and other uniformed and non-uniformed personnel shall be assigned to either Day Shift or Night Shift by the Chief of Police or his / her designee.
- C. A copy of the updated callback roster shall be forwarded to the Chief of Police who will coordinate distribution to the Shift and Section Lieutenants.

401.02 CALLBACK PROCEDURES

- A. Immediate callbacks will be initiated with a 12 Hour Alert. The following will be the procedures followed during the callback process.
 - 1. On-duty personnel shall remain at work until relieved.
 - 2. The callback roster shall be utilized to contact all personnel not on duty. When an employee is contacted, the time he/she was notified, the estimated time of arrival or the time they were told to report to work shall be noted on the callback roster.
 - 3. If an employee cannot be contacted on the first try, a second attempt will be made to contact them. If the still are not contacted, a notation shall be made on the callback roster as the time and manner of the attempted contacts (i.e., message left on answering machine).
 - 4. The Department will go to two twelve-hour shifts during a 12 Hour Alert. Day Shift uniform personnel will begin their emergency shift at 0600 hours and terminate 1800 hours. Graveyard Shift personnel will begin their emergency shift at 1800 hours and terminate at 0600 hours. All other personnel will report for work according to their assigned 12 Hour Alert Emergency Callback assignment.



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5. All sworn personnel will report for duty in uniform and properly groomed unless otherwise instructed.