

Procedure Number: 110.2

Procedure: Personnel Call-Out

Effective Date: 08/01/2011

Revision Date: 10/01/2013

Approved by: Scott Forshee, Chief of Police

PROCEDURE:

I. Snow Removal:

- A. In the event of accumulating snow fall of 3 inches or more, the Duty Officer will make the necessary contacts following protocol of the current Facility Services Call-in list.

II. Call-Outs:

A. Serious Incident or Criminal Investigation:

1. Any situation requiring additional personnel (Homicide in progress, Sexual Assault, or other serious investigation):
 - a. The Duty Officer will notify the Assistant Chief or Chief of Police;
 - b. The Assistant Chief or Chief will:
 - (1) Determine whether or not additional personnel are needed;
 - (2) Make pertinent contacts;
 - (3) Make necessary notifications to university officials.

B. Other Investigations:

1. In the event of a situation in which the Duty Officer needs clarification on handling a specific situation, the Duty Officer may seek guidance from a Billings Police supervisor.
2. In situations where the Duty Officer is unable to determine the proper method of handling a specific situation, the officer will:
 - a. Notify the Assistant Chief, or Chief of Police,
 - b. The Assistant Chief, or Chief of Police will:
 - (1) Provide direction to the officer and
 - (2) Make determinations for other call-outs (Deputy County Attorney, Billings Police Investigations, etc...).