

2.07-1

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
CALL OUT / CALL BACK
PROCEDURES**



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Rev. 03/20

POLICY STATEMENT

Police personnel will encounter situations that require the special investigative or tactical expertise of members of specialized units throughout the department, either because of the nature of the crime involved or the complexity of the investigation presented. Certain circumstances also require that specialized units of the department be called to investigate incidents that pose a high risk of liability to the city and/or officers.

It is the intent of the Department to insure the investigative resources needed to effectively respond to such investigations will be made available. On-duty supervisors may request needed assistance from any unit of the department when necessary, after consultation with an on-duty Watch Commander, if possible.

Occasionally, situations will occur where personnel will need to return to duty, be called in early or held over. This policy will establish a process for calling or notifying command staff and personnel of these events.

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PART I – CALL OUT OF SPECIALIZED PERSONNEL

I. REQUESTING ASSISTANCE OF OFF-DUTY PERSONNEL

- A. When deemed necessary, any supervisor may request the assistance of members of a specialized unit of the Department. Certain circumstances **require** that various specialized units be summoned to investigate. However, a supervisor may find it necessary to call out specialized units to assist in investigating incidents that require additional investigative resources due to their complexity, high public or media interest in the incident, or a series of offenses that require immediate investigation.
- B. Supervisors requesting the call-out of a specialized unit will do so by contacting the Regional Dispatch Center (RDC) and explaining the circumstances prompting the request.
- C. The RDC supervisor will contact the supervisor of the specialized squad and relate the circumstances surrounding the request. In the event the supervisor is not available, the RDC supervisor will contact the appropriate Bureau Commander to initiate the call out.

* HNT and SWAT call-outs will be handled differently. A mass text page will be sent out first then the RDC supervisor will contact the HNT and SWAT Commanders to advise them of the incident and then after advising the Team Commanders, they will contact the Incident Commanders and advise them of the call-out.



- D. The squad supervisor or bureau commander will evaluate the circumstances and determine which personnel will be needed to respond to the incident and will notify the appropriate personnel designated to respond to the incident.

II. INCIDENTS REQUIRING CALL OUT RESPONSE OF SPECIALIZED UNITS

A. Hostage Negotiations Team (HNT)/Special Weapons and Tactics (SWAT)

- In all potential or actual hostage incidents.
- In all barricade and non-hostage cases involving weapons or where weapons are suspected.
- Attempted suicides whose outcome may be influenced by trained hostage negotiators and scene isolation.
- Any situation deemed necessary by the ranking street supervisor. If the ranking street supervisor has any questions prior to the Call Out of the Hostage Negotiation Team (HNT) and the Special Weapons and Tactics (SWAT), the supervisor may consult with the commander of the team.
- The SWAT Commander or his/her designee will be notified of any less lethal use. Less lethal use will be investigated as a use of force. (See General Order 3.03-2, Section IV.)

B. Homicide

- Whenever a death or life threatening injury occurs as a result of violence (e.g., shootings, cuttings, beatings, deaths in suspected arson fires, etc.).
- Any juvenile death regardless of circumstances.
- In questionable deaths where the cause of death is not readily apparent and there is the possibility that foul play is involved.
- Whenever a police officer fires a weapon or is fired upon, and there are no injuries, and the ranking commander on the scene concludes that assistance from the Homicide Squad is necessary.
- Whenever a police officer shoots someone or is shot, regardless of the severity of the injury.

C. Bomb Squad

- When any suspicious package, device, or vehicle is found and is believed to contain explosives either by appearance or with acquired intelligence.
- When any actual or suspected Improvised Explosive Device (IED) or chemical device is found (i.e., pipe bombs, bottle bombs).
- When any confirmed or suspected Homemade Explosive Device or explosive chemical compound is located, to include homemade fireworks.
- When any commercial explosives are found (i.e., C4, dynamite, detonation cord, blasting caps).
- When any commercial grade 1.3G fireworks are located (e.g., aerial shells).
- When any seizure of 5 lbs. or more of consumer grade 1.4G fireworks are recovered.
- When any military ordnance is located. (i.e., grenades, mortars).



- To conduct post-blast investigation, whenever any confirmed or suspected explosive device, chemical device, commercial grade firework, incendiary device, pyrotechnic device, or Weapons of Mass Destruction (WMD) device is utilized during a commission of a crime.
- Whenever robotic support is needed or can assist with an ongoing or rapidly developing situation.
- If there is ever a question or advice needed as it relates to when to call the Bomb Squad out, the ranking on-duty supervisor should consult with an on-duty Bomb Squad Technician. If there are none on-duty, a request should be made to the Regional Dispatch Supervisor to contact the Bomb Squad Supervisor / Commander, in order to have them contact the on-scene supervisor.

D. Special Victims Unit

- All felony sexual assaults with arrests
- Rape, with serious physical harm
- Rape of a child, 13 and under within 72 hours of the offense
- Felony sexual assault involving a family member and occurs within the home
- Sexual assault with multiple victims
- Sexual assault with multiple suspects
- Child pornography when the victim's identity is known
- Felony child endangering (serious physical harm)
- Abduction, kidnapping of an adult with a sexual assault or domestic violence relationship*
- Abduction, kidnapping of a juvenile*
- Missing children, age 6 and under – after 2 hours

*Situations noted with an asterisk do not require an immediate call out. The on-scene supervisor must decide if a detective is necessary and may wish to consult with the supervisor of the Special Victims Unit.

E. Violent Offenders Unit

- Robberies:
 - All Aggravated Robberies with an arrest.
 - All Robberies with an arrest where the victim incurs serious physical harm.
 - Suspect apprehended is a juvenile or prolific offender.
 - Apprehensions where M.O. matches M.O. of previous Robberies.
 - All commercial Aggravated Robberies where a shot was fired and immediate response by detectives would further the on-scene investigation.
 - Whenever a bank or financial institution is robbed.
 - Whenever a robbery occurs that involves serious injury (e.g., shootings, severe beating).
 - Whenever a rapid series of robberies occur (e.g., commercial establishments) and immediate investigation by detectives would be helpful.
- Weapons violations which involve the following:
 - Suspect is charged with Weapons under Disability or has a prior violent felony conviction and possession of the firearm is not immediately clear.
 - Suspect is a juvenile.
- Shooting into a habitation –cooperative victim with suspect information or injury
- Aggravated Burglaries where a firearm is displayed or used, a suspect is apprehended or immediate response by detectives would further the on-scene investigation



- Abduction, kidnapping of an adult related to a crime of violence (not DV&IPV related) which has the potential to result in a life threatening injury.
- Terroristic threats against public institutions (i.e. churches, schools, universities)
- Felonious assaults on Police Officers (none firearm related)
- All remaining violations considered on a case-by-case basis.

F. Domestic Violence & Intimate Partner Violence Unit

- Abduction, kidnapping (DV&IPV related)
- Felony assault involving juvenile with ARREST (DV&IPV related)
- Any domestic violence/intimate partner related involving a Dayton Police Officer as a victim or suspect
- Any domestic violence/intimate partner related felonious or aggravated assault where the victim is hospitalized with serious injuries
- Aggravated Burglaries that are domestic violence/intimate partner related where the victim or suspect is hospitalized with serious injuries and the victim and suspect have a relationship as described in General Order 2.01-2 Domestic Violence

G. Patrol Operation Division Detectives

- All Aggravated Burglaries except where a firearm was displayed or used or where the incident was domestic violence/intimate partner related as described in General Orders 2.01-2 Domestic Violence.
- Burglaries, call-out determined on a case-by-case basis:
 - Occurrence in hot spots or pattern areas with an arrest.
 - Suspect apprehended is a juvenile or prolific offender.
- B&Es, call-out determined on a case-by-case basis:
 - Occurrence in hot spots or pattern areas with an arrest.
 - Suspect apprehended is a juvenile or prolific offender.
- Theft from motor vehicles:
 - Occurrence in hot spots or pattern areas with an arrest.
 - Suspect apprehended is a juvenile or prolific offender.
- GTAs :
 - Occurrence in hot spots or pattern areas with an arrest.
 - Suspect apprehended is a juvenile or prolific offender.
- Search warrant considerations, such as finding a large amount of possibly stolen items which would require further investigation.
- Suspect Locator Alerts:
 - Detectives will enter call-out SLAs only on targeted suspects when there is a reasonable likelihood of arrest upon completion of the interview.
 - Detectives will enter "FI and order-in" SLAs on persons of interest.
- Property Crime Investigations in which the on-scene supervisor determines that a detective's immediate presence is critical to the advancement of the investigation.
- Property crimes that may create City liability or may generate substantial public interest.

H. Crash Reconstruction Unit

- Any fatal traffic crash. (To include any suspected medical condition such as a heart attack, seizure, etc).



- Any serious injury crash when there is serious physical harm to any other person, not the "at fault" driver, and alcohol / drugs are suspected.

(Defined by O.R.C. 2901.01 – Serious Physical Harm)

"Serious physical harm to persons" means any of the following:

- Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment;
 - Any physical harm that carries a substantial risk of death;
 - Any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;
 - Any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement;
 - Any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain."
- A fatal or serious injury crash occurs involving an on-duty city employee, including sub-contractors working on a City of Dayton work project. The fatal or serious injury pertains to any involved party, and not specifically to the on-duty government employee (e.g., DPD pursuit resulting in a crash causing injuries to any party.)
 - A crash involving a city vehicle where the city driver may face serious traffic or criminal charges, or when the property damage may exceed \$10,000 and result in great civil liability for the city.
 - Any crash involving an aircraft
 - Any crash which results in the spillage or leakage of a significant amount of a hazardous material which seriously threatens life or property.
 - Any serious injury crash involving a possible roadway defect as a primary cause or contributing factor.
 - Any crash where there is an indication that an involved vehicle has a manufacturing defect which was the primary cause or contributing factor.
 - Any crash where there is a need for an in-depth speed analysis. This would be a non-active scene request.
 - Any crash involving governmental police/fire/ems vehicles that are being operated in an emergency mode when there is an injury or disabling damage.

I. Professional Standards Bureau

1. DISCHARGE OF FIREARMS

- a. Whenever a police officer discharges a firearm intentionally or accidentally, except on an approved target range or for the delivery of less lethal munitions, the officer's supervisor will ensure that PSB is notified.
- b. PSB will conduct an independent investigation on ALL instances listed above, except:
 - (1) When an incident involves the shooting of an animal, PSB should **not** be contacted unless the circumstances of the shooting indicate that the officer did not fire their weapon in a safe manner (lack of proper backdrop or innocent bystanders in the line of fire).
 - (2) An accidental discharge did not involve recklessness or a reasonable likelihood of injury to another person.



2. WHENEVER A POLICE OFFICER IS SHOT
3. WHENEVER A POLICE OFFICER IS SERIOUSLY INJURED OR KILLED BY ANY MEANS
4. TRAFFIC CRASHES
 - a. When a police officer is involved in a traffic crash where serious injuries or extensive property damage exist while on duty or driving a City-owned vehicle.
 - b. Serious traffic crashes involving a police officer where the preliminary investigation indicates potential City liability.
 - c. While in pursuit of another vehicle, a crash occurs, causing:
 - (1) Injuries to a police officer
 - (2) Injuries, which require hospitalization, to the subjects in the pursued vehicle, which occurred as a result of the crash
 - (3) Injuries to a third party
 - (4) Extensive property damage
 - d. When a police officer is involved in a traffic crash as the result of operating a police vehicle under the influence of alcohol and/or drugs while on or off-duty.
5. RESPONSE TO RESISTANCE/NON-COMPLIANCE
 - a. In any physical contact situation where a police officer caused serious injury to a person.
 - b. When a police officer has SERIOUSLY injured an individual by any means.
 - d. When a ranking Field Supervisor determines a police officer's action (on or off duty) may result in criminal or civil liability.
 - e. Use of Non-Lethal weapons and munitions that leads to serious injury or death. (See General Order, 3.03-2 Section IV.)
6. WHENEVER AN INDIVIDUAL DIES IN POLICE CUSTODY.

J. Property and Evidence Storage

1. Whenever large quantities of drugs or money are recovered or seized, and immediate inventory and storage is necessary.
2. Whenever recovery or seizure of bulk property (liquor, perishable items, etc.) requires extraordinary storage, the supervisor of the Property Room should be notified. The Property Room Supervisor will determine whom, if anyone will respond.

PART II – CALL BACK PROCEDURE

I. CALLBACK OF PERSONNEL/ HOLD OVER OF SHIFT PERSONNEL

- A. The ranking on-duty supervisor will assess any request for personnel call-in or holdover, with notifications made as designated in this policy.
- B. The ranking supervisor making the request for additional personnel will evaluate the manpower needs and make contact with the command person who is authorized to approve the call-in or holdover.



1. If the person listed at the authorization level is not available, the next person (lower) in command succession will be contacted.
 2. The supervisor making the request will relay the circumstances creating the manpower needs and the recommended manpower required.
 3. Upon approval, the supervisor making the request will make the necessary call-in notifications.
- C. The ranking supervisor making the request for additional personnel will ensure notifications are made to the personnel who are being requested to respond.
1. In the event of a mass call-in, the supervisor making the request can request that other non-essential personnel in the effected division or personnel from another division assist in making the notifications.
 2. The supervisor making the request should utilize any available personnel prior to requesting outside assistance to make call-ins.
 3. If there are a large number of officers being called in, they will also execute a page to ensure all command personnel are notified of the circumstances requiring a call-in of additional personnel.
- D. The Notification procedure will follow the guidelines for paging and notification of Command Staff found in General Order 1.07-1 Communications, Section XIII.

II. Succession of Command

Car 1 Chief of Police
Car 2 Assistant Chief - Deputy Director
Car 3 Assistant Chief - Chief of Operations
Car 4 Investigations and Administrative Services Division Commander
Car 5 West Patrol Operations Division Commander
Car 6 East Patrol Operations Division Commander
Car 8 Central Patrol Operations District Commander
Vary Division/Bureau/Field Commanders

III. Level of Call In

The appropriate level to authorize approval for calling personnel in or holding them over will vary depending on the circumstances creating the need for additional manpower.

CITYWIDE CALL-IN **Authorization Level: Chief of Police or their designee**

A citywide call in is exercised in a situation that mandates sworn personnel to respond to an incident that would require greater manpower needs than could be provided from the division in which the incident occurred.

Example: *Large Riot, Natural Catastrophe, Terrorist Attack, etc.*

DIVISION CALL-IN **Authorization Level: Division Commander**

A division-wide call-in is exercised in a situation that can be adequately staffed with personnel being called in from the division in which the incident occurred. Officers due to report for the next scheduled shift should be called first and additional crews called in according to the manpower needs.

Example: *Major Crime Scene Security, Large Disturbances, Major Traffic Accidents (I-75 or US-35), Perimeter Containment for HNT-SWAT Incident, etc.*

DIVISION HOLDOVER **Authorization Level: Day/Night Watch Commander (senior on-duty supervisor if approved by Watch Commander)**



A division holdover is exercised in a situation that can be adequately addressed by holding personnel past the end of their scheduled tour of duty to supplement the division manpower for short periods of time (2-4 hours).

Example: Major Crime Scene Security, Large Back-Up of Pending Calls, Guarding of Prisoner Pending Relief, etc.