



**COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE**

**Policy No. 2150** Date Issued: September 3, 1997  
Section: 2100 – Safety Program Date Revised: March 24, 2021  
Accreditation Standards: None

**SUBJECT: OFF-DUTY PERSONNEL RESPONSE TO THE ALTERNATE SITE**

**APPROVED:** <signed copy on file>  
Dennis Kidd, General Manager

1.0 Purpose

- 1.1 Outline the responsibility of off-duty Authority personnel called to activate the Authority’s alternate site(s).
- 1.2 The evacuation of the Communications Center, and/or the failure of the Communications Center systems may cause an immediate threat to public and officer safety. The alternate site(s) shall be activated at the earliest possible time after such an occurrence. The following policy

2.0 Procedure

- 2.1 At the earliest possible time, once the decision to evacuate the Communications Center has been made, the Operations Supervisor or Lead Dispatcher or their designee shall contact off-duty personnel including the Emergency Response Team and order them to respond to activate the alternate site they are closest to.
- 2.2 Off-duty personnel receiving a message to respond to the alternate site(s) shall contact the Operations Supervisor, Lead Dispatcher or designee for a work assignment. If the phone systems at the site are down, personnel receiving a message shall respond directly to the closest alternate site.
- 2.3 In a large-scale disaster, if unable to make contact, off-duty personnel shall respond to the closest police or fire station dispatched by SCR911 to attempt

contact with the Communications Center or alternate site(s) via radio, and receive a work assignment.

- 3.0 Failure to respond, or to attempt to respond to an order to work during a Center emergency shall result in *Formal Corrective Action* up to and including dismissal.