
	Florida State University Police Department	
INVESTIGATIONS ON-CALL PROCEDURES		
Effective Date: 04/19/19	General Order 418	Attachments: None
Rescinds/Amends: 418 (11/7/18, 10/26/18)	Distribution: Sworn Officers	References:
	Pages: 3	

Policy - INVESTIGATIONS ON-CALL PROCEDURES

It is the policy of the Florida State University Police Department to ensure a Criminal Investigations Division member is available to respond to incidents after normal business hours. Investigators subject to on-call duties, and those involved in the preparation of the on-call schedules, are responsible for adhering to established protocols to facilitate appropriate on-call operations that support a 24/7 day a week capability.

The purpose of this general order is to establish guidelines and regulations governing the on-call status of Investigators.

Procedure

A. Members Subject to On-Call Duties

1. Sworn members assigned to the position of Investigator in the Criminal Investigations Division.

B. On-Call Schedule Creation and Dissemination

1. The Criminal Investigations Division Lieutenant is responsible for ensuring the completion of an on-call investigator schedule for the section, and shall:
 - a. Design a schedule that provides for the appropriate and timely response from on-call investigators after normal business hours.
 - b. Determine on-call member’s days of work and hours of work while in an on-call status.
 - c. Ensure at least one investigator is scheduled to be on call at a time.
- The Criminal Investigations Division Lieutenant is responsible for ensuring dissemination of the on-call investigator schedule to Patrol Supervisors, Communication members and Command Staff in a timely manner.

C. On-Call Investigator Responsibilities: Scheduling

1. On-Call investigators are responsible for being immediately available during their on-call days/times.
2. On-Call Investigators who desire to have another investigator work their designated on-call day(s), shall make a request with the Criminal Investigations Division Lieutenant.

3. Investigators subject to on-call status shall provide their up-to-date contact information and if needed, alternate contact numbers to the Criminal Investigations Division Lieutenant.

D. On-Call Investigator Responsibilities: On-Call Status

While in an on-call status, investigators are responsible for being immediately available and prepared for a call back order, and shall:

1. Keep their Department-issued cellular phone with them in such a manner to ensure a timely response to a call out order.
2. Acknowledge call out order within 15 minutes of initial call out.
3. Keep their Department-issued or authorized equipment needed for a call out response in a state of operational readiness.
4. Refrain from any activity or travel that would prevent their return to work in response to a call out within one (1) hour of the call out notification.
5. Not consume or be under the influence of alcohol beverages or substances that could impair fitness for duty.
6. If unable to respond within the one (1) hour threshold, will notify the Criminal Investigations Division Lieutenant or authority making call out of the delay. The reasonableness of the delayed response will be evaluated on a case-by-case basis.
7. If unable to fulfill their on-call obligation due to unforeseen circumstances (e.g. illness or injury), contact the Criminal Investigations Division Lieutenant as soon as possible.

E. On-Call Investigator Responsibilities: Response Duties

On call investigators requested to assist with an incident are responsible for responding in a professional and timely manner, and shall adhere to the following protocols:

1. Physically respond to a designated location upon request of the Criminal Investigations Division Lieutenant, Shift Commander, member of Command Staff or designee.
 - a. Be duty ready and respond within one (1) hour of call out.
 - b. If delayed, or anticipate a delay past the one (1) hour threshold, notify the supervisor making or authorizing the call out order.
2. As soon as practical, obtain a summary of event(s) from the requesting supervisor or designee.
3. Assess how resources can best assist in the incident, to include:
 - a. Immediate action steps to be taken.
 - b. The need for additional members to respond to the incident scene or elsewhere.
 - c. The need for non-Departmental resources to assist.
4. If additional members are needed to assist with the incident, contact the Criminal Investigations Division Lieutenant or Command Staff member for approval.
5. Report actions taken and progress of investigation to Criminal Investigations Division Lieutenant and Command Staff.

F. On-Call Compensation

1. Pay:

- a. On-call is not compensable for purposes of computing overtime; however, travel time to and from work when called out is compensable.
- b. A member who is required to be on-call shall be compensated by payment of a fee in an amount one dollar (\$1.00) for each hour such employee is required to be on-call.
- c. An employee who is required to be on-call on a weekend or holiday will be compensated by payment of a fee in an amount equal to one-fourth (1/4) of the employee's base rate of pay for each hour the employee is required to be available. A weekend is defined as 5:00 p.m. Friday to 7:59 a.m. Monday.

2. Take Home Vehicle:

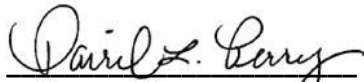
Members required to be on call back status are authorized to take an assigned agency vehicle home and are permitted to use the vehicle for personal purposes as outlined in General Orders 707 – "Police Vehicles and Equipment" and 708 – "Agency Owned Take Home Vehicles/Vehicle Use".

MTC 4/19/19

Filed: General Order 418

Title: **INVESTIGATIONS ON-CALL PROCEDURES**

Approved:


David L. Perry, Chief

Date: 04/16/19