

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

On-Call Division Director

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To provide guidelines for the management of emergency situations occurring after regular working hours.

Responsibilities:

I. On-Call Division Director (DD)

- A. Be available via telephone (landline, cellular, or combination thereof) for all hours during the assigned on-call period.
- B. Remain within one hour's driving time of the County for all hours during the assigned on-call period.
- C. Make arrangements with another DD when necessary to provide coverage of any part of assigned on-call period.
- D. Notify the On-Call Coordinator about any coverage changes.
- E. Review the responsibilities of the On-Call DD outlined in the On-Call Manual issued to all managers. These responsibilities include oversight management of any Critical Incident that occurs during the on-call period and notification of Administration and other Managers as needed.
- F. Transfer all on-call equipment, including but not limited to the items listed below, to the next designated On-Call DD:
 1. County vehicle (if the On-Call DD does not have a vehicle, one shall be made available during on-call duty).
 2. On-call suitcase containing office keys/fob to each probation office, building entry alarm codes, and other materials/forms.
- G. Update on-call information and forms in the on-call suitcase ("on-call bag") as necessary including but not limited to the following:
 1. Department phone list
 2. Emergency contact list
 3. Policy & Procedure manual
 4. On-Call Duty Officer list
 5. PO Voluntary Call Out list

II. Director On-Call Coordinator or Designee

- A. Ensure a yearly calendar is completed and distributed before January 1st of every year and information is updated as necessary.
- B. Coordinate with Division Directors to ensure sufficient coverage throughout the year.
- C. Email the monthly On-Call calendar, on a monthly basis, one week prior to the following month to:
 1. Administration
 2. Directors
 3. Supervisors
 4. Probation Officer III
 5. On-Call Duty Officers
 6. Secretaries

ON-CALL DIVISION DIRECTOR


Inspections:

Refer to the Policy and Procedure Inspection Matrix

References:

On-Call Duty Officer

Issued by:



Tracy Reece, Chief Probation Officer

Original Issue Date: August 15, 2005

Revised: April 12, 2022