

On-Call Division Director

217.1 PURPOSE:

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

217.2 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.

San Bernardino County Probation Department

Procedures Manual

On-Call Division Director

- 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