eorie.	KANSAS CITY, MO. POLICE DEPARTMENT DEPARTMENT MEMORANDUM	DATE OF ISSUE 06-25-10	EFFECTIVE DATE 07-02-10	^{NO.} 10-05
SUBJECT AMENDS On-Call Roster System AMENDS				
REFERENC	E	RESCIN	IDS	

The On–Call Roster System is an automated system that will replace the current way on–call status is reported to members of the Communications Unit. This written directive will provide guidelines for maintaining the electronic on–call roster system. Members will refer to the training manual for further details on using this system.

A. Terminology

- 1. **Element Administrator** Person assigned the task of updating the oncall roster system for their element.
- 2. **On–Call** A department member subject to 24–hour on–call responsibilities for their assigned element.

B. On–Call Roster System

- 1. Element administrators will be appointed by the commander/supervisor of elements with on–call responsibilities.
- 2. Administrators must use a Department computer to access the on-call roster. The address is <u>http://oncall.kcpd.org/</u>.
- 3. Element administrators will have the task of updating and keeping current the electronic on–call roster.
- 4. All changes in on-call responsibility will be made via electronic on-call roster system by the element administrator. Changes to on-call roster will not be made by telephone to the Communications Unit.
- 5. The Communications Unit will use the electronic on–call roster to notify personnel for a call out.

un James D. Corwin Chief of Police

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