



**TEXAS SOUTHERN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**



## STANDARD OPERATING PROCEDURE

<b>SUBJECT:</b> Emergency Recall		<b>NO. OF PAGES:</b> 2
<b>REFERENCE:</b> N/A	<b>EFFECTIVE DATE:</b> Jan. 1, 2009	<b>REVIEW DATE:</b> N/A
General Order 030	<b>SPECIAL INSTRUCTIONS/SUPERSEDES:</b> N/A	<b>ISSUING AUTH.:</b> CHIEF OF POLICE

**PURPOSE:** To establish guidelines for employees who are subject to being placed on standby, or called to duty during emergency conditions. Due to the responsibilities of the department, a requirement exists that employees be able to respond to emergency conditions in a timely manner in order to provide the necessary services needed by the University community.

**GOAL:** It is the Goal of Texas Southern University Department of Public Safety that certain employees are subject to recall and additional duty during any emergency.

A. All sworn officers and communication employees will be subject to recall whenever an emergency condition or situation exists which requires additional departmental personnel to adequately provide the necessary emergency services. Due to the nature of their jobs, the following employees are exempt from the emergency recall requirements of this directive;

1. Administrative Assistants to the Chief of Police.
2. Property/Evidence Technician
3. Clerks/Records Division

B. Whenever possible employees will be notified that a standby emergency condition exists. Once Notified, employees will remain available for immediate contact either by phone, pager, or police radio. Employees will remain on standby status for the duration of the emergency unless called to duty.

**APPROVED:**

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Roger Byars  
Chief of Police

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Date

## Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008