

(ii) if required, contact the Duty Inspector, advising them of the circumstances.

5. The Duty Inspector shall:

- (a) assess the need of calling out off-duty bureau personnel; and,
- (b) advise the Divisional Staff Sergeant, where necessary, of those bureau members to be "called out".

6. It shall be the responsibility of the Divisional Staff Sergeant to call out those Officers who have been assigned by the Criminal Investigation Bureau Supervisor.

7. Nothing in this directive is intended to preclude a Duty Inspector or Patrol Sergeant from requesting the attendance of Operations Support Services personnel, considering the seriousness of the crime and the complexity of the investigation.

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L. Operations Support Services Personnel Call-Out Procedure

1. When Operations Support Services or Forensic Identification Services personnel are required, Officers shall:

- (a) check with the appropriate bureau/unit to ensure that no on-duty Officers are available; and,
- (b) if no on-duty members are available, contact the Duty Inspector who shall assess the need of calling out off-duty personnel.

2. The Duty Inspector shall contact the Communications Centre Supervisor to call-out the appropriate personnel.

3. The Communications Centre Supervisor shall maintain an on call list for the appropriate units within Operations Support Services and Forensic Identification Services personnel, the contents of which shall be provided by the O.I.C. of each bureau.

4. The Communications Centre Supervisor or designate, shall be responsible for calling out the necessary Operations Support Services or Forensic Identification Services personnel.

5. Nothing in this directive is intended to preclude a Duty Inspector or Patrol Sergeant from requesting the attendance of Operations Support Services personnel, considering the seriousness of the crime and the complexity of the investigation. In these instances, the request for these services shall be made through the Communications Centre Supervisor.

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M. Incident Response

1. Officers shall respond to all incidents to which they are either dispatched or otherwise attend during the course of their duty and shall conduct a preliminary investigation. For reportable incidents, a General Occurrence Report shall be submitted by Digital Dictation System (D.D.S./Direct Data Entry (D.D.E.) where applicable) with the following exceptions:

- (a) a Priority 4 alternative response complaint, as listed in the Strategic Response Manual,