


## Standard Operating Procedure: On Call Personnel for Technology, Security and Facilities Departments

<b>Subject:</b> Personnel on call evenings and weekends for the following departments: Technology, Security and Facilities	<b>Effective Date:</b>	<b>Page 1 of 1</b>
	<b>Approved by:</b> Dr. Donnie W. Evans	<b>Signature:</b> 

- I. **Purpose**  
To establish District Guidelines for the proper procedures to follow in order to provide on call personnel from technology, security and facility departments in cases of an emergency outside of regular work hours
- II. **Authority**  
The State District Superintendent
- III. **Terms and Conditions**  
It is necessary to provide personnel from the following departments: technology, security and facilities based on need during emergencies outside of the regular work hours
  - Administrators over technology, security and facilities will submit to their Cabinet level administrator a schedule for the year which will include the name and contact information of the designated "on call" person and substitute
  - Personnel would be on call in order to provide necessary services to ensure the safety and technology needs of all staff and students throughout the district at all times
  - Administrators will provide a report to their Cabinet level administrator outlining the emergency as well as an update to the Deputy Superintendent and/or the Superintendent
- IV. **Reporting Procedures**  
The administrator of each department will notify their Cabinet level administrator, the Deputy Superintendent and the Superintendent of the "on call" person and the emergency details
- V. **Dissemination**  
District Cabinet members, all Building Principals, Supervisory and Administrative employees of the Paterson Public School District.