

On-Call Duty Policy for Security Staff

Date: [Insert Date]

Dear [Security Staff Name],

We would like to inform you about the new On-Call Duty Policy that will be implemented for our security staff effective [Insert Start Date]. This policy is designed to ensure that we maintain high standards of safety and security while providing flexibility for our staff.

Policy Overview

All security personnel may be required to be on-call during designated periods. This means you will need to be available to respond to security incidents or emergencies outside of your regular working hours.

On-Call Schedule

The on-call schedule will be posted weekly, and staff will be notified of their assigned periods. You are expected to be reachable by phone and ready to report to duty if called upon.

Compensation

Staff on-call will receive [Insert Compensation Details] for their availability, in addition to any hours worked in response to a call-out.

Responsibilities

- Remain within [Insert Distance] from the facility during on-call hours.
- Respond to any calls within [Insert Response Time] minutes.
- Thoroughly document any incidents or actions taken while on duty.

Please review the attached detailed On-Call Duty Policy document for additional information.

If you have any questions or concerns, do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]