



Mobile Callback Tracking System Use Policy

To: Security Personnel assigned to: _____
From: _____
Date: _____ Time: _____

Effective at _____ hours on _____. All security personnel assigned to this location will begin using the Mobile Callback Tracking System designed for hourly check-ins and to improve officer safety.

The system will send a signal (page or call) to the account pager, phone or cell phone (select one) on an hourly basis. Upon receipt of the signal (page or call) the duty officer will respond to the signal immediately by following the listed procedures as they apply to your location.

(Check the procedure that will apply to your account site)

- _ If paged, the duty officer will call the toll free number provided (800-____-____). The officer will follow the instructions of the automated attendant and enter his site security code. The site security code for this location is: _____.
 - **When using this method the officer must make the return call from the site registered phone only. The MCTS will not accept a phone call from any phone other than the number registered for the account.
 - The registered phone for this location is: _____.
- _ If called directly on the account phone/land line. The officer will follow the instructions entering the site security code at the requested time by the automated attendant. The security code for this location is: _____.
- _ If called directly on the account cell phone. The officer will follow the instructions entering the site security code at the requested time by the automated attendant. The site security code for this location is: _____.

If the duty officer fails to reply in a timely manner to the system a signal will be sent to the on call supervisor/manager.