**On Call DDA Procedure**

May 15, 2022

The duty of the On Call Deputy District Attorney is to be immediately available to review search warrants, Ramey warrants and to address urgent law enforcement questions during non-work hours, holidays and weekends.

Eligible DDAs will be assigned to On Call shifts of one week in duration – starting Thursday at 5:00 PM and ending the following Thursday at 8:00 AM. A dedicated On Call cell phone with a number published to all Butte County law enforcement will be assigned to the rotating On Call DDAs. At the end of the On Call week, the On Call DDA will be responsible for passing the On Call phone to the next On Call DDA.

The On Call phone must be in the immediate presence of the assigned On Call DDA during the On Call shifts. If the On Call DDA is unavailable due to trial or an unexpected event, the On Call DDA is responsible for finding coverage and passing the On Call cell phone to a replacement On Call DDA.

At the end of an On Call shift, the DDA will be responsible for promptly completing the On Call (aka standby pay) in Workday. If the Workday timecard is not promptly completed, the On Call pay (aka stand by pay) may be forfeited.

To be On Call and receive stand by pay, the Deputy District Attorney must meet the following minimum criteria:

1. The DDA must be assigned to a felony caseload or be a Supervising Deputy District Attorney.
2. The DDA must have attended a CDAA search warrant training class.
3. The DDA must have read both the CDAA search warrant manual and the LADA search warrant manual.
4. The DDA must attest in writing they have satisfied conditions 2 and 3 and provide the written statement to the Butte County District Attorney’s human resources administrative representative.
5. The DDA must live in an area with reliable cell phone service.

The District Attorney expressly reserves the right to assign or remove DDAs to on call shifts.

Compensation amounts for On Call shifts (aka stand by pay) and the definition of a shift appear in the July 2021 “Side Letter Agreement” between Butte County and the Deputy District Attorneys’ Association, section 8.03.

During an On Call shift, the assigned DDA must:

1. Remain in the Northern California region.
2. Ensure the On Call phone remains charged and ready to accept calls.
3. Remain in an area with reliable cell phone service.
4. Refrain from alcohol or any other substance, which may impair, hinder or slow thought, communication or analysis.
5. When contacted by law enforcement, promptly return any calls, texts or other communication.
6. Have prompt access to appropriate research resources including the CDAA search warrant manual, the LADA search warrant manual, CALCRIM and CEB.

For any warrants or questions about homicides or officer-involved shootings, the On Call DDA must direct law enforcement to contact the District Attorney or the Chief Deputy District Attorney. If the On Call DDA receives a request to release a suspect due to medical issues, the On Call DDA should direct law enforcement to contact the District Attorney or the Chief Deputy District Attorney. If both the DA and CDDA are unavailable, law enforcement should be directed to a Supervising Deputy District Attorney.

For asset forfeiture approval, the On Call DDA should direct law enforcement to the assigned BCDA asset forfeiture prosecutor, the DA or the CDDA.

For approval for an individual to work as a confidential informant, the On Call DDA must direct law enforcement to contact the CDDA or if the CDDA is unavailable, the DA.

If the On Call DDA encounters questions or problems he or she is unable to answer or is unsure of the proper advice, the On Call DDA should direct law enforcement to a prosecutor with the necessary expertise and experience to address the issue.