


# PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	<b>SUBJECT:</b>	<b>POLICY NUMBER 100</b>
	<b>REPORTING FOR DUTY</b>	<b>ISSUE DATE 02/19/2008</b>
	<b>CHAPTER: ADMINISTRATION &amp; PERSONNEL</b>	<b>EFFECTIVE DATE 02/19/2008</b>
	<b>ISSUED By:</b> Chief of Police John E. Howell	<b>TOTAL PAGES 3</b>

## I. PURPOSE

It is the purpose of this policy to provide officers with guidelines for reporting for duty.

## II. POLICY

It is the policy of this department to maintain proper staffing of officers to provide quality police service to the citizens of Pine Bluff, as well as maintain sufficient manpower to provide safety to the officers working.

## III. PROCEDURES

### A. REPORTING FOR DUTY

1. An employee of this department, regardless of their duty assignment or division assignment, shall work the full time assigned for that tour of duty, and shall not leave the assigned duty until such time as he/she is properly relieved.
2. An employee assigned duties not normally requiring continuity of assignment into the succeeding shift shall remain on duty until the time established at the end of shift, but need not be replaced in his/her duties by another employee in order to go off duty.
3. All employees, regardless of their duty assignment or division assignment, will be responsible to report for duty at their assigned time and place designated by their Commanding Officer, unless the employee is sick, or has been excused from duty by the employee's supervisor.
4. Anytime an employee is unable to report for duty at the assigned time and place, the employee shall notify the on-duty supervisor no later than one (1) hour prior to their scheduled starting time.

5. Anytime an employee has volunteered for or been assigned to a special duty assignment, the employee will treat it the same as reporting for any regular duty.
6. Reporting for court or assigned training classes shall be treated the same as reporting for regular duty.
7. Anytime an employee is unable to report for a special duty assignment, the employee shall notify the officer in charge of the special duty assignment no later than one (1) hour prior to the employee's scheduled starting time.
8. Anytime an employee does not report for duty at the designated time and place, and has not called in sick, or otherwise been excused by a supervisor, the employee shall be considered Absent Without Leave, (AWOL), and shall not be paid for such unexcused absence from duty. In addition, the employee shall be subject to the regular disciplinary procedures for the unexcused absence.

#### **B. REPORTING LATE FOR DUTY**

1. Regardless of duty assignment, all employees shall be treated the same in regard to disciplinary action being dispensed for reporting late for duty. The following shall be used as a guideline for disciplinary action:
  - a. First Offense: **Letter of Counseling;**
  - b. Second offense within twelve (12) months of the first offense: **Written Reprimand;**
  - c. Third offense within twelve (12) months of the first offense: **Up to three (3) days Suspension without pay;**
  - d. Four or more offense within twelve (12) months of the First offense: **Appropriate disciplinary action up to and including Termination.**
2. When an employee receives two (2) or more separate suspensions of any duration within a twelve (12) month period for reporting late for duty, such action may be grounds for disciplinary action up to and including dismissal.
3. All supervisors, regardless of duty assignment or division assignment, shall strictly adhere to this policy. Any supervisor found not recommending disciplinary action for violations shall be subject to disciplinary action deemed appropriate by the Chief of Police.

## A. FAILING TO REPORT FOR DUTY

1. Regardless of duty assignment, all employees shall be treated the same in regards to disciplinary action being dispensed for failing to report for duty. The following shall be used as a guideline for disciplinary action.
  - a. First Offense: **Written Reprimand.**
  - b. Second Offense within twelve (12) months of first offense: **Up to three (3) days Suspension without pay.**
  - c. Third offense within twelve months of first offense: **Appropriate disciplinary up to Termination.**
2. When an employee receives two (2) or more separate suspensions of any duration within a twelve (12) month period for failing to report for duty, such action may be grounds for disciplinary action up to and including dismissal.
3. All supervisors, regardless of duty assignment or division assignment, shall strictly adhere to this policy. Any supervisor found not recommending disciplinary action for violations shall be subject to disciplinary action deemed appropriate by the Chief of Police.