

REPORTING FOR DUTY

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-1-2	
<i>Special Instructions:</i> NONE		
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 1

I. PURPOSE

The purpose of this policy is to provide police officers with departmental guidelines on reporting for duty.

II. POLICY

All officers are encouraged to report for duty at least ten (10) minutes prior to the scheduled starting time of a tour of duty and shall not leave his or her assigned duty until properly relieved, or permission has been granted by the rank of Sergeant or above.

III. PROCEDURES

At the beginning of a shift, or duty assignment, each officer is to:

- a. Contact KENTCOM and go in-service (10-8) via radio communications; and
- b. Check their e-mail; and
- c. Court calendar; and
- d. Check their mail bin; and
- e. Check in with the shift supervisor; and
- f. Check their voice mail.

Each officer is required to make sure that they have all appropriate equipment with them when going on patrol, i.e., mobile phone, flashlight, property check log book, etc.

ORDERED and EXECUTED this 15th day of APRIL, 2013

Christopher Workman
Chief of Police