



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 907 – Substitute Employment

Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	December 20, 2010 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	1
Forms Referenced in Procedure:	None	Related Procedures:	None

.01 INTRODUCTION

This procedure establishes guidelines which officers follow when working for one another on a substitute basis.

.02 TERMINOLOGY (For specific use within this procedure, see Glossary)

Substitute Employment

.03 PROCEDURE

- A. Substitute employment is permissible; provided,
 1. Both officers involved are of the same rank;
 2. Both officers involved are engaged in the same type of activity or unit and on the same shift (i.e., Patrol, UEDI, Traffic, Narcotics, etc.); and
 3. Notification is given to the Unit/Shift Director of the unit involved at least twenty-four (24) hours in advance.
- B. Substitute employment is performed only when approved by the Unit/Shift Director of the unit involved.
- C. The responsibility of reporting for duty remains with the officer regularly scheduled, until such time as the substitute officer reports for duty.
- D. The officer regularly scheduled to work is given credit for a full shift on the pay sheet. The substitute officer is credited for any overtime he accrues and is held responsible for the cases handled and the reports assigned to him.
- E. A footnote on the pay sheet identifies the substitute officer.
- F. Substitute employment is a mutual agreement between two (2) officers.