Procedure 907 – Substitute Employment

.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.