


Haverford Township Police Department Operations Manual		
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Accreditation Index:		Rescinds: Directive 6.1.7 of June 2020
Chapter: Six – General Procedures		Section: One - Organization & Management Role
Chief of Police: <i>John F. Viola</i>		

REPORTING FOR DUTY, SHIFT CHANGE OR LATENESS

I. PURPOSE

The purpose of this order is to establish uniform procedures for implementation of the change of shift(s), roll call, inspections, and exchange of information and absences.

II. POLICY

It shall be the policy of this Department that all personnel maintain the professional standards set forth in this directive.

III. PROCEDURES

A. Reporting For Duty

1. Prior to reporting for duty Officers shall notify their Commanding Officer of any circumstance that affects the officer’s ability to perform their duties.
 - a) Such circumstances may include but are not limited to:
 - (1) Suspended or revoked driver’s license; or
 - (2) Medical Condition; or
 - (3) Medications (Prescribed or over-the-counter); or
 - (4) Court Orders (PFA- Confiscation of Weapons, etc.)
 - (5) Arrests or detentions

B. Shift Change, On-Duty

1. The shift Supervisor or OIC shall report in complete uniform and ready for duty to roll call which shall be held at the start of the scheduled shift.
2. The off-going Shift Supervisor or OIC shall disseminate all necessary information to the on-coming Shift Supervisor or OIC prior to roll call.
3. The Shift Supervisor or OIC will hold roll call and conduct inspections. Each officer will be inspected for personal hygiene, uniform neatness, proper attire and equipment, including an inspection of duty weapon and ammunition. Officers will also be inspected for equipment as may be required for special details.
4. The Shift Supervisor or OIC will brief their shift as to routine or special details, cases of interest, messages etc.
5. If a call for service is received during the shift change, the on-coming Shift Supervisor or OIC will make the decision as to which shift will handle the call. Emergency calls will be handled by the closest available officer.
6. The Shift Supervisor or OIC shall review and approve reports at least one time during the first half of the shift and again before going off duty.

C. Shift Change, Off-Duty

1. Officers reporting off-duty at the end of their tour of duty shall turn in all shared equipment that they used on their tour.
2. Paperwork should be completed in the field whenever possible. All reports and information of record will be gathered during the course of the shift.
3. Citations, accident reports, and incident reports shall be completed prior to the end of the shift. In the event that the completion of that paperwork will require the officer to remain past their shift, approval must be granted by the Shift Supervisor or OIC.
4. All paperwork required with the actual arrest of a subject must be completed and approved before the end of an officer's shift.

5. Any time off requests for an officer's current shift made during that shift shall be submitted to their immediate supervisor via the time off program before the conclusion of that shift.

D. Lateness

1. Officers of all units reporting for duty shall report to their Shift Supervisor or OIC in full uniform or approved attire and be prepared for work at the designated "start time" of their assigned shift.
2. Officers assigned to special details shall report to their Shift Supervisor or OIC for inspection and equipment issue before arrival at the site of the detail. In the event that their Supervisor is not working the officer will report to the on duty street Supervisor or OIC.
3. Officers must allow enough time to be at the site of the detail at the assigned detail time.
4. Officers assigned to training shall be on time at the predetermined location for the start of training.

E. Change in Work Schedules

1. Changes in duty shift and days off will be permitted for good reason and under reasonable conditions only when the officer requesting the change is unable to use his/her regular time off in accordance with the time off policy.
2. All requests for schedule changes will be made through the chain of command and no changes will be made without the approval of the appropriate command personnel.

F. Roll Call Attendance

1. In addition to the patrol division officers reporting for duty all other divisions or units should attempt to assign one member of the unit to attend roll call when feasible.
 - a) This roll call attendance allows for departmental cohesiveness and facilitates the exchange of information.

BY ORDER OF THE CHIEF OF POLICE