



# East Norriton Township Police Department

## GENERAL ORDER 2.1.8

### REPORTING FOR DUTY

**Subject:**

**Issued Date:**

March 23, 2011

**Effective Date:**

March 23, 2011

**Revised Date:**

April 27, 2016

**PLEAC STANDARD Reference**

**Index Words**

### 2.1.8 Reporting for Duty

**A. Shift Change-Reporting "On-Duty".**

1. Responsibility of Shift Sergeant or OIC

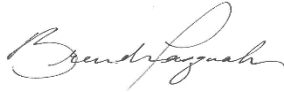
- a. Shift Sergeant or OIC shall report, in complete uniform and ready for duty, at roll call which shall be held at the start of the scheduled shift.
- b. The off-going Shift Sergeant or OIC will report one half hour prior to schedule change of shift for dissemination of necessary information to the on-coming Shift Supervisor prior to Roll Call.
- c. Shift Supervisors will hold Roll Call and Inspections. Each officer will be inspected in thorough detail of personal hygiene, uniform neatness, proper attire and equipment, including thorough inspection of sidearm and ammunition. Officers will also be inspected for equipment as may be required for special details.
- d. The Shift Supervisor will also supervise a check of vehicles.
- e. Each Shift Supervisor will brief his/her shift as to routine or special details, cases of interest, messages, etc. If during Roll Call, a call or matter requires the presence of the Shift Supervisor, it will be handled by the on-coming Shift Supervisor. The off-going Supervisor will complete the briefing and Roll Call for the reporting shift.
- f. Complaint calls received just prior to a shift change will be answered by the on duty shift. If the complaint is not of a serious nature, it will be assigned to an on-coming officer. Emergencies will be responded to immediately by any available unit.

**B. Shift Change- Reporting "Off-Duty".**

1. The off-going Shift Supervisor shall review and approve all reports, tickets, citations, logs, etc., prior to the end of the shift and before excusing the officer(s) from duty. All reports should be reviewed at least one time during each shift to ensure a proper and efficient shift change.

2. Officers reporting off-duty at the end of their tour shall not report to the police station until ten (10) minutes before the hour of shift change.
3. Paperwork should be completed in the field whenever possible. All reports and information of record will be gathered during the course of the shift.
4. Incident reports, parking, traffic and non-traffic citations issued during the officers tour of duty will be turned in prior to the completion of the shift. Under no circumstances will Incident reports, citations, arrest reports or accident reports be held by any officer after his/her tour of duty. Accident reports and towing releases will be turned in no later than two hours after the completion of the call.

By order of:

A handwritten signature in black ink, appearing to read "Brandon Pasquale", written in a cursive style.

Brandon Pasquale  
Chief of Police