

13.5 INABILITY TO FULFILL EXTRA DUTY ASSIGNMENT

Departmental Order #: ,b 59-99 (Previously issued under order #s 56-99, and 17-96)

A. MEMBER

1. Members:

- a. Who become unable to perform an extra duty assignment must inform the Extra Work Clerk or designate of the reason for his/her unavailability not later than three (3) hours before the assignment is to commence.
- b. Shall not pass on extra work assignments to other members as per established policy in subsection 16.3 of this chapter on **ASSIGNMENT OF EXTRA WORK DUTIES**.

B. EXTRA WORK CLERK

1. Refer to related duties in subsection 16.3, **ASSIGNMENT OF EXTRA WORK DUTIES**.