

13.8 INVOLVEMENT DURING EXTRA DUTY WORK

Departmental Order #: , 59-99 (Previously issued under order #s 56-99, 62-97 and 17-96)

A. MEMBER

1. Officers who become involved in an investigation or receive a complaint during their extra duty assignment shall:

- a. Record the incident in their notebooks.
- b. Assess the complaint and where:
 - i. it can be concluded by the member on sight (i.e., issuance of an Appearance Notice), he/she shall fulfill these duties;
 - ii. it cannot be easily concluded by the member and requires the response of a unit, he/she shall request assistance from Communications.
- c. Seek out an authority of the place of assignment at the first opportunity and request access to a phone that offers the member privacy and confidentiality.
- d. Obtain an incident number and dictate the report.

2. Should an officer be required to leave the extra work job due to a serious investigation (i.e., robbery), when practical he/she will notify an authority of the place of assignment at the first opportunity before leaving.

3. When an investigation cannot be turned over to a responding officer from the subdivision and necessitates the member working beyond the specified duration of the assignment, he/she shall:

- a. Contact the Watch Commander and obtain permission to work the extra time at the overtime rate.
- b. Complete an HRP.075.0 and obtain a supervisor's authorization.