

13.2 RECEIVING AN ORDER

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

A. POLICY

1. All extra work orders will be received at Headquarters and channeled through the Extra Work Clerk or designate.
2. After hours, orders will be received by the front door Commissionaires or the Call Takers. Orders will then be forwarded to the Extra Work Clerk by way of the completion of the appropriate documentation.
3. All extra work orders will be submitted on a Form HRP.077, Extra Work Order, and include all assignment specifics (i.e., plain clothes, equipment required, etc.).

4. Late orders requiring immediate attention shall be filled by the designated NCO in the absence of the Extra Work Clerk.

B. MEMBER

1. A member approached while on Patrol to order an officer for extra work shall refer that person to contact the Extra Work Clerk.

2. No officer will make private arrangements to work in his/her capacity as a police officer while off or on duty.