

	<b><u>SUBJECT</u></b>  <b>BEGINNING/ENDING TOUR OF DUTY</b>		<b><u>NUMBER</u></b>  <b>402/06</b>
	<b>EFFECTIVE DATE:</b>  <b>08-24-09</b>	<b>AMENDS:</b>  <b>08-14-08</b>	<b>RESCINDS:</b>
<b>DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical</b>		<b>REFERENCES: CALEA / IACLEA / TPCFA</b>	

- .10 An Officer's tour of duty will begin on the hour designated by the posted schedule.
- .11 Each Officer is expected to be in his assigned patrol unit, on bike if assigned or on foot and have advised the Communications Operator that the Officer is 10-41 and 10-8, thus beginning his tour of duty in the field.
  - A. An Officer will be considered tardy unless the above is accomplished or he has been given an assignment requiring him to be in the office or has specific approval from a Supervisor.
  - B. Each time an Officer is tardy, he will submit a report to his immediate Supervisor indicating the reason for being tardy.
- .20 Prior to beginning a tour of duty, each Officer is responsible for accomplishing the following:
  - A. Inspect for damages, check fluid levels, and trunk supplies on the assigned patrol unit;
  - B. Read and be familiar with all reports and their contents which have occurred since their last tour of duty;
  - C. Read all directives published since their last tour of duty.
  - D. Load all authorized and required equipment into the patrol unit.
- .30 Officers will not return to the office for relief until the Communications Operator or a Supervisor notifies them to do so.
- .31 The Communications Operator will call Officers in for relief when the relieving Officer is prepared to assume the shift, that is he has loaded his equipment into his assigned patrol unit, or is prepared to load his equipment should the same patrol unit be utilized for his shift.



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- A. If there is not a scheduled relief, the Communications Operator or a Supervisor will not call Officers in for relief sooner than fifteen (15) minutes prior to the end of the Officer's tour of duty.
- .40 Patrol Supervisors will insure that all paperwork is complete, all evidence and property are properly logged and tagged, and that the squad room is cleaned and in order or cause these to be accomplished prior to ending their tour of duty.