

<b>DUNCANVILLE POLICE DEPARTMENT GENERAL ORDERS</b>	
SUBJECT: Attendance	GO 2.02
EFFECTIVE DATE: December 31, 2013	APPROVED:
AMENDS/SUPERSEDES: R80-011 ISSUED: January 1, 1980	Robert D. Brown, Jr. Chief of Police

I. OBJECTIVES

To assure attendance of employees at the place and during the times assigned for duty.

II. RULES

- A. Every employee shall report for duty at the time and place designated by his superior, and failure to so report shall be deemed neglect of duty. "Duty" shall be defined as any activity the Department has the legal authority to direct its employees to engage in, to include regular duty assignments, special duty assignments, training, court, and emergency recall.
- B. No employee shall be absent when leave has not been granted.
- C. An employee who is unable to report for scheduled duty will notify or cause to be notified, the concerned supervisor stating the reason and the expected date and time of return. Notification shall be accomplished as early as practical. "Scheduled duty" shall be defined as any and all duty assignments as indicated in Paragraph A, whether ordered verbally or in writing, regardless of the time between notification and when the duty is to begin.
- D. An employee shall not feign illness or injury. If injured or ill when duty had been scheduled, the employee shall remain at his residence except to consult a physician, attend a medical facility, or obtain prescriptions. If convalescence is to be at a location other than his residence, he will notify the department.
- E. Except in emergencies, an employee shall not leave a post, beat or other assignment without having been properly relieved. An employee, who is caused to leave his post, beat, or other assignment because of an emergency, without being relieved, shall notify or cause notification of his supervisor as soon as possible of the absence, the reason for it, and the employee's present whereabouts and activity.
- F. Every employee receiving a subpoena or instructions to appear in court or at any hearing shall do so at the time and place designated.
- G. Employees who are routed for court may request standby from the District Attorney's office. If granted, the employee on court standby will be required to appear in court within (1) one hour of notification that his/her presence is

required. Failure to appear in court within one hour of notification shall be considered a violation of this General Order.