

## **UNIT ORDER #5 - AVAILABILITY OF PERSONNEL**

The Internal Affairs Bureau provides an important investigative service to Department Executives. Part of effectively providing this service entails being available to respond to inquiries concerning investigations and responding to incidents wherein an immediate investigation is necessary.

Accordingly, investigators shall be available at all times during business hours, or, if on call, after business hours. This availability may be via cellular telephone, landline, or any form of effective communication.

Prior to going off duty on extended days off or vacation, investigators shall apprise their supervisors of the status of pending investigations and significant matters that may receive an executive inquiry during their absence.

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