Unit Order 5 â€“ Unforeseeable Absence Notifications

PURPOSE

Unlike a traditional patrol station or custody facility, Emergency Operations Bureau (EOB) does not have a Watch Sergeant working after hours, nor does EOB have a Watch Sergeant phone number to report work schedule changes. The Duty Status Sergeant serves this role and is responsible for monitoring all bureau operations during their duty rotation, including managing what EOB personnel are available to respond at any moment should an emergency arise.

The purpose of this unit order is to establish a standard protocol for EOB personnel who are calling in an absence or last-minute adjustment to their normal work schedule.

SCOPE

This Unit Order applies to all sworn personnel assigned to the EOB.

ORDER

To ensure adequate coverage and management of personnel, employees who need to report an unforeseeable absence shall follow the reporting protocols outlined below during standard business hours or after hours.

Business Hours

Primary notification of an unforeseeable absence or schedule adjustment shall be made to the Duty Status Sergeant. Secondary notification shall be made to EOB Operations via telephone. If applicable, employees may elect to have the Absence Request Telephonic Notification form (SH-R-96) completed and attached to their Weekly Timecard by EOB Operations, or they may complete it upon their return if it will not delay the processing of timesheets.

After Hours

Primary notification of an unforeseeable absence or schedule adjustment shall be made to the Duty Status Sergeant. If applicable, employees may elect to have the Absence Request Telephonic Notification form (SH-R-96) completed and attached to their Weekly Timecard by the Duty Status Sergeant. Alternatively, they may complete it upon their return if it will not delay the processing of timesheets.

Following EOB Unit Order 2 – Duty Status, except during personal emergencies, Duty Status employees shall self-identify coverage for any Duty Status rotations they cannot complete. Partial coverage of Duty Status is permitted with prior supervisor approval and notification to the Department’s 24-hour Watch Center.

If any of these guidelines conflict with a Memorandum of Understanding, the Memorandum of Understanding shall take precedence.