


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "REPORTING OFF-DUTY – UNFINISHED BUSINESS AT END OF TOUR"		ORDER NUMBER: 40-2	
		PLEAC STANDARD:		PAGE 1 OF 1	
RE-ISSUE DATE: 11/05/2015	EFFECTIVE DATE: 11/05/2015	ANNUAL REVIEW DATE: NOVEMBER	RESCINDS: ALL PREVIOUS	AMENDS: NONE	

1.0 PURPOSE:

1.1 All members and employees shall report off duty and shall relay all unfinished business to those relieving them at the end of their tours of duty.

2.0 REPORTING OFF DUTY AT END OF SHIFT

2.1 Upon completion of their tours of duty, members assigned to foot patrol, motorized patrol, investigative or other field assignments or special details shall return to their respective stations, sections, etc., to report off duty unless otherwise instructed by a superior officer, and they shall remain there until properly relieved.

2.2 A member should work the designated shift and number of scheduled hours and should not leave before the end of their shift, unless relieved by a supervisor.

2.3 After returning to their respective duty location and being properly relieved, members will complete their tours of duty by calling out to radio that they are "out of service."

3.0 RELAYING UNFINISHED BUSINESS AT END OF TOUR OF DUTY

3.1 Members or employees shall relay all unfinished business or items of importance to members or employees coming on duty so that there may be no possibility of a misunderstanding of such business or items of importance.

3.2 The responsibility for the completion of any unfinished business or details shall be that of the relief member or employee to whom such information was given.

4.0 SUPERVISORS TO ACCOUNT FOR ALL MEMBERS OR EMPLOYEES

4.1 Supervisors or superior officers having command of subordinates shall insure that each member or employee under their command is accounted for at the end of their tours of duty.

4.2 If a member is required to report off duty before the end of his/her tour of duty due to an illness, a family emergency or any other situation in which an officer reports off duty before the end of their tour, a "Special Report" (Form #54) shall be prepared by the member's supervisor explaining why the officer was relieved of duty. This Special Report shall be forwarded through the chain of command to the Executive Officer.

4.3 This may be done by holding a formal roll call or by any other means as designated by a commanding officer.

Approved By:



Cameron McLay
 Chief of Police