



# INTEROFFICE CORRESPONDENCE

**TO:** All Police Personnel

**FROM:** Chief David D. Been, CHF

**DATE:** August 15, 2003

**SUBJECT:** Departmental Order 2003-03, *Reporting Late for Duty and Other Required Appearances*

Officers and employees of the Tulsa Police Department shall be punctual in reporting for duty at the time and place designated by their supervising officer. The following procedures shall apply to violations of this order:

First incident: Employee shall receive a verbal reprimand and counseling by their immediate supervisor. The infraction shall be documented and maintained by the employee's immediate supervisor.

Second incident: A second infraction that occurs within six months of the previous incident shall result in the employee receiving a Divisional Letter of Reprimand. The letter will be maintained in the employee's personnel file.

Third incident: A third infraction that occurs within six months of the previous incident shall result in a one-day suspension or the employee may forfeit one full vacation day in lieu of a suspension day if the employee is covered by a collective bargaining agreement that allows the forfeiture.

Fourth incident: A fourth infraction that occurs within six months of the previous incident shall result in a two-day suspension.

A fifth or subsequent infraction that occurs within six months of the previous incident shall result in the employee being subject to further disciplinary action, as determined by the Chief of Police.

A new starting period will be created for employees who go an entire six-month period without an infraction. Previous infractions will not be carried over to this new time period.

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