



SPECIAL ORDER



	SERIES 87	NUMBER 1	EFFECTIVE DATE January 13, 1987
SUBJECT  Procedures for Handling Instances of Tardiness	DISTRIBUTION C		
	ORIGINATING UNIT PDD		
	EXPIRATION DATE *		

(1202.2)

The purpose of this special order is to outline the procedures which shall be utilized when handling instances of tardiness by any uniformed member of the force.

Any member (including a probationary officer) who is tardy reporting for a scheduled tour of duty (regardless of the reason), and who has not requested and been granted leave in advance, shall be charged hour-for-hour leave without pay. The minimum charge for leave is one hour. For example, if a member is tardy 15 minutes, he/she will be charged leave without pay for a period of one hour. The tardy member shall submit an SF-71 (Application for Leave) to his/her immediate supervisor for one hour of leave without pay and shall not be required to perform his/her duties during the remainder of the hour. Members shall not be required to submit written explanations concerning tardiness.

When a member is tardy, the member's immediate supervisor shall prepare an original and two copies of PD Form 90 (Notification of Tardiness). The member shall sign all copies of PD Form 90 to acknowledge receipt of the notification. The original copy shall be given to the member and the second copy shall be filed in the member's unit personnel folder for a period of one year. The third copy and the completed SF-71 shall be forwarded to the Time and Attendance Clerk and attached to the member's DC Form 251 (Time and Attendance Report).

Absence without official leave (AWOL) shall be charged whenever a member is tardy for the seventh time (fifth time for probationers) within a twelve-month period. Such tardinesses shall be recorded on DC Form 1199-A (Notification of Charge to Absence Without Official Leave [AWOL]). D.C. Form 1199-A shall be distributed in accordance with the instructions printed at the bottom of the form.

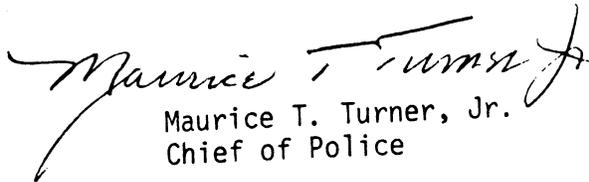
Time and Attendance Clerks shall monitor the records of all members of their respective organizational elements and immediately notify the Commanding Officer when any member is tardy for the seventh time (fifth time for probationers) within a twelve-month period.

Commanding Officers shall submit a report through channels to the Administrative Services Officer to recommend disciplinary action whenever:

1. A member is charged LWOP for six instances of tardiness and is tardy for the seventh time within a twelve-month period;
2. A probationary officer is charged LWOP for four instances of tardiness and is tardy for the fifth time within a twelve-month period; and
3. A member is charged absent without official leave for more than four (4) consecutive hours.

✓ Special Order 83-87 (Procedures for Handling Instances of Tardiness) dated November 30, 1983 is hereby rescinded.

\*This Special Order shall be remain in effect until officially revised or rescinded.

  
Maurice T. Turner, Jr.  
Chief of Police

MTT:VA:gem