



PHILADELPHIA POLICE DEPARTMENT DIRECTIVE 11.9

Issued Date: 11-06-02	Effective Date: 11-06-02	Updated Date: 09-30-20
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SUBJECT: EXCUSED ABSENCES TO ATTEND ORGANIZATION MEETINGS

1. POLICY

- A. Police personnel detailed to, or attending meetings of Boards, Commissions or other authorized organizations, shall be excused from their assigned duties only for the duration of such meetings or official business, **BUT NOT FOR A TOUR OF DUTY.**
 - B. Authorized organizations must submit a memorandum to the Police Commissioner, prior to the meeting date, requesting excused absences for their officers.
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2. REQUESTS FOR EXCUSED ABSENCE TO ATTEND MEETINGS

- A. Organizations requesting excused absences for their officers shall submit the following information on memorandum to the Police Commissioner, prior to the scheduled meeting date:
 - 1. Purpose of meeting.
 - 2. Date, time and place of meeting.
 - 3. Names, assignments and tours of duty of personnel required to attend.
 - 4. Estimated duration of meeting or official business.
 - B. Requests for excused absence with pay to attend meetings of any organizations not mentioned below will not be approved.
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3. AUTHORIZED ORGANIZATIONS

- A. Board of Pensions and Retirement.
- B. Shop Stewards of District Council #33 when attending regularly scheduled monthly meetings.
- C. Fraternal Order of Police Joint Labor-Management Committees.

NOTE: Officers of the Fraternal Order of Police are permitted to attend scheduled meetings involving labor negotiations or grievances as arranged by City officials.

4. PERSONNEL ATTENDANCE RECORDS

- A. All personnel whose detail or attendance at official meetings have been approved shall be carried as working in their assigned district or unit for the duration of such details or meetings.
- B. A notation will be made in the "Remarks" column of the Daily Attendance Report and the Assignment Sheet indicating:
 - 1. Time of departure.
 - 2. Type of meeting attending.
 - 3. Time of return.
- C. Police personnel working the 8x4 tour of duty may proceed directly to the meeting rather than first proceeding to their district/unit of assignment.
 - 1. Whenever this option is used, the officer will contact their district/unit of assignment on the day of the meeting, prior to the start of the meeting.
 - 2. If the meeting adjourns prior to the conclusion of the day work tour of duty, personnel scheduled to work will report to their respective district/unit to complete the tour of duty.

BY COMMAND OF THE POLICE COMMISSIONER
