

BERKELEY POLICE DEPARTMENT

DATE ISSUED: July 2, 1993

GENERAL ORDER P-19

SUBJECT: REPRESENTATIONS

PURPOSE

- 1 - The purpose of this General Order is to describe Berkeley Police Department procedures governing representations by officers, Police Service Assistants (PSA's) and Public Safety Dispatchers (PSD's).

POLICY

- 2 - It is the policy of this Department that all designated employees comply with the specific requirements set forth in this General Order.

DEFINITION

- 3 - Representation is a means by which an Officer, **PSA or PSD** maybe absent from his/her regular duty station, but is substituted for by an employee of similar classification.

PROCEDURE

- 4 - Prior to seeking authorization to be represented by another Officer, **PSA or PSD**, efforts should be made to secure permission to recover the desired time off or, if appropriate, use vacation time.
- 5 - Representation Request shall be prepared by the Officer, **PSA or PSD** who wishes to be represented and signed by the substituting employee.
- 6 - Before such a request can be approved, the Officer, **PSA or PSD** must be qualified to perform all the duties of the employee being represented.
- 7 - The form shall then be forwarded for approval to the Supervisor of the unit where the representation is to take place at least seven days prior to the date of representation, unless a shorter period is approved by the Commander of the involved Division.
- 8 - When a representation occurs, a Supervisor shall indicate on the time sheet the name of the representing employee, complete the form, and forward it to Public Safety Accounting Business Office for filing.
- 9 - No more than one representation for a **PSA or PSD** or two representations for an Officer will be allowed in any calendar month, except with approval of the Commander of the involved Division.
- 10 - Notwithstanding paragraph (9), under no circumstances will Officers, **PSA's or PSD's** be allowed to represent one another regularly or systematically in a manner that negates or controverts the hours and days one is regularly

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scheduled to work.

- 11 -** Representation time cannot be sold or purchased and must be repaid in time within one year.

Reference: Memoranda Agreement
CALEA Standards