

METROPOLITAN DIVISION

DIVISIONAL ORDER #97-2

April 9, 1997

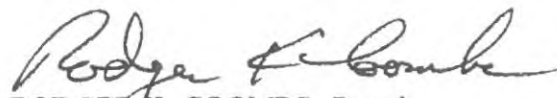
TO: All Metropolitan Division Personnel
FROM: Commanding Officer, Metropolitan Division
SUBJECT: **RESPONSIBILITIES OF "LOANED" OFFICERS**

This order replaces Divisional Order #84-1.

Metropolitan Division personnel are often loaned to other divisions, areas, etc. of the Department for a variety of reasons and time periods. It is sometimes difficult for Metropolitan Division to contact "loaned" personnel for timekeeping verifications, notifications of subpoenas, division and platoon training days, deployment, PFQ's, etc.

Even though "loaned" to another Department entity, officers are assigned to Metropolitan Division and the following procedures are set forth for adherence by all personnel.

1. All "loaned" officers shall insure that their days off are submitted to their respective teams in a timely manner.
2. Any changes, including specials, from the originally posted days off shall be reported immediately to the Metropolitan watch commander by the involved "loaned" officer.
3. All "loaned" officers shall attend all division and team training days unless prior exception is granted by their platoon leader.
4. All "loaned" officers shall telephone Metro daily to "pull their pin" just as if they were not on loan. (This also allows for a daily message check, subpoenas, timekeeping verification, etc.)
5. Whenever a "loaned" officer becomes aware of any tactical alert or any unusual occurrence, he/she shall immediately contact the Metropolitan Division watch commander to determine any possible change in his/her "loaned" status.


RODGER K. COOMBS, Captain
Commanding Officer
Metropolitan Division