Whenever an allied police agency calls the department requesting to speak to a detective and none are on duty, the following procedure should be followed by the PCS or officer receiving the call:

- Inquire as to the type of case, taking the necessary information, and inform the caller that no one is on duty and that the stand by detective will call them.

- If there is a doubt or question as to which action to take, contact the shift supervisor.

END OF ORDER