

IF YOUR PARTNER IS A NO-SHOW – Poway/4S Ranch

A shift

Call your partner fifteen minutes prior to shift start. If they do not answer:

Obtain the daily assignment sheets from the drawer/folder

On the Patrol Binder copies, note "A shift cancelled" in **red** at the top

On the Sergeant copies, note "A shift cancelled" in red at the top

For the Sergeant (Poway), tell him/her that the A shift was cancelled (leave a note if no one is in the office)

For the Station Administrator (4S Ranch), tell him that the A shift was cancelled (leave a note if no one is in the office)

If YANAs are assigned for the shift, call them before you leave, tell them the shift is cancelled but you're checking in on them now. Leave a message if there is no answer.

Disregard any vacation security checks, foot patrols and extra patrols that are assigned for the day

For Poway, if a DSA run is assigned, leave a note for C shift to complete the task

Complete the top of the patrol log, write "partner was a no-show" and sign it in **red**, so you're sure to get your three-hour credit (Poway)/two-hour credit (4S Ranch)

Attach the Patrol binder copies of the daily assignment sheets to the Patrol Log and put in the basket

For Poway, circle "NO" on the radar trailer sheet, indicate "partner no-show" on the sheet

B shift (4S Ranch)/C shift (Poway)

Call your partner fifteen minutes prior to shift start. If they do not answer:

Obtain the daily assignment sheets from the drawer or folder

On the Patrol Binder copies, note "B shift cancelled" (4S) or "C shift cancelled" (Poway) in **red** at the top

On the Sergeant copies, note "B shift cancelled" (4S Ranch) in red at the top

For the Sergeant (Poway), tell him/her that the C shift was cancelled (leave a note if no one is in the office)

For the Station Administrator (4S Ranch), tell him that the B shift was cancelled (leave a note if no one is in the office)

For Poway, call the A shift and tell them to retrieve the radar trailer

If YANAs are assigned for the shift, call them before you leave, tell them the shift is cancelled but you're checking in on them now. Leave a message if there is no answer.

Disregard any vacation security checks, foot patrols and beats that are assigned for the day

Complete the top of the patrol log, write "partner was a no-show" and sign it in **red**, so you're sure to get your three-hour credit (Poway)/two-hour credit (4S Ranch)

Attach the Patrol Binder copies of the daily assignment sheets to the Patrol Log and put in the Basket

2/13/26

V:/PowayStation/VOLUNTEERS/Documents/PartnerNoShow