

June 7, 1995

PATROL BUREAU MEMORANDUM NO. 95-5

SUBJECT: Vacation Scheduling - Patrol Divisions

In order to assure adequate staffing levels at each patrol division, the following leave policy is hereby established.

1. Vacation requests submitted on or before February 15th will be approved on the basis of law enforcement seniority with department. The last date of appointment as a law enforcement officer will be used in cases of reappointment.
2. Vacation requests submitted after February 15th will be granted as the schedule permits, on a first come basis.
3. In cases where more than one vacation is requested, the Application for Leave, Form #1 P.D. should be marked to indicate which is the officer's first choice. (Seniority (as referred to above) will apply only to the first choice.
4. Sergeants' vacation requests will be reviewed by the assistant division commanders who will approve them based on the supervisory requirements of the watch.
5. Each watch may allow up to 10% of the officers assigned to field duty to be off on V, E, or O days, at any one time.
6. In the event an officer transfers into a different watch or division with a previously approved vacation request, every effort will be made to honor that request. However, vacation requests already scheduled by personnel at the new assignment will take precedence. This shall apply regardless of the nature of transfer.
7. Vacation days which are unscheduled as of October 1st will be assigned by the respective desk sergeant with the approval of the assistant division commander.
8. Recognizing that unusual and/or emergency situations may arise, division commanders may deviate from this policy if necessary. However, these exceptions must be approved by the division commander and the documentation retained in file for auditing purposes for a period of five years.

Deputy Chief Stephen R. Staffer
Commander
Patrol Bureau

DISTRIBUTION: All Patrol Bureau Personnel
All Department Elements