

General Order 95-7
Department Operational Policies and Procedures: Vacation Request Policy
Effective Date: June 1, 1995 Review Date: October, 2008

Purpose of Policy: This policy formalizes the existing vacation philosophy of the Department, and establishes written guidelines allowing police officers of the Department to request personal vacation time.

Those Affected: This policy applies to all permanent full and part time officers of the Department.

Selection Priority: Consideration will first be given to those of highest rank in the Department; secondary consideration will be given to those with the most continuous seniority as a permanent full or part time police officer in the Department. Generally, only one officer will be allowed to take vacation at any given time.

Days Exempt from Vacation Time: On a limited basis, the Department may exempt certain days from the vacation schedule. The Department may cancel an already approved vacation in the event of an emergency or other crisis situation.

Last Minute Vacation Requests: Police officers may submit last minute vacation requests. Approval of these requests is at the sole discretion of the appropriate supervisor.