

# Hamden Police Department General Orders

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**Policy Number:** 028-011

**Effective Date:** August 01, 2005

**Section:** General Operating  
Procedures.

**Rescinds:**

**Title:** Assigning Extra Duty  
Assignments.

**Approved By:**

**Approval Date:**

## PURPOSE

To effectively assign officers to cover extra duty assignments based on seniority.

## POLICY

The Department recognizes the need for officers to be assigned to extra duty assignments. The Department will assist in assigning officers to these assignments as needed.

## Procedures

- A. Officers wishing to perform part time work shall submit an availability slip to the officer in charge of part time assignments.
  - a. The slips will be submitted every two weeks.
  - b. The slips must be turned in no later than the Wednesday before the start of the new work period.
  - c. The officer shall note the days and hours that he/she is available for work.
- B. Duties of the officer of part time work.
  1. Upon receiving slips they will be ranked in order of seniority.
  2. Officers will be contacted in order of seniority and assigned a job.
    - a. That officer will then be placed on the bottom of the list.
  3. In the event an officer refuses a job then that officer will be placed at the bottom of the list.
  4. If an officer should discover he is not available on a date he/she has signed up for, he/she shall contact the officer of part time work prior to the date and asked to be removed.

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- a. If the Officer of part time work is not available then the desk officer will be notified.
- b. The officer will not lose his/her turn in the seniority standings.