

GENERAL ORDER, ADMINISTRATION, NUMBER 8

DECEMBER 2, 2003

(REV) SEPTEMBER 15, 2003 (REV) APRIL 3, 2001 (REV) DECEMBER 1, 1999 (REV) NOVEMBER 1, 1986

(REV) APRIL 20, 1984

WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Trade Time

B. PURPOSE:

To establish standardized procedures for officers of the Department to trade working days and fix responsibility thereof.

C. POLICY:

It is the policy of the Department that officers may trade working days in accordance with the following procedures.

D. PROCEDURES:

1. Definitions:

a. Trade time means a mutually agreed upon exchange of working days between two officers.

2. Trade time shall be authorized within equal ranks and division and at no additional cost to the Department or City.

a. Trade time shall not be treated as or paid on an overtime basis.

3. Notice:

a. Officers shall give a written notice to the Office of the Chief of Police or their Division, Section, Unit or Watch Commander **twenty-four (24) hours** prior to the trade of any working days.

b. The notice shall be sufficient if it specifies:

1. Date of the trade.
2. Watch on which the trade is to be effective.
3. Signed by both parties to the trade.

c. The completion of the form shall be required both at the time of the initial trade and at the subsequent repayment. The form shall be submitted with each officer's time sheet.

d. The notice shall be submitted on the Department Trade Time Request Form, Appendix I.

4. Approval:

- a. The notice shall be submitted to the appropriate Lieutenant(s) of the affected Watch, Division, Section or Unit for approval or denial. If the Lieutenant is unavailable, approval will be made by the appropriate Division Captain.
  - b. The appropriate supervisor shall indicate on the notice their approval or denial of the trade time request.
    - 1. A request for trade time may not be unreasonably denied.
    - 2. Any officer may request, in writing, the reason for the denial.
    - 3. A denial of trade time with one officer shall not preclude the officer seeking trade time with another officer for the same time as previously submitted.
    - 4. A trade will be denied if it causes an employee to work two consecutive 16-hour days.
  - c. Trades may be submitted and initialed by the appropriate Lieutenant or Division Captain to acknowledge receipt up to thirty (30) days in advance. If the consenting officer who is to work the trade becomes aware more than seven (7) days prior to the trade date that he/she will be unable to fulfill the obligation, the requesting officer will be responsible for either working the day or finding an alternative trade. Seven (7) days prior to the trade date, the appropriate Lieutenant or Division Captain will formally approve or deny the trade request.
5. Officer Responsibility:
- a. An officer who accepts the responsibility of working for another officer on a regularly scheduled workday as part of a trade will be responsible for the work on that day.
    - 1. If the responsible officer is unable to or shall fail to report for work, he/she will be appropriately charged for the absence.
    - 2. The officer previously assigned to duty on that date shall be relieved of all responsibility thereof.
6. Accounting of Trade Days:
- a. The accounting necessary to keep track of the obligations of the various parties as the result of a trade shall remain the responsibility of the individuals involved.
  - b. The Department or the City shall not become involved in the accounting process.

By order of:

Thomas J. Jennings  
Chief of Police