



GENERAL ORDER

MINOCQUA POLICE DEPARTMENT

SUBJECT: **COMPENSATION, BENEFITS, AND
CONDITIONS OF WORK**

NUMBER: 2.03

SCOPE: All Department Personnel
DISTRIBUTION: General Orders Manual

ISSUED: 01/31/2020

EFFECTIVE: 02/10/2020

RESCINDS

AMENDS

REFERENCE: Current Labor Contract
Town of Minocqua Employee Handbook

WILEAG 5TH EDITION

STANDARDS: 2.4.1, 2.4.2, 2.4.3

INDEX AS:

- Benefits of Work
- Compensation
- Insurance Benefits
- Leave Policies
- Overtime
- Retirement Benefits
- Seniority
- Special Assignments
- Work Schedule

PURPOSE: The purpose of this General Order is to codify and promulgate the Minocqua Police Department's personnel provisions in the area of compensation; the Department's leave programs to include administrative leave, paid time off (PTO), holiday leave and Kelly leave; and leave for serious health and certain family matters as required by federal law. In addition, this General Order is to establish a fair, uncomplicated, consistent, procedure for overtime distribution and call out for the Minocqua Police Department.

This General Order consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. COMPENSATION
- IV. LEAVE PROGRAM
- V. INSURANCE AND RETIREMENT
- VI. WORK SCHEDULE
- VII. OVERTIME

I. POLICY

- A. It is the policy of the Minocqua Police Department to provide compensation, and benefits as well as conditions of work. It is also necessary to provide adequate staffing to carry out its goals, therefore limitations on the use of leave and the procedures for application and approval are included.

II. DEFINITIONS

- A. Eligible Employee: An employee who has worked for this agency for at least 12 months and who has worked at least 2,150 hours during the 12-month period preceding the date upon which leave is to begin.
- B. Spouse: A husband or wife as defined or recognized by state law for purposes of marriage, including common-law marriages where recognized by law.
- C. Child: This includes adopted children, foster children, step-children, legal wards and anyone for whom the employee stood in loco parentis.
- D. Parent: This includes biological parents as well as an individual who stands or stood in loco parentis to an employee when the employee was a child.
- E. Serious Health Condition: Any illness, injury, impairment, or physical or mental condition that involves:
 - 1. Any period of incapacity or treatment in connection with or consequent to in-patient care in a hospital, hospice or residential medical care facility;
 - 2. Any period of incapacity requiring absence from work, school or other regular daily activities, of more than three calendar days, that also involves continuing treatment by a health-care provider;
 - 3. Continuing treatment by a health-care provider for a chronic or long-term health condition that is incurable or so serious that if not treated, would likely result in a period of incapacity of more than three calendar days; or
 - 4. Pre-natal care.

III. COMPENSATION

- A. Elements of the salary program
 - 1. Union employees' salary is set by the respective labor contract.
 - 2. Non-represented employee's salary is set by the Town Board of Supervisors according to the yearly budget salary plan.
- B. Entry-level salary
 - 1. Entry-level salary for all probationary employees shall be consistent with the current labor agreement and the yearly budget salary plan.
- C. Salary differential within ranks:
 - 1. Salary differential within ranks shall be consistent with the yearly budget salary plan and the current labor agreement.
- D. Salary differential between ranks:

1. Salary differential between ranks shall be consistent with the yearly budget salary plan and the current labor agreement.

E. Special skills salary:

1. Salary levels for all special skills shall be consistent with the current labor agreement and the yearly budget salary plan.

F. Use of Compensatory Time:

1. Accumulation of compensatory time is subject to contract agreement and the Town of Minocqua Employee Handbook and **has a** maximum cap with alternative pay off stipulations.
2. Compensatory time off is subject to the approval of the employee's supervisor. Requests for use will be made through the Town of Minocqua Time & Attendance software (<http://townofminocqua-online.ghg.com/>). If an Officer's request for use of compensatory time off is the sole cause of another Officer to work overtime, the request may be denied.
3. The logging of compensatory time is voluntary and in lieu of overtime payment.
4. Compensatory time will not be anticipated. Employees requesting the use of compensatory time must have the required number of hours on the date of the request for time off.

IV. LEAVE PROGRAM

A. Administrative leave:

1. Administrative leave for all union employees shall be consistent with the current labor agreement, applicable Wisconsin State Statutes, Federal Laws, and applicable sections of the personnel policy.
2. Administrative leave for all non-union employees shall be consistent with all applicable Wisconsin State Statutes and the Town of Minocqua Employee Handbook.
3. Administrative leave consists of bereavement, military, maternal/paternal, and other temporary leaves of absence.
 - a) Bereavement/funeral leave: see contract/agreement. Notify supervisor of leave in writing.
 - b) Military Leave: Chapter 43, Part III of Title 38 U.S. Code and by contract/agreement.
 - (1) The Town of Minocqua and the Minocqua Police Department strongly supports the National Guard and Reserve components of the United States Military. Upon the Department receiving written notification that an employee who is a military member has orders to report for military duty the Department shall allow and make arrangements for the employee to report for training, active duty or status as the military orders state.
 - (2) No official, staff member or employee of the Town or the Department shall discriminate, retaliate or otherwise harass by any means any member who is a military employee for their military service.
 - (3) As soon as possible after notification of orders to military duty, the employee shall notify his/her supervisor as soon as possible in writing. Written orders, if available, should be given to their supervisor and submit a Military Leave Request.
 - (4) The employee may use unpaid time, comp time, PTO, or other days off when ordered to military duty.

- (5) Upon returning from military status, the employee shall return to their previously assigned position, job status or equivalent position, tenure and continue time in service with the Department as required by federal and State laws.
 - (6) The Town and Department shall work with employees returning from military service to provide reasonable accommodations and support to employees returning from military service who were injured or suffer from PTSD or other recognized conditions as a result of military service. The Department shall permit employees to attend appointments for medical treatment, counseling or other needs of the employee through the VA or medical staff as long as reasonable.
 - (7) The Department reserves to the right to have the employee participate in a fitness for duty evaluation by a qualified professional before allowing the employee to return to work or carry a Department issued weapon.
- c) Maternal, paternal and family emergency leave: provided by law and by contract/agreement. Notify supervisor as soon as practical in writing as to how the leave will be used: PTO, sick, etc.

B. Family and Medical Leave Act.

1. General Provisions

- a) Leave taken under this policy does not preclude eligible personnel from taking leave provided under other local, state or federal law.
- b) Leave under FMLA is available for both eligible male and female employees.
- c) Leave taken under provisions of the FMLA is unpaid leave subject to the provisions of paragraph IV.A.7 of this policy.
- d) Leave is available to eligible employees in any of the four following instances:
 - (1) Birth of a child of the employee.
 - (2) Placement with the employee of a child for adoption or foster care.
 - (3) A serious health condition of an employee's spouse, parent or child.
 - (4) Serious health condition of the employee.
- e) Eligible employees may take up to 12 weeks of leave under this policy during any 12-month period.
- f) Husbands and wives employed by this jurisdiction may take a combined total of 12 weeks per year to care for a newborn or newly placed child. This combined leave of employed parents is limited to 12 work weeks in a 12-month period for the birth, adoption or foster care placement of their child even if they are not married. They may also take up to 12 weeks each to care for a sick child or each other.
- g) Employees may elect and this agency reserves the right to require employees to first exhaust all accrued paid leave, including compensatory time, sick or medical leave, vacation time or similar accrued time, prior to taking unpaid leave under the FMLA.

Except when the leave is for the birth, adoption or foster care of a child, this agency may not require the exhaustion of sick or medical leave, but the employee and the agency may agree to such a procedure.

- h) This agency's policy on off-duty employment shall apply to personnel on FMLA leave.

2. Notice of Need for Leave

- a) An employee shall provide 30 days' advance notice if the need for leave is foreseeable and as soon as practicable if the leave is not foreseeable.
- b) The employee shall provide a medical certificate to support requested leave that is taken for a serious health condition of the employee or the employee's family member. If the leave is for the employee's own serious health, the employee shall provide medical certification to state that the employee is unable to perform the "essential functions" of the employee's job. In addition, the employee who seeks leave for a serious health condition is also required to make a reasonable effort to schedule the treatment so as to avoid disruption to the employer's operations subject to the approval of the health provider.
- c) The medical certification shall also include the treatment prescribed by the healthcare provider and whether in-patient hospitalization is required.
- d) This agency may require the employee to obtain a medical certification from a second health-care provider at the agency's expense. If the opinion of the second health care provider differs from that of the first, this agency may require a third medical opinion at its expense.
- e) The employee and representatives of this agency shall cooperate and act in good faith in selecting any third health-care provider, and both parties shall be bound by that medical decision.

3. Pay and Benefits

- a) While on FMLA leave, employees will be maintained on this agency's group health insurance under the same terms as applicable while actively employed.
 - (1) During the period of leave, employees shall be responsible for the payment of any premiums for health insurance under the same terms and conditions as when actively employed.
 - (2) Employees who fail to return to work after leave is taken will be financially liable for any premiums paid by this employer for their health insurance while on leave unless:
 - (a) The employee suffers a continuation, recurrence or onset of a serious medical condition that would entitle the employee to leave under the FMLA or
 - (b) Other circumstances exist that are beyond the employee's control.
- b) Life insurance and disability insurance paid by this agency will continue in force during an employee's leave.
- c) Upon returning from FMLA leave, employees will be reinstated to their original or an equivalent position with equal rank, benefits, pay and working conditions.
 - (1) Reinstatement is conditional upon certification that the employee is physically and mentally fit to return to work.
 - (2) Return to work in other than a full-duty status may be granted in accordance with provisions and conditions of the light-duty policy.

Endnotes:

- (1) By law, notice regarding leave under the Family Medical Leave Act of 1993 must be included in any employee handbook, policy manual or similar document that provides

written guidance to employees regarding their rights and benefits.

Employers must also post a notice in the workplace informing employees of their FMLA rights.

- (2) The Family and Medical Leave Act of 1993 is applicable to law enforcement agencies whose employing jurisdictions have 50 or more "eligible" employees at the time in which an eligible employee requests leave. The act provides leave for workers under certain conditions in addition to that normally provided by the employer.

C. Other temporary leaves of absence: Requests for other leave is on a case by case basis. In writing, present reasons for leave to his/her supervisor. Approval may only be made by the Chief.

D. Administrative Leave

1. Officers may be placed on administrative leave while under administrative investigation, due to failure to meet firearms qualification or at the discretion of the Chief of Police.

2. Administrative Leave--Administrative Investigation

Officers shall have their police powers limited and may be relieved from duty entirely or reassigned to desk duties.

3. Administrative Leave--Firearms

Qualification Failure to qualify after three attempts shall result in a non-disciplinary suspension of police powers. The officer shall surrender his Department issued ammunition to the Lieutenant of Police.

4. Return to Duty from Administrative Leave--Administrative Investigation

An Officer on administrative leave may not return to regular duty until directed by the Chief of Police. This decision may be based on one or more of the following: the recommendation of a Psychologist regarding the person's fitness for duty, the given circumstances, the status of the administrative review of the incident, or the meeting of firearms qualification standards.

In all cases where a person has received a fatal or life-threatening injury as a result of a law enforcement action, the services of a Department approved Psychologist, Chaplain, and the Peer Support Team shall be made available to the involved Officer and his/her family. The Officer involved shall undergo a debriefing with members of the Peer Support Team within 24 hours of the incident. This session assists the Officer with the moral, ethical and psychological effects of the incident.

The Lieutenant of Police shall have the responsibility for ensuring that the debriefing session is scheduled in a timely manner, and will implement the steps necessary to ensure that all of the resources required for the session are made available.

The Chief of Police or designee may decide if the officer is cleared to return to full duty if he/she has been on administrative leave for 180 days or more.

E. Holiday Leave: in accordance with contract/agreements and related orders. Pay alternative or similar to PTO.

1. Holiday leave for all union employees shall be consistent with current labor agreements.
2. Holiday leave for all non-union employees shall be consistent with the Town of Minocqua Employee Handbook.

F. Sick Leave: used in accordance with contract and agreements and related orders.

1. Sick leave usage for all union employees shall be consistent with the current labor agreement.
 2. Paid Time Off (PTO) shall be used in lieu of sick leave for all non-union employees and shall be consistent with the Town of Minocqua Employee Handbook.
 3. Call in procedure: notify the Department's Tele-communications Center no less than one hour prior to his/her duty hours. The receiving person shall record such on the respective duty schedule and ensure that the Chief of Police is notified via email. The receiving person will then follow Department protocol to fill the sick member's shift if necessary.
- G. Paid Time Off (PTO) Leave: in accordance with contract/agreements and related orders. It is the Chief of Police's option as to how many subordinates are allowed vacation at any given time giving full thought to adequate manpower staffing levels.
1. PTO leave for all union employees shall be consistent with the current labor agreement.
 2. PTO leave for all non-union employees shall be consistent with the Town of Minocqua Employee Handbook.
 3. Any employee requesting PTO leave shall complete a time off request form and submit the form via the Town of Minocqua Time & Attendance software.
 4. Use of PTO time for all employees will be limited to the maximum number of days earned in one calendar year plus any time carried over from the previous year.
 5. All union employees may carry over no more than eighty-four (84) of accrued but unused PTO hours from one calendar year to the next. This time shall be scheduled prior to March 31st of the following calendar year.
 6. In the event extenuating circumstances prevented a non-union employee from taking PTO, the non-union employee may carry over no more than eighty (80) of accrued but unused PTO hours from one calendar year to the next with the approval of the Chief of Police. The non-union employee shall request, in advance, approval from the Chief of Police to carry the unused PTO into the following year. If approved, this time shall be used prior to June 30th of the following calendar year.
 7. No PTO time will be anticipated beyond the current calendar year.
- H. Responsibility:
1. It is each member's responsibility to keep track the number of hours/days they have available to them for any type of leave. Abuse or over use of leave may result in lost wages, days without pay, and/or disciplinary action.
- I. Use of Time off:
1. All time off requests shall be submitted to the Chief of Police via the Town of Minocqua's Time & Attendance software and shall be used by all employees when requesting time off.
 2. Time off requests should be submitted to the Chief of Police prior to the 15th calendar day of the previous month.
- For all Union employees, requests shall be consistent with the current labor agreement.
- For all non-union employees (tele-communicators), requests creating overtime shall be denied. Requests creating overtime may be approved by the Chief of Police if extenuating circumstances exist. This will be reviewed on a case by case basis.

If a request is received after this date, it is the responsibility of the requesting employee to make the arrangements with a part-time tele-communicator to have the shift covered prior to the request being approved.

3. The Department reserves the right to cancel, reassign or adjust time off based upon need. This may include, but is not limited to:
 - a) Major incidents/events requiring extra personnel.
 - b) Injuries or illness to other personnel.
 - f) Staffing issues related to vacancies and the training of new personnel.

J. Day/Shift Trades:

1. Day/Shift Trades may be requested by submitting a Shift Switch Request Form to the Chief of Police and/or a supervisor.
2. Day/Shift Trades shall be made within the same pay period.
3. Day/Shift Trades shall not create overtime.
4. Day/Shift Trades shall be agreed upon and signed by both employees involved.

V. INSURANCE AND RETIREMENT

Nothing contained in this benefit summary is intended to create an employment contract between the Town and any employee for either employment or for the provision of any benefit. Any of the benefits may be changed, deleted, or new benefits may be added by approval of the Minocqua Town Board of Supervisors or labor agreements.

The benefits outlined below are provided for all regular full time positions. Each employee has the right to terminate his/her employment at any time for any reason. In addition, the Town has the right to terminate the employment of any employee at any time, without prior notice, for any lawful reason.

Upon termination the COBRA Act entitles the employee and their family the opportunity for a temporary extension of health and dental coverage at group rates in certain instances where coverage under the plan would otherwise end (for reasons other than gross misconduct on the employees part).

A. LIABILITY INSURANCE:

1. For all Union Employees: provided by the Town of Minocqua in accordance with the current labor agreement.

B. HEALTH INSURANCE:

1. For all Union Employees: provided by the Town of Minocqua in accordance with the current labor agreement.
2. For All Non-Union Employees: provided by the Town of Minocqua in accordance with the Town of Minocqua Employee Handbook.
3. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

C. DENTAL INSURANCE:

1. For all Union Employees: provided by the Town of Minocqua in accordance with the current labor agreement.
2. For All Non-Union Employees: provided by the Town of Minocqua in accordance with the Town

of Minocqua Employee Handbook.

3. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

D. VISION INSURANCE:

1. For all Union Employees: provided by the Town of Minocqua in accordance with the current labor agreement.
2. For All Non-Union Employees: provided by the Town of Minocqua in accordance with the Town of Minocqua Employee Handbook.
3. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

E. LIFE INSURANCE:

1. For all Union Employees: provided by the Town of Minocqua in accordance with the current labor agreement.
2. For All Non-Union Employees: provided by the Town of Minocqua in accordance with the Town of Minocqua Employee Handbook.
3. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

F. SHORT TERM DISABILITY PLAN:

1. For all Union Employees: provided by the Town of Minocqua in accordance with the current labor agreement.

G. HEALTH REIMBURSEMENT ACCOUNT (HRA):

1. For all Union Employees: provided by the Town of Minocqua in accordance with the current labor agreement.
2. For All Non-Union Employees: provided by the Town of Minocqua in accordance with the Town of Minocqua Employee Handbook.
3. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

H. INCOME CONTINUATION INSURANCE:

1. For all Union Employees: provided by the Town of Minocqua in accordance with the current labor agreement.
2. For All Non-Union Employees: provided by the Town of Minocqua in accordance with the Town of Minocqua Employee Handbook.
3. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

I. FLEXIBLE BENEFIT PLAN – SECTION 125:

1. For all Union Employees: provided by the Town of Minocqua in accordance with the current labor agreement.
2. For All Non-Union Employees: provided by the Town of Minocqua in accordance with the Town of Minocqua Employee Handbook.
3. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

J. CONTINUATION OF COVERAGE (COBRA):

1. For All Union and Non-Union Employees: provided by the Town of Minocqua in accordance with the Town of Minocqua Employee Handbook.
2. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

K. WORKERS COMPENATION (WC):

1. For All Union and Non-Union Employees: provided by the Town of Minocqua in accordance with the Town of Minocqua Employee Handbook.
2. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

L. UNEMPLOYMENT INSURANCE:

1. For All Union and Non-Union Employees: provided by the Town of Minocqua in accordance with the Town of Minocqua Employee Handbook.
2. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

M. SUPPLEMENTAL INSURANCE COVERAGE:

1. For All Union and Non-Union Employees: provided by the Town of Minocqua in accordance with the Town of Minocqua Employee Handbook.
2. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

N. WISCONSIN DEFERRED COMPENSATION PROGRAM (WDC):

1. For All Union and Non-Union Employees: provided by the Town of Minocqua in accordance with the Town of Minocqua Employee Handbook.
2. For All Part-Time/Seasonal Employees: Part-time/Seasonal do not qualify for this benefit.

O. RETIREMENT: Association and union agreements provide for related programs and for any contributions to a retirement program to be made. Employees may seek additional sources on their behalf if they wish.

1. Sworn Personnel (Full-Time): All sworn full-time personnel are required to participate in the Wisconsin Retirement System (Protective) through the States Employee Trust Fund (ETF). Contributions to the retirement system are outlined in employee contracts, agreements, or the Town employee manual. The statewide Wisconsin Retirement System (Protective) is supported by contributions from law enforcement officers and employing municipalities, with standardized retirement criteria.
2. Sworn Personnel (Part-Time/Seasonal): Part-time law enforcement personnel, who work less than 600 hours per year, do not contribute to or participate in the Wisconsin Retirement System (Protective).
3. Non-Sworn Employees: All non-sworn employees are required to contribute and participate in the Wisconsin Retirement System (General Employee). The general employee retirement system is supported by contributions from employees and employing municipality, with standardized retirement criteria. Contributions to the retirement system are outlined in the Minocqua Town Employee Handbook.
4. Supplemental pre-tax programs in addition to the above may be available by contacting the Minocqua Town Clerk.

VI. WORK SCHEDULE

- A. The work schedule will be drafted by the Chief of Police and posted fifteen (15) days prior to the first of the month. No officer shall change or modify work schedules without authorization from the Chief of Police or his/her designee.
- B. It is the policy of the Minocqua Police Department to effectively manage the use of overtime and to ensure that each employee uses overtime in a responsible manner.

VII. OVERTIME

- A. All overtime work shall be authorized by the Chief of Police or a supervisory designee/representative of the Chief.
- B. Determining the coverage of a full twelve-hour shift vacancy. If the vacancy of a shift is known beforehand due to PTO, extended sick leave, family leave, etc., and there are a sufficient number of officers assigned to the shift, the shift will remain vacant.
- C. If the vacancy of a shift is known beforehand due to PTO, extended sick leave, family leave, etc., and an overtime officer is required to maintain adequate staffing, the shift will be posted for volunteers and filled according to seniority. Attempts will be made to fill the entire shift; however, if this can't be done, the shift may be filled in partial shifts.
- D. If an unexpected shift shortage occurs, and other scheduling options cannot be utilized, the following call in procedures should be followed:
 - 1. If there is ample coverage already assigned to the shift, the twelve-hour vacant shift will be cancelled.
 - 2. If it is necessary to fill the vacant shift the following procedures will be observed:
 - a) Shift shall be available to the preceding and succeeding shifts working, and then to those on otherwise scheduled days off, all on a seniority basis.
 - b) If off-duty personnel are unavailable to fill the shift, officers occupying the shifts abutting the vacant shift will be ordered split the shift and extend their shift to fill the vacant shift.
 - c) If an answering machine responds, a message shall be recorded. Once a shift is filled, any voicemail or message is negated and the officer filling the shift cannot be bumped.
 - g) If a Sergeant fills a patrol vacancy, that sergeant will assume patrol duties and command the shift if no other Sergeant is working.
 - h) If an officer signed up for an overtime shift, decides not to work the shift for reasons other than illness, injury, or other absences covered by policy or contractual language, it is that officer's responsibility to locate an officer to fill the shift in his/her place.
- E. A seniority roster shall be maintained by the Chief and such roster shall be posted on the bulletin board of the Department.
- F. Whenever additional manpower requirements arise due to emergency situations, the overtime shall be attempted to be given according to seniority, but nothing contained in the above procedure shall be construed to prevent the Chief of Police or his designee from utilizing other assignment procedures in emergency circumstances, or using a specialized position whenever the situation or need arises.
- G. Procedure Special Events: Upon scheduling and/or receiving notification for requested services by a civic or community organization as to date, time, and number of officers needed, a sign-up sheet will be posted in the tele-communications center for officers to sign if they wish to work that scheduled event. This will be done according to seniority. If after posting of the sign-up sheet and

all openings are not filled, following the seniority scale, qualified officer(s) with the least seniority will be required to work the requested assignments in order that adequate levels of law enforcement services are provided to the community.

- H. If the services of an officer trained in a particular specialization are required, seniority rules are waived and the specialized-trained officer shall be called out.
- I. Call in procedure for Dispatch
 - 1. When assembling the monthly schedule, all available shifts shall be offered to the part-time dispatchers.
 - 2. When a shift unexpectedly becomes available and needs to be filled within a 24-hour period, due to illness or emergency, etc., the shift shall be offered to part-time dispatchers first and then to full-time dispatchers according to seniority. If no one volunteers to cover the shift, it will be filled through mandatory overtime by splitting the shift between the preceding and succeeding shifts working.
 - 3. When a full-time dispatcher is off for an extended period of time (such as FMLA), these shifts shall be filled by the part-time dispatchers. If the part-time dispatchers cannot cover the shift, it shall be offered to the full-time dispatchers by seniority.
 - 4. If a shift is going to be filled on overtime, it shall be offered to the full-time dispatchers by seniority and then to the part-time dispatchers. If the shift can be filled by regular pay, it will be offered to the part-time dispatchers first.

David J. Jaeger

David J. Jaeger
Chief of Police

This General Order cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 02/03/2017