

WATCH SELECTION REQUEST GARY POLICE DEPARTMENT		C.I.N.	TODAY'S DATE	CURRENT SHIFT ASSIGN.
NAME (LAST – FIRST – M.I.)		RANK	OFF DAY GRP.	DUTY STATUS <input type="checkbox"/> FULL DUTY <input type="checkbox"/> OTHER (IOD, ETC)
DATE OF BIRTH	DATE OF HIRE	DATE RECEIVING CURRENT RANK		
INDICATE WATCH SELECTION IN ORDER OF PREFERENCE. 1ST WATCH (12X8), 2ND WATCH (8X4), OR 3RD WATCH (4X12).				
FIRST CHOICE		SECOND CHOICE		THIRD CHOICE
OFFICER'S SIGNATURE		C.I.N.	DATE	
SHIFT SUPERVISOR'S SIGNATURE		C.I.N.	DATE & TIME RECEIVED	
UNIT COMMANDING OFFICER'S SIGNATURE		TITLE	DATE & TIME RECEIVED	
<input type="checkbox"/> SUCCESSFUL BIDDER		<input type="checkbox"/> ASSIGNED BY MANAGEMENT		

OFFICERS THAT DO NOT CURRENTLY HOLD A BID POSITION AND ARE INTERESTED IN RETAINING THEIR CURRENT SHIFT ASSIGNMENT OR ARE INTERESTED IN MOVING TO A MORE DESIRABLE SHIFT SHALL SUBMIT BID REQUESTS. OFFICERS WHO SUBMIT A REQUEST AND SUBSEQUENTLY ARE AWARDED A BID POSITION BASED ON SENIORITY SHALL BE SECURE IN THAT ASSIGNMENT UNTIL SUCH TIME THEY ARE OUTBID BY A MORE SENIOR OFFICER OR VOLUNTARILY TRANSFERRED TO ANOTHER ASSIGNMENT.

THE BIDDING PROCESS WILL BE OPEN TWICE A YEAR, ONCE IN DECEMBER AND ONCE IN JUNE. ALL EFFORTS WILL BE MADE BY THE ADMINISTRATION TO HAVE ANY TRANSFERS EFFECTIVE AT THE BEGINNING OF THE MONTHS IN JANUARY AND JULY. OFFICERS WHO ARE REASSIGNED BY MANAGEMENT TO THE PATROL DIVISION WILL NOT BE ENTITLED TO AN OPPORTUNITY OF TRANSFER TO A MORE DESIRABLE SHIFT UNTIL THE NEXT SCHEDULED BIDDING PROCESS IS OPENED.