

**GARY POLICE DEPARTMENT**

**VOLUNTARY REQUEST AND AGREEMENT FOR TRADING SCHEDULED WORKING DAYS**

THIS FORM SHALL BE COMPLETED AND SIGNED BY OFFICERS AGREEING TO TRADE SCHEDULED WORKDAY(S). THE FORM SHALL BE SUBMITTED TO EACH AFFECTED SHIFT SUPERVISOR IN A TIMELY MANNER FOR APPROVAL.

TO: \_\_\_\_\_ DATE: \_\_\_\_\_  
SHIFT SUPERVISOR

OFFICER \_\_\_\_\_ IS SCHEDULED TO WORK ON  
\_\_\_\_\_ ON THE \_\_\_\_\_.  
DATE SHIFT

OFFICER \_\_\_\_\_ AGREES TO WORK THIS SHIFT FOR  
OFFICER \_\_\_\_\_.

SHIFT SUPERVISOR APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE

OFFICER \_\_\_\_\_ : \_\_\_\_\_ OFFICER \_\_\_\_\_ : \_\_\_\_\_  
SIGNATURE CIN SIGNATURE CIN

ONE (1) COPY STAPLED TO DAILY SCHEDULE. 1 COPY TO EACH AFFECTED SUPERVISOR. 1 COPY TO EACH OFFICER. 1 COPY TO THE COMMANDER.

**RESPONSIBILITY:**

Officers that have agreed to voluntarily trade scheduled days shall be responsible to report for duty as scheduled and agreed upon. Failure to report for duty by the scheduled replacement officer shall constitute the loss of one (1) compensatory day the officer is entitled to. The second failure to report for duty by the scheduled replacement officer shall constitute the loss of up to two (2) compensatory days the officer is entitled to. The third failure to report for duty by the scheduled replacement officer shall constitute the loss of up to three (3) compensatory days the officer is entitled to. Subsequent failures may result in being prohibited from participating in the trading of days at the discretion of the Police Chief.