

Revised mandate policy effective 5/1/2009

6 Month Trial Period 5/1/2009 to 10/31/2009

WATERFORD POLICE DEPARTMENT MANDATE PROCESS

When a shift is open, and the on duty Lieutenant deems it necessary that it be filled, it is a supervisor's responsibility to fill that shift according to Union guidelines. When all attempts have been made to fill the shift (including holdovers and early in), and the Lieutenant deems it necessary for proper function of the Police Department, an Officer shall be mandated to fill the necessary shift.

The mandate list will "reset" on January 1st, starting again from inverse seniority.

LT's are added to the mandate list for outside jobs and supervisor overtime, but are not eligible for Patrolman/Detective overtime.

The list is conducted in inverse seniority and currently the following employees are declared ineligible;

1. Anyone already on duty at the needed time – marked "On Roster"
2. Anyone on approved time off (vacation day, etc.) – marked "PTO"
3. Anyone on extended PTO leave contiguous to days off – marked "PTO/leave" **
4. Anyone who would be forced to work more than 16 hours in a 24 hour period if mandated – marked "16/24"
5. Anyone who has been mandated previously – marked "Previous mandate" 1, 2 etc***
6. Anyone who has been administratively exempt for this mandate – marked "Administrative pass"**** (upon approval from the on duty or on call LT)

To mandate, the following process is used –

1. Check Duty Roster
2. Check all outside jobs – Road jobs, Speedbowl, Cinemas, etc.
3. Check previous mandates – in binders in Sgts. Office
4. Prepare worksheet
5. Make calls
6. Anyone not responding (No Call Back) or answering a mandate telephone call shall remain at the top of the list for the next mandate.
7. Prepare letter for selected person(s)
8. Write Shift #, date, and initial in the appropriate box in binders in Sgts. Office
9. Place originals in Lieutenant's cabinet marked "patrol mandates"

** Employees on vacation, then days off, then vacation, or who are on days off into extended vacation are ineligible. Those who have taken one PTO day in conjunction with their days off are not eligible for this exemption on their off days.

*** There are exceptions to this – if other employees cannot work the shift due to the reasons stated above, and employee may be mandated twice when others have not been yet mandated.

**** The Administrative exemption is granted when an employee who would be mandated would suffer a monetary loss, has a medical or family emergency or an engagement not easily changed. Employees who use the Administrative pass function shall be the next employee mandated when another shift arises. If the Administrative pass is invoked, the person using that is first on the next mandate list.