



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Patrol Leave Requests

Eff. Date 01/03/2022

## Purpose

The following procedures outline how leave requests for Madison Police Department personnel assigned to Patrol Services are to be handled.

## Procedure

### SAME DAY LEAVE REQUESTS

The starting minimum staffing numbers for 1st, 3rd, and 5th detail patrol shifts will include two buffer beats above “hard minimums” which will maintain staffing levels on these shifts at their designated “soft minimums.” Both of these buffer beats will be maintained on a daily basis. However, at a specified time prior to the start of a shift, officers who have been previously denied leave through Telestaff may call the Officer in Charge (OIC) on the affected day and request the entire day off as long as staffing has remained at the “soft minimum” level for that shift. Approvals will be granted to one officer on the basis of the order of their denial status (e.g., first, second denial, etc.). Should there be no denied leave requests in Telestaff for a particular day when staffing has remained at “soft minimums,” leave will be granted on a first come, first served basis; however, approvals will not be made until one hour before the start of the early shift of the respective detail. Please note that the shift OIC retains the discretion to hold staffing at “soft minimums” on any given shift.

It shall be the officer’s responsibility to call the on-duty OIC to inquire as to whether or not same day leave can be granted. If all-day leave was previously denied, 1st Detail officers will be expected to call the OIC between 4:30 a.m. and 4:45a.m., 3rd Detail officers must call the OIC between 12:30 p.m. and 12:45 p.m., and 5th Detail officers must call the OIC between 8:30 p.m. and 8:45 p.m. If officers do not call, they will be expected to appear for duty as previously scheduled. An officer who was not previously denied all-day leave on a particular date must call the OIC after the following times to determine if leave can be granted: 1st Detail, 4:45 a.m.; 3rd Detail, 12:45 p.m.; and 5th Detail, 8:45 p.m. Should unforeseen circumstances cause staffing levels to fall below designated “soft minimums” for that shift (e.g., sick-ups, light duty status, etc.), no other leave (with the exception of sick leave) will be approved for that shift.

Any officer who requires sick leave must notify the OIC as soon as practical. This should ideally be at least two hours prior to the start of briefing for the shift the officer was scheduled to work.

### PARTIAL SHIFT LEAVE REQUESTS

All early leave requests are to be made in Telestaff using the “Z:Early Leave request” work code. **Please note that officers may not sign-up for early leave more than 30 days in advance or occupy the first sign-up position more than once during a calendar week (Sunday through Saturday).**

Please direct any questions to your respective shift Lieutenant Officer in Charge.

### DAY OFF TRADE REQUESTS

- Day off trades will only be approved when officers are unable to take off by using leave time (staffing is at shift minimum; no remaining leave time available, etc.).
- Requests should be submitted simultaneously from both involved officers to the PD Schedulers email group. Each officer’s email should specify both days affected. Both days involved in the trade must be within the same Fair Labor Standards Act (FLSA) work period (FLSA period end dates denoted with red dotted vertical lines of date cell in Telestaff).

- Double trades (i.e., after one day is traded for another in the future, one of those identified days is traded again) are discouraged, but may be approved by the shift OIC under extenuating circumstances.
- This procedure is intended to benefit officers who are otherwise unable to schedule time off using leave time. As such, officers who volunteer to trade should not be penalized by being bumped to a beat other than the beat they agreed to work for a particular officer ( for example, if a permanent beat officer gets someone to work for him/her, that cover person will ride the permanent beat).
- If an officer (with a permanent beat) has a Regular Day Off (RDO) changed by the department to accommodate training, the officer will be scheduled in their permanent beat on the day they are scheduled to work (even if the relief officer gets bumped). However, if the RDO change is to accommodate something at the officer's request (such as specialized training), they are not guaranteed to ride their beat on the day they work.
- Day off trades will not be allowed on holidays, except through the holiday leave process.

## HOLIDAY STAFFING

Order-offs will be utilized to reduce patrol staffing to **hard** minimums for most holidays. Higher staffing levels may be maintained on certain holidays with an operational need (such as New Year's Eve). Order-offs should generally be done at least 10 days prior to the holiday. Any time off requests for holidays must be entered in Telestaff at least 10 days prior to the holiday. Once order-offs for particular holidays have been made, officers who have voluntarily taken that holiday off may not cancel their holiday leave for that day.

Holiday staffing processes will be conducted prior to each holiday and will be coordinated by the currently-designated Commander to allow for non-patrol personnel to work patrol shifts on holidays in order to maximize the ability for patrol personnel to take leave on those dates.

Original SOP: 03/01/2014  
(Reviewed Only: 02/22/2016, 01/09/2017, 02/05/2024)  
(Revised: 01/19/2017, 12/11/2017, 01/15/2020, 01/03/2022)