

**NEW HAVEN  
DEPARTMENT OF POLICE SERVICE**

**SPECIAL ORDER**



**SPECIAL ORDER 22-02**

**EFFECTIVE DATE: March 7, 2022**

**ABSENCE FROM DUTY**

**PURPOSE**

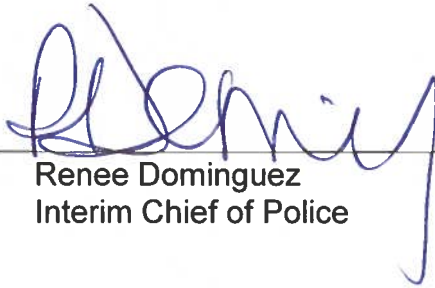
The purpose of this policy is to modify the procedure for returning to duty, as outlined in General Order 2.12, Absence from Duty.

**PROCEDURE**

The following procedure shall be adhered to when an employee must be absent from duty for sickness, injury, or family emergency:

- He/she shall notify the Front Desk Supervisor as soon as practical prior to the time that he/she is scheduled for duty. **He/she must provide an expected date of return.** If the date is unknown, the Officer shall call the Front Desk daily on scheduled workdays.
- An employee will be required to call in only on the first day of any absence **unless** they will be unable to return to work on the expected date originally indicated. If unable to return to work on the original expected date, the employee must notify the Front Desk Supervisor again and provide a new expected date of return.

All other procedures outlined in General Order 2.12, Absence from Duty, will remain in effect.



Renee Dominguez  
Interim Chief of Police

3/7/22  
Date