

Rock-

I may take Monday night off.

If I do, I will make up the time
on Tues. and Wed. night. DO NOT
give the time to someone else. I NEED
the time.

BT.

Fax Cover Sheet

Oxford Police Department
Chief Rich Nolan Sgt. Ron Martin
PO Box 866 20 Lafayette Park
Oxford NY 13830 Officer 607-843-2333
Fax: 607-843-9755 email: oxfordpd@stny.rr.com

Send to: Officer Ulfik	From: Chief Nolan
Attention:	Date: 4-25-2011
Office location:	Office location: Oxford, NY
Fax number:	Phone number: 843-2333

☐ Urgent ☐ Reply ASAP ☐ Please comment ☐ Please review ☐ For your information

Total pages, including cover 1

Comments:

Schedule are completed monthly to cover the Village the best we can with only 3 PT-Officers. When I had more officers, someone calling in sick was replaced on the same day. I need coverage during all nights from Monday to Saturday due to the ongoing larcenies and attempted larcenies. If you take Monday off I would replace that shift with another officer, at this time I have no one except you to cover that late shift. When you take off Mon, Tues or Wed. I have Ron stay later for some of that coverage or I will come to work and cover that night. I just need to know at least two hours in advance. The Village only gives me 16.0 hrs for training new officers, so I use sickness and days off to train the officers correctly. I have not said anything on the times you have been working, but the times on the schedule must be worked.

EXAMPLE: scheduled Saturday 4/23/11 7:15pm to 3:15am = 8.0 hrs YOU worked 7:34pm to 5:56am = 10.50 hrs. In the last two months you have taken over 10 requested or sick days off on Mondays to Wednesdays. May's schedule will be adjusted to an earlier shift, due to the 3-6am parking being over. Good job on the 6 tickets (3-6am parking) in 2 days.

This will work out this time because Ron is off on Tuesday the 26th.

Work Tuesday the 26th 9pm to 3am due to Ron's day off.

Work Wednesday the 27th 11pm to 5am. This equals the 12 hours for the three days.



Village of Oxford Police Department
PO Box 866
20 Lafayette Park Oxford, N.Y. 13830
607-843-2333
Chief: Richard Nolan Sergeant: Ronald Martin

June 22, 2011

All Officers:

Make sure the schedule is worked and the hours assigned adhered too.

This years budget for part time services has been cut \$10,000 and with us part timers getting raises that shrinks the amount of time available even further.

The mayor has said that when the hours are used up for part time services - that is it!

For example if all the hours are used by February of 2012 then no part timer will be working beyond that and he will not transfer money out of line items to cover this.

If you are scheduled for 4 hours and work 6 then your next shift may be reduced to 2 hours to cover the overage from the previous shift. If you are scheduled for 4 hours and work 8 then your next shift may be eliminated.

Don't forget other things do come up that uses hours such as court trials, grand jury and DWI hearings, this time all comes from the part time services budget.

Essentially, we will work ourselves out of work.

Items that can help getting out on time:

Look for the complaints (officer generated) in the beginning of your shift.

Arrest paperwork can be assisted by the next shift.

Washing of vehicles can be done during your shift and not at the end to kill time.

Investigations can be assisted by all shifts.

Call out of service a half hour to 15 minutes prior to your shift ending; finish your paperwork and leave.

Make sure all information is captured on a complaint so a clear concise so non-duplication of efforts occurs on the next shift.

Every effort is being attempted to restore our budget to original funding, this will not happen this year. The economic condition that we all are facing has challenged the fiscal responsibilities that the village faces. We as part timers can look at it one of two ways, we can become lazy and non complacent and continue to watch our budget get reduced each year or we can become pro-active. If we become lazy then the reduction in effort will be recognized and we will suffer the consequences. If we become pro-active, efficient on arrests and write tickets we have the opportunity in seeing the budget restored to past funding levels or even increased. This cannot be accomplished by one officer and must take all of us WORKING TOGETHER to achieve this.