

Date: \_\_\_\_\_

Name: \_\_\_\_\_

This letter documents your use of emergency leave on the <sup>day</sup> of \_\_\_\_\_  
<sub>night</sub>

The nature of the emergency leave was as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is not a reprimand. Although this letter is designed to protect the squad from abuse of the emergency leave policy, it should not, by itself, be construed as an allegation that any such abuse has occurred.

The squad is committed to being as flexible as possible when its ability to deliver services is compromised by legitimate illnesses, injuries, family emergencies, etc., that prevent its members from finding suitable replacements for their scheduled duties. Please continue to give operational officers as much lead time as possible when such situations occur.

If you have questions concerning this matter, feel free to contact me by digital pager.

Sincerely,

Assistant Squad Commander

cc: Squad Commander  
Department Personnel File  
Squad Personnel File