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**Nassau County Police Department**  
 Our Mission is to serve the people of Nassau County  
 and to provide safety and an improved quality of life in  
 our communities through excellence in policing.

# Department Administrative Order

ORDER TITLE	FILE	NUMBER
<b>P.B.A. Prior Service Credit</b>		<b>03-011</b>
REFERENCE DOCUMENTS	EFFECTIVE DATE	TERMINATION DATE
	<b>10/10/03</b>	

In order to facilitate the provision in the Arbitration Agreement between the County and the Police Benevolent Association granting longevity credits to those P.B.A members with previous sworn full-time police service in New York State, those members who feel they qualify are directed to submit a letter to the Commissioner of Police (Through Official Channels), containing the following information:

1. Social Security Number
2. Date of Birth
3. Municipality employed by and dates of employment

Submitting members are reminded that the Department will verify all submitted information with the municipality in question. Missing or erroneous information will delay the crediting process.

For submitting members' convenience, a form letter, with instructions, can be found in "WORD", accessing the Department Common Drive, in the folder marked "PAB", under "PRIOR POLICE SERVICE".

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**All letters must be received no later than Wednesday, October 29<sup>th</sup>, 2003**

ISSUING AUTHORITY	SIGNATURE	ISSUE DATE	PAGE
Deputy Commissioner	<i>[Signature]</i>	10/10/03	1 of 1