

		DIRECTIVE 6.40	
SUBJECT Personnel Sheets		NO. PAGES 4	
DISTRIBUTION All Personnel	AMENDS Directive Dated: 6/8/04	THIS ORDER CANCELS • Cross Ref Dir 6.51	
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ISSUED BY: Chief Michael J. Szczerba <i>Michael J. Szczerba</i> Chief of Police Reviewed: 10/13/2011			

Personnel Sheets

Directive: 6.40

Effective immediately this Personnel Sheet will be used by all units and divisions. Personnel sheets are to be submitted on one double sided form completely filled out with black ink and submitted with the Department's pay roll on a bi-weekly basis. The heading of the Personnel Sheet shall identify the unit prior to the words "Division Personnel Sheet." The next line shall indicate the platoon, if applicable, the time that the shift will end, and the date for the Personnel Sheet.

A. Personnel Assigned

Personnel permanently assigned to a platoon or unit will be listed on the Personnel Sheet in alphabetical order regardless of their rank or assignment. Anyone temporarily assigned to that unit will be listed on the front of the Personnel Sheet after those permanently assigned.

B. Assignment

The assignment column will indicate where the person is working that date. If the person is not working, the reason will be indicated by the use of one of the below abbreviations. It should be noted that when necessary a further explanation may be indicated in the remarks column.

C. Abbreviated Notations

The following abbreviations will be used on Personnel Sheets to indicate the assignments and reasons for days off:

1. Sick - All personnel who report off duty due to a sickness or an Off-Duty Injury.

2. FI – Family Illness – All personnel who report off due to a family member illness (per the CBA).
3. Inj. - Injured - Any personnel who are off due to an On-Duty Injury.
4. Exc. - Excused - any personnel who are excused from duty in accordance with Directive 6.41 will be carried as Excused with the excused hours listed in the assignment column.
5. Susp. - Suspended - All personnel who are suspended for any reason will be carried as such.
6. AWOL -Absent Without Leave - Any personnel who are absent without leave will be carried as such.
7. D.O.A. -Detailed to Other Assignment - Any officer who is detailed from his permanent assignment will be carried D.O.A. in the assignment column, and in the remarks column the assignment or unit to which he is detailed will be indicated.
8. Trng. - Training, School, or Seminar - Any personnel who are attending any school or training will be carried as such in the remarks column, the school or type of training will be indicated.
9. S.C. - Shift Commander - Any officer who is designated as the Shift Commander in the Uniform Services Division, Criminal Investigations Division, Special Operations Division, or Communications Unit whether permanently or temporarily assigned as the Shift Commander will be indicated as such in the assignments column.
10. C.O. - Commanding Officer - The Commanding Officer shall be carried by the day work platoon. His name will be entered following the permanently assigned personnel.
11. DAY OFF – Day Off - Any personnel who is scheduled as Day Off is to be carried as such in the assignment column.
12. D.L. - Death Leave - Any person who has a death in the family which is covered by CBA to be excused from work, is to be carried as such in the assignment column. The Illness/Injury/&Death Leave form must also be completed.
13. Comp D/O- Compensatory Day Off - Any officer who is off for a compensatory day will be carried as such in the assignment column. If comp hours are used, they must be indicated in parentheses after the regular hours worked.

14. A L – Administrative Leave – Any person on administrative leave will be away from the workplace, and carried as such in the assignment column.
15. A D – Administrative Duty – Any person on administrative duty will be working in an administrative assignment, and will be carried as such in the assignment column.
16. M D – Modified Duty – Any person on modified duty will be carried as such in the assignment column.
17. S D – Shooting Day – Any person that is off on a shooting day will be carried as such in the assignment column. In the remarks column, write Shooting Day 1 of ____.
18. Vac. - Vacation - Personnel who are on vacation will be carried as such. If the vacation is an original pick vacation, the letters O P (original pick) should be written in the remarks column.
19. Holiday -Holiday Day Off - Any personnel who qualify for holidays off per the CBA.
20. Holiday D/V - Holiday During Vacation - if the holiday falls during the vacation period and it is not a scheduled day off, the person shall be listed as vacation on that particular holiday. The person shall then be given an extra day off the next working day just after his vacation. If a holiday falls within a scheduled vacation period and the officer does not use it on the next working day, an additional day of vacation shall be granted (at a later date to be used by the end of the year).
21. Mil. - Military Leave - Any personnel in any branch of the Military, the Reserves, or National Guard who are on weekend training, two week training periods, or deployment (Two week training periods and deployment, must be accompanied by a military order form.)
22. J D – Jury Duty – Any personnel who is on Jury Duty will be carried as such in the assignment column.

D. Special Assignment Section

All personnel who are not permanently assigned to that platoon or unit, or who are not working over-time will be carried on the back of the Personnel Sheet under Special Assignment.

1. Personnel detailed from other assignments will have his permanent assignment indicated in the "From" column and DOA (with a reason) in the "Reason"

column.

E. Over-time/Comp Time Personnel Section

All personnel who are working scheduled overtime or comp time will be carried in this section. Personnel name, "from" which division or platoon, and the type of overtime will be indicated in the reason column which they are presently working and the overtime hours in the hours column. The division who administers the overtime/comp time will carry these personnel on the back of their Personnel Sheet. It should be noted that the overtime section is only for scheduled overtime and not overtime created by court, report writing, or similar type activities.

F. Submission of Personnel Sheets

It shall be the responsibility of the shift commander to review and submit the Personnel Sheets on a bi-weekly basis with payroll to the Human Resources Division.

G. Overtime/Personnel Sheets (Fair Labor Standards Act)

Amendments to the Fair Labor Standards Act, enacted in 1985, established standards for public safety employees regarding workweeks/work periods, overtime payment and compensatory time. This act also demands strict record keeping with regard to "hours worked" for employees who fall within its guidelines.

1. Overtime Slips

All personnel will be compensated for overtime worked. In regards to their rate of compensation, refer to Directive 6.51 and the current CBA.

a. Non-Uniform, Sworn Personnel - Since the work cycles in these Divisions will not approach the FLSA limits for overtime compensation, the present guidelines remain appropriate.

2. Compensatory Time - An officer may choose compensatory time in lieu of paid overtime, subject to the following provisions which are set forth by Directive 6.51 and the current CBA.

3. Miscellaneous

a. All personnel are to be notified that the Department of Police does not desire, nor will it permit, any officer to work before and/or after their shift, unless approved by a supervisor and documented for overtime purposes.