

16.110 PERSONNEL ACCOUNTING AND DISTRIBUTION

References:

Procedure 12.005, Assignment of Department Car Numbers
Cincinnati Police Department Payroll Storage System User Manual

Purpose:

Provide a system of personnel accounting and distribution.

Establish a procedure for revising and distributing reports concerning shift assignments and off-day group assignments.

Procedure:

A. Assignment Report Changes

1. All district/section/unit commanders will ensure Assignment Report changes are submitted to Personnel Management every 28 days. These changes are due on the Thursday **before** the effective date. Personnel Management will publish a list of the “effective dates” by December of each year.
 - a. The Assignment Report changes will reflect the following information as of the effective date:
 - 1) Change in shift and/or work hours.
 - 2) Change in off-day group assignments.
 - 3) Change in permanent car number (if applicable).
 - 4) Personnel separated, transferred, or newly assigned. Note the date and reason (e.g., retired, transferred, etc.).
 - 5) Update total number of personnel by rank (sworn and non-sworn) for each district/section/unit.
 - b. The timekeeper or designated officer responsible to submit the Assignment Report changes will use the following process:
 - 1) Prior to the due date, print a copy of the most recent Assignment Report for the district/section/unit.
 - 2) Review the district/section/unit time book for any changes in personnel, shift, work hours or off-day groups.
 - 3) Put a **single line** through any incorrect information on the Assignment Report and write the correct information next to it.
 - a) Do not “white out” or obscure information. Personnel Management must be able to read what was changed.
 - c. If no changes are made, indicate in writing “NO CHANGES.”

B. Police Department Assignment Report

1. Personnel Management will maintain control of Police Department Assignment Reports.
 - a. Changes to the master copy of the Police Department Assignment Report are made based upon the information received each month from the district/section/unit designee.
 - b. By the Thursday following the effective date, Personnel Management will distribute the revised report to all affected districts/sections/units.
 - c. Personnel Management will maintain current information from the Assignment Report in the Court Management System (CMS) and Employee Tracking Solution (ETS). This will ensure Department personnel receive court notifies at their unit of assignment.
 - 1) Personnel Management will forward the Assignment Report to Technology & Systems, who will upload it to the Department Intranet.

C. Time Book Symbols

1. Use the following symbols when marking Time Books:

D - Detailed

O - Off Day

| - Day Worked

TRN - Training

CTO - Compensatory Time Other

CTT - Fair Labor Standards Act (FLSA) time

HOL - Holiday (sworn and non-sworn)

VAC - Vacation

BDY - Birthday

ADM - Administrative Leave

SWP - Sick With Pay

SAD - Sick Pay Death

SPF - Sick Pay Family

SPM - Sick Pay Maternity

SUI - Sick Use Incentive (Division 1)

SWO - Sick Without Pay

IUF - Injured With Pay sworn

INU - Injured With Pay non-sworn

SPI - Sick Pay Injury

FSK - Family Medical Leave Act (FMLA) Sick

FHL - FMLA HOL

FVC - FMLA VAC

FIU - FMLA IUF sworn

FIN - FMLA INU non-sworn
FAM - FMLA Without Pay
MTL - Military Duty With Pay
MWO - Military Duty Without Pay
LWP - Leave Without Pay
AWL - Absent Without Leave
SUS - Suspension Without Pay
DNT - Donated Time
MDL - Medical Dental Leave
UNN - Union Release Time
JUR - Jury Duty
LLT - Legal Liability Time
PDY - Personal With Pay
TDY - Tardy
LTD - Light Duty (Work Related)
LDN - Light Duty (Non-work Related)

2. Place a copy of these symbols in the front of the Time Book as a reference.