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Management Review
of
The City's Police Reserve Program

Report of Audit 05/06-XX-09

September 14, 2006



Office of Management and Budget
Internal Audit


MEMORANDUM NO. 06-54

DATE: September 12, 2006

TO: Chief of Police/Bruce Roberts

SUBJECT: *Management Review of the City's Police Reserve Program*

Enclosed is the "subject" Final Report of Audit.



Allyson C. Love
Director, Office of Management and Budget

Attachment - Final Report of Audit 05/06-XX-09

c: City Commission
City Manager/George Gretsas
Assistant City Manager/David Hebert
Assistant City Manager/Kathleen Gunn
Assistant City Manager/Stephen Scott
Director of Finance/Betty Burrell

ACL/vf

REPORT OF AUDIT NO. 05/06-XX-09

DATE: August 15, 2006

TO: Chief of Police/Bruce G. Roberts

FROM: Assistant Internal Audit Director/Renee Foley

SUBJECT: *Review of the City's Police Reserve Program*

BACKGROUND

The City of Fort Lauderdale (City) Police Department Reserve Program allows non-sworn City Police Department employees and former City Police Officers to work as part-time Police Reserve Officers to provide an additional cadre of trained uniformed personnel employing full police powers as provided in Chapter 943.10, Florida Statutes, to further the efforts of the City Police Department during routine and emergency operations. These individuals are fully certified, vested with authority to bear arms and make arrests, and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state.

Police Reserve Officers shall provide services in either a Standard or Extended Service status. Upon successful completion of the Field Training and Evaluation program, Standard reserve officers may be utilized for assignments as directed by a supervisor. Extended Service reserve officers shall be utilized to supplement but in no way replace, scheduled full-time police officers. All reserve officers are required to work a minimum of 20 hours per month in their assigned position with Standard receiving a stipend for services rendered and Extended paid at a rate established by the Chief of Police.

The City's Police Supply Division provides Officers with various pieces of equipment (i.e., uniforms, radio, etc.) to perform their job. Upon separation of employment and/or if employees are granted extended leave of absences, all equipment/property is required to be returned to Police Supply.

SCOPE

Our overall objective was to determine whether the Police Reserve Program is managed efficiently and effectively and to validate the adequacy of the internal control procedures used to compensate Reserve Officers and over the program. We discussed policies and procedures, processes, and reviewed transactions and

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documentation. We also completed a cursory review of the procedures used by Police Supply as it relates to the Police Reserve Program. Judgmental sampling methods were used to review procedures and documentation for fiscal year 2004/2005 and 2005/2006. The review was conducted in accordance with generally accepted government auditing standards.

OVERALL EVALUATION

Internal controls were not adequate to effectively manage and monitor the Police Reserve Program. Extended Service Reserve Officers were overcompensated for having exceeded the maximum weekly hours worked and were not recording their time on Daily Activity Forms. A Standard Reserve Officer was overcompensated despite not having worked the required 20-hour monthly minimum according to Daily Activity Forms and CAD¹ Reports. Daily Activity Forms are not used to identify whether Officers met the required minimum 20 hours per month, nor is a comparison made to the Officer Activity Reports for accuracy. Enforcement of existing and enhancement of administrative procedures could be strengthened to ensure the return of all property and safeguard the City's assets when Reserve Officers either separate from the City and/or a leave of absence is granted. Police Supply did not have Clearance Sheets for all Officers who separated from the City. Clearance Sheets evidenced were signed off even though Officers had not returned all property issued on Blue Uniform Issue Sheets. Furthermore, Blue Uniform Issue Sheets used by Police Supply to record the issuance to/return of property by Reserve Officers were incomplete, including omission of quantities and dates of items issued/returned and Storekeepers' signatures. Reserve Officers were not required to sign to evidence receipt/return of property on Blue Uniform Issue Sheets.

FINDING 1

The City overcompensated Extended Service Reserve Officers \$45,810 for hours paid exceeding the 30-hour weekly maximum and also included overtime. Furthermore, internal controls were not adequate to place any reliance on the reporting mechanisms used to track/record time/hours worked by Extended Reserve Officers.

¹ Police Dispatch/Computer Aided Dispatch (CAD) System, Officer Activity Report.

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Policy 311, Section H, item 2.c. Extended Service states, "Extended Service reserve officers shall be utilized to supplement but, in no way replace, scheduled full-time police officers.... They will work 8 - 20 hours per week and will be paid at a rate determined by the Chief of Police."

Policy 311, Section H, item 2.c (15) states, "The maximum hours per week worked for the Police Department shall be 30 hours. A week is defined as beginning at 12:01 AM on Sunday and ending at 12:00 midnight on the following Saturday."

Policy 311, Section H, item 2.c (1) states, "All Reserve officers will also: (1). Work a minimum of 20 hours per month in the assigned position."

Policy 311, Section H, item 2.c (14) states, "Each member will be responsible for recording their actual ride time on daily activity report logs" and 2.c (10) states, "All Reserve Officers will also: Forward copies of all daily activity reports to the Reserve Liaison, including training days and special details."

Reserve Officer Daily Activity Form states, "Officer Signature certifies that hours recorded are actual time worked and Police Dispatch was notified for log in and log out. Supervisor Signature certifies hours worked have been reviewed and verified."

Our review of 4 Extended Service Reserve Officers' payments for hours worked during October 2004 through June 2006 totaling \$154,193 (6,722 hours) revealed the following internal control weaknesses (**Schedule 1-2**).

- Reserve Officers were overcompensated **\$45,810** (29%) (**Schedule 1**), which represents hours exceeding 30-hour per week maximum, as well as included overtime and premium. (*Accuracy/Safeguarding of Assets*).
- No documentation was provided to substantiate the \$22 per hour pay rate for Extended Service Officers (**Schedule 2**). Furthermore, the pay rates differed for 2 (50%) of 4 Officers (*Accuracy/Safeguarding of Assets*).
- Extended Reserve Officers do not complete/submit Daily Activity Forms (**Schedule 2**). As a result, there was no evidence of the Officer certifying to the hours actually worked (*Fixed Responsibility/Accountability/Accuracy*).
- Internal Audit was unable to place any reliance on the accuracy of hours paid and whether 30-hour maximum was exceeded (**Schedule 1**). Inconsistencies occurred in the total hours worked when comparisons were made from source documents provided (*Data Integrity/Accountability*).

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- A separate classification was not established for an “Extended Reserve Officer” opposed to an “Event Worker” with an associated pay range. At the commencement of employment as an Extended Reserve Officer, “Event Worker Hiring Forms” are completed/submitted to Human Resources (*Classification/Accountability*).

Verification to determine whether Officers actually met the required weekly/monthly obligations using accurate documentation of hours worked provides support for amounts paid by the City to Officers for services rendered.

RECOMMENDATIONS AND MANAGEMENT COMMENTS

The *Reserve Captain* should require the *Reserve Liaison* to:

Recommendation 1. *Prepare a set weekly schedule for each Extended Reserve Officer that will accommodate the Reserve Officers regular employment and will also prevent hours worked per week from exceeding the 30-hour maximum.*

Management Comment. *Management concurred with the finding and recommendation and stated: “Concur with a weekly schedule for Extended Reserve Officers, which is already in place. A policy change has been initiated to increase the maximum hours permitted for Extended Reserve Officer’s to 39 hours per week.” Estimated completion date October 31, 2006.*

Recommendation 2. *Immediately obtain the documentation in which the Chief determined the hourly rate of pay for Extended Reserve Officers. A copy of the document should be incorporated into the orientation program given to new Reserve Officers. A review should be completed for Officers showing pay rate inconsistencies on the schedule and corrections should be made accordingly. This information should be maintained on file for audit purposes.*

Management Comment. *Management concurred with the finding and recommendation and stated: “See attached documents regarding hourly rate of pay” (Attachment). Estimated completion date October 31, 2006.*

Recommendation 3. *Enforce the requirement to use Daily Activity Forms, which should incorporate the signature of the Officer and his reporting Sergeant. The Daily Activity Forms should be maintained on file for audit purposes. Ensure Daily Activity Forms are submitted to Payroll on a weekly*

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basis to allow for timely input into the Cyborg System. Dates should be associated with the “period end date” corresponding to the actual two-week period “end date” used by the remainder of the City.

Management Comment. *Management concurred with the finding and recommendation and stated:* “Management is enforcing these already established requirements.” **Estimated completion date October 31, 2006.**

Recommendation 4. *Coordinate with Human Resources to establish a new Class Title, Pay Range, and Class No. under the Salary Plan and Salary Ranges for Special Employees to classify existing and newly hired Extended Service Reserve Officers.*

Management Comment. *Management nonconcurred with the recommendation and stated:* “Standard Reserve and Extended Reserve Officers require the same training and certification and perform the same duties. The difference is the hours of service. The existing position is sufficient and meets the requirements of Internal Audit.” **This item is closed.**

FINDING 2

Internal controls were not adequate to place any reliance on the reporting mechanisms used to track/record time/hours worked by Standard Reserve Officers. Consequently, the City overcompensated Officer \$100, even though daily documentation did not support a minimum of 20 hours worked per month and compensation made to other Officers could not be readily substantiated.

Police Policy 311, Police Reserve Program, Section H, requires members to be responsible for recording their actual ride time on daily activity report logs. This information will then be transferred to a monthly report form. Officers are required to work a minimum of 20 hours per month to earn compensation of \$100 per month.

Police Policy 311, Section H, item 2.c (10) states, “All Reserve officers will also: Forward copies of all daily activity reports to the Reserve Liaison, including training days and special details.”

Reserve Officer Daily Activity Form states, “Officer Signature certifies that hours recorded are actual time worked and Police Dispatch was notified for log in and log out. Supervisor Signature certifies hours worked have been reviewed and verified.”

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Our review of 9 Standard Reserve Officers' payments for monthly hours worked during December 2004 and March 2005 totaling \$1,700 revealed the following internal control weaknesses (**Schedule 3**).

- Reserve Officer received remuneration totaling \$100 (6%), despite having *only* worked 15 hours recorded on the Daily Activity Forms; thus, did not meet the required 20-hour monthly minimum (***Accuracy/Safeguarding of Assets***).
- Daily Activity Forms, which were the signed source documents, were not used by the Police Sergeant to submit monthly hours worked by Reserve Officers for payment processing (***Fixed Responsibility/Asset Accountability***).
- Reserve Liaison does not use the Daily Activity Forms to identify whether Officers met the required minimum 20 hours per month, nor is a comparison of the monthly report to the CAD Reports made for accuracy (***Fixed Responsibility/Accountability***).
- Officers did not always log on/off via Police Dispatch to evidence their begin/end work hours as recorded on the Daily Activity Forms (***Accountability***).
- Inconsistencies occurred in the total hours worked when comparisons were made from source documents provided (***Data Integrity/Accountability***).

Verification to determine whether Officers actually met the required monthly obligation using accurate documentation of hours worked provides support for amounts paid by the City to Officers for services rendered and will eliminate paying for those who have not.

RECOMMENDATIONS AND MANAGEMENT COMMENTS

The ***Reserve Captain*** should require the ***Reserve Liaison*** to:

Recommendation 5. ***Immediately invoice the Officer (CCN #3533) identified on Schedule 2 \$100 to repay monies compensated in error.***

Management Comment. ***Management nonconcurred with the recommendation and stated:*** “The officer was paid via payroll and any lack of documentation was

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a Departmental error. Lack of proper documentation does not necessarily suggest the officer did not work the hours in which the City was billed. Steps have been taken to ensure this mishap does not recur.” **This item is closed.**

Recommendation 6. *Enforce the requirement to use the Daily Activity Forms to identify whether Officers met the minimum 20 hours per month opposed to Reserves Monthly Statistics Report.*

Management Comment. *Management concurred with the finding and recommendation and stated:* “Management is enforcing this already established requirement.” **Estimated completion date October 31, 2006.**

Recommendation 7. *Enforce the requirement for Officers to notify Police Dispatch of log in/out to CAD for actual time worked.*

Management Comment. *Management concurred with the finding and recommendation and stated:* “Management has mandated Extended Reserve Officers working in the jail to conform to this already established requirement.” **Estimated completion date October 31, 2006.**

Recommendation 8. *Perform verifications of Officers time/hours recorded via the Police Dispatch to Daily Activity Forms in order to determine the accuracy of hours worked prior to approval for payment.*

Management Comment. *Management concurred in principle with the finding and recommendation and stated:* “The recommended bi-weekly cross checking of CAD to Daily Activity Reports is very time consuming and impractical. A monthly random sampling of CAD to Daily Activity Reports will be performed and documentation maintained in a secure file for audit purposes.” **This item is closed.**

FINDING 3

Internal controls were not in place to determine whether Officers who separated from the City returned all property issued. Furthermore, quantity issued was not always completed on Blue Uniform Issue Sheets to ascertain the proper quantity that should have been returned.

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Policy 110.1, Police Supply, Section F. Equipment, item 9, page 6 states, “Upon termination of employment, all property issued by the Department...shall be returned to Police Supply. The City will hold the final paycheck pending return of all issued property.”

Policy 311, Section J. Separations, item 2 states, “The police reserve officer will be responsible for the care of all Department issued equipment, and its return upon termination.”

The Blue Uniform Issue Sheet (Form Z-349) is used by Police Supply to record the issuance and return of City Property.

Our review of the Blue Uniform Issue Sheets revealed Officers who left the City’s employ did not return all property they were issued (**Schedule 4**).

Officer Ref. #	Qty of Line Items Issued Not Documented	Qty of Line Items w/o Issuance Dates	Storekeeper Signed at Issuance?	Qty of Line Items Not Returned	Storekeeper Signed upon Return?	Officer Signed Upon Return?	Unable to Determine Qty. Not Returned
1	2	5	No	0	Yes	No	3
2	7	6	Yes	0	Yes	Yes	8
	0	5	No	4	Yes	Yes	2
3	3	5	No	5	Yes	Yes	7
4	0	0	No	0	No	No	0
	9	9	Yes	4	No	No	0
Total Exceptions	21	30	4	13	2	3	20

- 4 (100%) of 4 Blue Uniform Issue Sheets were not accurately completed since information was omitted, such as the quantity of property was not always recorded during issuance and/or return. Thus, we were unable to determine if Officers returned the correct quantity of items (**Accuracy/Asset Accountability**).
- Storekeepers did not always sign Blue Uniform Issue Sheets when property was issued to Officer and returned to Police Supply (**Fixed Responsibility/Asset Accountability**).
- Officers’ signatures were not always evidenced upon return of property on the Blue Uniform Issue Sheets. Officer’s signature was not required to evidence receipt of property upon issuance by Police Supply (**Fixed Responsibility/Asset Accountability**).
- Clearance Sheets were not evidenced for all Officers. For those Clearance Sheets provided, Police Supply signed off even though all property issued on the Blue Uniform Issue Sheets had not been returned (**Asset Accountability/Accuracy**).

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Accurate documentation to evidence the return of all property issued will enable Storekeepers to determine whether to enforce the policy to withhold the final paycheck for all unreturned property.

RECOMMENDATIONS AND MANAGEMENT COMMENTS

The *Staff Support Police Captain* should require the *Police Supply Supervisor* to:

Recommendation 9. *Revise the Blue Uniform Issue Sheet to include pertinent fields to accurately maintain records of property issued/returned, to minimize discrepancies from occurring, and add 'signature lines' for Officer (Sample).*

Management Comment. *Management concurred with the finding and recommendation and stated:* “Concurs and will utilize the provided sample from the Office of Management and Budget.” **Estimated completion date October 31, 2006.**

Recommendation 10. *Perform periodic reviews to verify Storekeepers complete Police Supply Issue/Return (Form Z-349) accurately and both the Storekeeper and Officer sign upon issuance/return. Furthermore, maintain evidence to support results of review performed.*

Management Comment. *Management concurred with the finding and recommendation and stated:* “The Staff Support Captain and the Police Supply Supervisor are currently creating a policy regarding periodic review of Police Supply Issue/Return (Form Z-349) to ensure accuracy. The dates of the reviews and their results will be documented and maintained for a period of three years.” **Estimated completion date October 31, 2006.**

Recommendation 11. *Follow-up on property not returned to the City upon separation of employment as a full-time Officer in Schedule 3. Certified letters listing all unreturned property should be sent to Officers who separated from the City without returning all property issued. In the future, enforce the Policy to hold the final paycheck when Officers separating from the City do not return property issued.*

Management Comment. *Management concurred with the finding and recommendation and stated:* “This will be the responsibility of the Property Control Supervisor if the employee (sworn or civilian) was employed in a full time

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capacity. Compliance with this policy will be the responsibility of the Captain who is in charge of the Reserve Program, if the employee in question was a "Reserve Officer." **Estimated completion date October 31, 2006.**

The *Reserve Captain* should require the *Reserve Liaison* to:

Recommendation 12. *Follow-up with certified letter on property not returned by Reserve Officer to the City upon separation in Schedule 4.*

Management Comment. *Management concurred with the finding and recommendation and stated: "See response in Item #11." Estimated completion date October 31, 2006.*

FINDING 4

Written justification and requests/approvals of Reserve Officers' leave of absence and return of property to Police Supply was not evidenced.

Policy 311, Police Reserve Program, Section K, item 3, page 10 states, "Leave of Absence: Police reserve officers may be granted a leave of absence, not to exceed one year. Request: Justification and request for a leave of absence will be submitted in writing through the chain of command to the Police Reserve Liaison for review and forwarded to the Chief of Police for approval. Departmental Property: All Department owned property shall be returned prior to the leave of absence."

Our review revealed two Reserve Officers, who took a leave of absence in 2006, did not have a written leave of absence request or approval on file as required, as well as Blue Uniform Issue Sheets showed property was not returned to Police Supply (**Schedule 5**).

No system exists to ensure written justification/request and approval is on file for Reserve Officers who have taken a leave of absence, as well as action was not taken to verify the return of all property issued prior to the Officers' departure.

Proper actions to pursue the return of all City Property issued prior to Officers' departure will provide accountability and safeguard the City's assets.

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RECOMMENDATIONS AND MANAGEMENT COMMENTS

The *Reserve Captain* should:

Recommendation 13. *Revise Policy 311 to include a requirement for the Reserve Liaison to notify the Police Supply Supervisor prior to a Reserve Officer's leave of absence to allow sufficient time to return property.*

Management Comment. *Management concurred with the finding and recommendation and stated: "This will be built into the "Reserve" policy." Estimated completion date October 31, 2006.*

Recommendation 14. *In the case of a leave of absence granted in an emergency situation where time does not permit property being returned prior to departing, Reserve Liaison should notify Police Supply Supervisor in order to allow for documentation of the unreturned property. A certified letter should be mailed to the Reserve Officer requesting the return of items as soon as possible with a copy placed on file in Police Supply and Personnel.*

Management Comment. *Management concurred with the finding and recommendation and stated: "This will be included in the Policy revision addressed in response to Item #13." Estimated completion date October 31, 2006.*

FINDING 5

Reserve Officers, who were former Police Officers, did not complete the required short reserve orientation program.

Policy 311, Police Reserve Program, Section G, item 1, page 4 states, "This training program may be waived for new members who have joined the reserve program upon separation from full-time employment as a police officer with the Fort Lauderdale Police Department. However, these officers shall complete a short reserve orientation program taught by the Reserve Liaison, which will delineate the differences between full-time officer's duties and Reserve officer's responsibilities."

Our review revealed 5 (100%) of 5 Reserve Officers did not complete a short reserve orientation program as required of former full-time Officers.

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According to the Reserve Sergeant, Reserve Officers did not receive formal training since they were former Fort Lauderdale Police Officers and performed the same duties as that of a full-time officer because of their certification and training. Although policy above indicates *training* may be waived, it does not state the same concerning the *orientation program*.

Enforcement of the short reserve orientation program will provide former Fort Lauderdale Police Officers, who have become Reserve Officers, an understanding of the differences between full-time and reserve officer status, as well as Police Reserve Program Policy 311.

RECOMMENDATION 15

The Reserve Captain should require the Reserve Liaison to conduct the short reserve orientation program with new Reserve Officers, who are former full-time Officers, including distribution and discussion of Police Reserve Program Policy 311 and compensation practices. Documentation to support orientation program was conducted/completed should be signed and dated by both the Reserve Liaison and Reserve Officer with a copy placed in the Reserve Liaison's orientation program file and Reserve Officer's Personnel file.

MANAGEMENT COMMENT

Management concurred with the finding and recommendation and stated: "A signed copy will be maintained on file for documentation of the completed orientation program." Estimated completion date October 31, 2006.

FINDING 6

The Police Department does not have a system in place to verify whether potential Conflicts of Interest existed for Reserve Officers.

Policy 311 - Police Reserve Program, Section E item 4, page 3 states, "Any person connected with any business, or in any way employed in any profession, which would otherwise be precluded from employment with the City of Fort Lauderdale Police Department, or any person who, at the discretion of the Chief of Police, would face an immediate or potential conflict of interest, is ineligible to participate in the Police Reserve Officer Program. These Professions include but are not limited to: Current employment as a private detective, repossession agent, bail bondsman or similar

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occupation. Members of or applicants for other police agencies. Current employment by other segments of the criminal justice system; e.g. prosecutors, public defenders, members of the judiciary and clerks of the court.”

Our review revealed for 7 Reserve Officers selected the Police Department did not have a system in place; thus, no verifications were performed to determine whether a conflict of interest existed.

According to Investigations Bureau Police Sergeant, former police officers that have joined the Reserve Program do not undergo a check system to determine whether they currently hold professions that would be a conflict of interest per policy above. Furthermore, Reserve Liaison advised post Reserve status employment checks are not done for the same reason full timers are not checked, agency policy prohibits conflicting additional employment and the Officers are aware of this and are subject to discipline for a violation.

Without performing a verification of whether conflict of interest exists, prohibited candidates may participate in the Police Reserve Program.

RECOMMENDATION 16

The Reserve Captain should establish a procedure to perform a verification of whether a conflict of interest exists to ensure only valid candidates participate in the Reserve Program and document results thereof.

MANAGEMENT COMMENT

Management nonconcurrent with the finding and recommendation and stated: “Current policies regarding Reserve Officer conflicts of interest (311), Rules of Conduct (118), Code of Ethics (118.1) and the investigation of complaints (117.3) adequately address this concern.” **This item is open.**

FINDING 7

The Police Department did not require all Reserve Officers to complete Personnel Questionnaires.

Our review revealed 4 (57%) of 7 Personnel Questionnaires for Reserve Officers were not evidenced/on file at the Police Department Personnel Division. Personal

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information contained on this form could be used in the event of a life-threatening situation.

As a result of this review, Clerk III realized the above Questionnaires were not present in the Reserve Officers Personnel files and indicated measures to require Reserve Officers to complete the form will be implemented by the Training Division in the future.

Enforce completion of Personnel Questionnaires (form Z-267) by Reserve Officers in order to have personal information available in case of need.

RECOMMENDATION 17

The Chief of Police should require the Support Services Assistant Police Chief to establish a procedure to require all Reserve Officers to complete and submit a Personnel Questionnaire. Assign/designate an individual to maintain the questionnaires for future Reserve Officers and have Personnel Questionnaires completed for current Reserve Officers who do not currently have one on file.

MANAGEMENT COMMENT

Management concurred with the finding and recommendation and stated: "Concur and will insure compliance with this already established requirement. During the course of the audit our Personnel became aware that not all of the Reserves had the completed form. This form has since been completed by the Reserve Officers and copies are maintained by Personnel in the Reserve Officer's personnel file at the Police Department. Our Personnel Supervisor has forwarded the forms to Background Investigations for inclusion to the Reserve Officer hiring documents. This form was already established (form date 9/76) but erroneously omitted during previous management of the Reserve Program and has already been corrected." **Estimated completion date October 31, 2006.**

EVALUATION OF MANAGEMENT COMMENTS

Management comments provided and actions taken and/or planned are considered responsive with the exception of recommendations 2, 4, 5 and 16. Based on documents received in the management response to recommendation 2, Police Memorandum #02-50 (**Attachment**), which states "The program allows the Extended Service Reserve Officers to work up to twenty (20) hours per week and to be paid an hourly wage of \$20.78," which disagrees with Police Reserve Policy

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311, Section H, item 2.c (15) that states, "The maximum hours per week worked...shall be 30 hours" and the hourly wage is not consistent with rates paid in Schedule 1-2. The rates and maximum allowable hours worked per Police documents do not correspond with the existing policies. Therefore, Internal Audit recommends a specific policy be established to clarify the rate to be used, and the maximum weekly hours to provide clear direction on this matter.

**REVIEW OF 4 EXTENDED SERVICE RESERVE OFFICERS
HOURS PAID/WORKED IN EXCESS OF MAXIMUM
30 HOURS PER WEEK FOR PERIOD OCT 2004 THROUGH JULY 2006**

Schedule 1

<i>Per Cyborg System</i>				<i>Per IA</i>			
Reserve Officer	Bi-Weekly Pay Run Date	Hours Worked	Gross Amount Paid	Rate of Pay per hour	Hrs Worked in Excess of 60 Hrs Bi weekly*	\$ Amount paid in excess of Max 30 hour per week	Percentage of Total \$ paid in Excess
3529	01/04/05	64.00	\$ 1,408.00	\$ 22.00	4.00	\$ 88.00	
	01/19/05	64.50	1,419.00	22.00	4.50	99.00	
	03/29/05	8.00	176.00	22.00	8.00	176.00	
		63.00	1,323.00	21.00	3.00	63.00	
	04/12/05	63.00	1,323.00	21.00	3.00	63.00	
	04/26/05	63.00	1,323.00	21.00	3.00	63.00	
	05/10/05	5.75	126.50	22.00	5.75	126.50	
		63.00	1,323.00	21.00	3.00	63.00	
	06/07/05	71.00	1,562.00	22.00	11.00	242.00	
	06/22/05	63.00	1,386.00	22.00	3.00	66.00	
	07/05/05	72.00	1,584.00	22.00	12.00	264.00	
	07/19/05	-	441.00	Premium AJ	-	441.00	
		63.50	1,397.00	22.00	3.50	77.00	
	08/02/05	63.00	1,386.00	22.00	3.00	66.00	
	08/16/05	63.00	1,386.00	22.00	3.00	66.00	
	09/13/05	100.00	2,200.00	22.00	40.00	880.00	
	09/27/05	63.00	1,386.00	22.00	3.00	66.00	
	10/11/05	72.00	1,584.00	22.00	12.00	264.00	
	10/21/05	63.00	1,386.00	22.00	3.00	66.00	
	11/08/05	49.00	1,617.00	33.00	49.00	1,617.00	
		80.00	1,760.00	22.00	20.00	660.00	
	11/21/05	15.50	511.50	33.00	15.50	511.50	
		61.00	1,342.00	22.00	1.00	22.00	
	12/06/05	72.00	1,584.00	22.00	12.00	264.00	
	12/20/05	65.50	1,441.00	22.00	5.50	121.00	
	01/04/06	63.00	1,386.00	22.00	3.00	66.00	
	01/18/06	79.00	1,738.00	22.00	19.00	418.00	
	01/31/06	72.00	1,584.00	22.00	12.00	264.00	
	02/14/06	63.00	1,386.00	22.00	3.00	66.00	
	02/28/06	68.50	1,507.00	22.00	8.50	187.00	
	03/14/06	63.00	1,386.00	22.00	3.00	66.00	
	03/28/06	68.50	1,507.00	22.00	8.50	187.00	
04/11/06	78.00	1,716.00	22.00	18.00	396.00		
04/25/06	69.50	1,529.00	22.00	9.50	209.00		
05/09/06	5.00	165.00	33.00	5.00	165.00		
	71.50	1,573.00	22.00	11.50	253.00		

**REVIEW OF 4 EXTENDED SERVICE RESERVE OFFICERS
HOURS PAID/WORKED IN EXCESS OF MAXIMUM
30 HOURS PER WEEK FOR PERIOD OCT 2004 THROUGH JULY 2006**

Schedule 1

Per Cyborg System				Per IA			
Reserve Officer	Bi-Weekly Pay Run Date	Hours Worked	Gross Amount Paid	Rate of Pay per hour	Hrs Worked in Excess of 60 Hrs Bi weekly*	\$ Amount paid in excess of Max 30 hour per week	Percentage of Total \$ paid in Excess
3529 Contd	05/23/06	5.00	165.00	33.00	5.00	165.00	
		74.50	1,639.00	22.00	14.50	319.00	
	06/06/06	82.75	1,820.50	22.00	22.75	500.50	
	06/20/06	68.00	1,496.00	22.00	8.00	176.00	
	07/05/06	83.00	1,826.00	22.00	23.00	506.00	
	Totals	2,445.00	\$ 54,798.50		405.00	\$ 10,378.50	18.94%
3509	11/08/05	5.00	165.00	33.00	5.00	165.00	
		77.50	1,705.00	22.00	17.50	385.00	
	03/28/06	65.50	1,441.00	22.00	5.50	121.00	
	Totals	148.00	\$ 3,311.00		28.00	\$ 506.00	15.28%
3586	05/24/05	97.50	2,145.00	22.00	37.50	825.00	
	06/07/05	91.50	2,013.00	22.00	31.50	693.00	
	06/22/05	102.50	2,255.00	22.00	42.50	935.00	
	07/05/05	76.00	1,672.00	22.00	16.00	352.00	
	07/19/05	74.00	1,628.00	22.00	14.00	308.00	
	08/02/05	82.00	1,804.00	22.00	22.00	484.00	
	08/16/05	80.00	1,760.00	22.00	20.00	440.00	
	09/13/05	123.00	2,706.00	22.00	63.00	1,386.00	
	09/27/05	76.00	1,672.00	22.00	16.00	352.00	
	10/11/05	91.50	2,013.00	22.00	31.50	693.00	
	10/21/05	76.00	1,672.00	22.00	16.00	352.00	
	11/08/05	-	216.74	Premium AJ	-	216.74	
		69.00	2,277.00	33.00	9.00	2,277.00	
		80.00	1,760.00	22.00	20.00	440.00	
	11/21/05	-	82.50	Premium AJ	-	82.50	
		69.00	2,277.00	33.00	9.00	2,277.00	
		80.00	1,760.00	22.00	20.00	440.00	
	12/06/05	85.50	1,881.00	22.00	25.50	561.00	
	12/20/05	83.00	1,826.00	22.00	23.00	506.00	
	01/04/06	-	21.79	Premium AJ	-	21.79	
		4.00	132.00	33.00	4.00	132.00	
		79.00	1,738.00	22.00	19.00	418.00	
	01/18/06	-	24.27	Premium AJ	-	24.27	
		5.00	165.00	33.00	5.00	165.00	
		88.00	1,935.73	22.00	28.00	615.91	
	01/31/06	91.25	2,007.50	22.00	31.25	687.50	
	02/14/06	-	16.29	Premium AJ	-	16.29	
3.50		115.50	33.00	3.50	115.50		
86.50		1,903.00	22.00	26.50	583.00		

**REVIEW OF 4 EXTENDED SERVICE RESERVE OFFICERS
HOURS PAID/WORKED IN EXCESS OF MAXIMUM
30 HOURS PER WEEK FOR PERIOD OCT 2004 THROUGH JULY 2006**

Schedule 1

Per Cyborg System				Per IA			
Reserve Officer	Bi-Weekly Pay Run Date	Hours Worked	Gross Amount Paid	Rate of Pay per hour	Hrs Worked in Excess of 60 Hrs Bi weekly*	\$ Amount paid in excess of Max 30 hour per week	Percentage of Total \$ paid in Excess
3586 Contd	02/28/06	-	59.65	Premium AJ	-	59.65	
		13.50	445.50	33.00	13.50	445.50	
		95.00	2,090.00	22.00	35.00	770.00	
	03/14/06	76.00	1,672.00	22.00	16.00	352.00	
		-	53.80	Premium AJ	-	53.80	
	03/28/06	16.50	544.50	33.00	16.50	544.50	
		95.50	2,101.00	22.00	35.50	781.00	
	04/11/06	-	57.94	Premium AJ	-	57.00	
		11.00	363.00	33.00	11.00	57.94	
		80.00	1,760.00	22.00	20.00	440.00	
	04/25/06	-	28.97	Premium AJ	-	28.97	
		5.50	181.50	33.00	5.50	181.50	
		78.00	1,716.00	22.00	18.00	396.00	
	05/09/06	-	125.87	Premium AJ	-	125.87	
		29.50	973.50	33.00	29.50	973.50	
		80.00	1,760.00	22.00	20.00	440.00	
	05/23/06	-	79.88	Premium AJ	-	79.88	
		20.00	660.00	33.00	20.00	660.00	
		84.00	1,848.00	22.00	24.00	528.00	
	06/06/06	-	103.90	Premium AJ	-	103.90	
		26.00	858.00	33.00	26.00	858.00	
		97.50	2,145.00	22.00	37.50	825.00	
	06/20/06	-	153.97	Premium AJ	-	153.97	
		38.00	1,254.00	33.00	38.00	1,254.00	
80.00		1,760.00	22.00	20.00	440.00		
07/05/06	-	139.39	Premium AJ	-	139.39		
	35.50	1,171.50	33.00	35.50	1,171.50		
	87.00	1,914.00	22.00	27.00	594.00		
	Totals	2,842.25	\$ 67,500.19		982.25	\$ 28,914.37	42.84%
3531	07/05/05	75.00	1,650.00	22.00	15.00	330.00	
	11/08/05	21.00	693.00	33.00	9.00	297.00	
		48.00	1,056.00	22.00	-	-	
	12/06/05	70.00	1,540.00	22.00	10.00	220.00	
	01/04/06	70.50	1,551.00	22.00	10.50	231.00	
	01/18/06	95.00	2,090.00	22.00	35.00	770.00	
	01/31/06	88.50	1,947.00	22.00	28.50	627.00	
02/14/06	67.50	1,485.00	22.00	7.50	165.00		

**REVIEW OF 4 EXTENDED SERVICE RESERVE OFFICERS
HOURS PAID/WORKED IN EXCESS OF MAXIMUM
30 HOURS PER WEEK FOR PERIOD OCT 2004 THROUGH JULY 2006**

Schedule 1

<i>Per Cyborg System</i>				<i>Per IA</i>			
Reserve Officer	Bi-Weekly Pay Run Date	Hours Worked	Gross Amount Paid	Rate of Pay per hour	Hrs Worked in Excess of 60 Hrs Bi weekly*	\$ Amount paid in excess of Max 30 hour per week	Percentage of Total \$ paid in Excess
3531 Contd	02/28/06	64.00	1,408.00	22.00	4.00	88.00	
	03/14/06	63.50	1,397.00	22.00	3.50	77.00	
	03/28/06	1.50	49.50	33.00	1.50	49.50	
		96.50	2,123.00	22.00	36.50	803.00	
	04/11/06	96.50	2,123.00	22.00	36.50	803.00	
	04/25/06	2.00	66.00	33.00	2.00	66.00	
		64.00	1,408.00	22.00	4.00	88.00	
	05/09/06	63.00	1,386.00	22.00	3.00	66.00	
	05/23/06	66.00	1,452.00	22.00	6.00	132.00	
	06/06/06	69.00	1,518.00	22.00	9.00	198.00	
	06/20/06	63.00	1,386.00	22.00	3.00	66.00	
	07/05/06	102.50	2,255.00	22.00	42.50	935.00	
	Totals	1,287.00	\$ 28,583.50		267.00	\$ 6,011.50	21.03%
	Grand Totals	6,722.25	154,193.19		1,682.25	\$ 45,810.37	29.71%
Legend:							
*	Assumption based on 30 hr weekly maximum x 2 weeks.						

REVIEW OF POLICE RESERVE PROGRAM
VERIFICATION OF EXTENDED SERVICE STATUS RESERVE OFFICERS' HOURS PAID/WORKED for Months of DECEMBER 2004 and MARCH 2005

Schedule 2

CCN#	Per Daily Attendance Jail Schedule Form				Per IA		Per Officer Activity Report (CAD) ^				Per IA		Per Cyborg Payroll System				Per IA
	Work Date	Time In	Time Out	Total Daily Hours	Total Hours Week	Min 20 Hrs Worked/ Month	Work Date	Log In	Log Out	Total Daily Hours/ Minutes	Total Hours/ Minutes/ Week	Period End Date	Payment Date	Total Hours	Gross Amount	Pay Rate (Gross/Hrs)	
3529	12/1/2004	10:00	22:00	12.00			12/1/2004	9:54	18:21	8:27							
	12/2/2004	10:00	22:00	12.00			12/2/2004	9:50	23:02	13:11							
					24.00						21:38	12/4/2004	12/10/2004	9.00	198.00	\$ 22.00	
												12/5/2004	12/23/2004	20.00	440.00	\$ 22.00	
	12/8/2004	10:00	22:00	12.00			12/8/2004	9:57	22:12	12:14		12/8/2004	12/23/2004	12.00	264.00	\$ 22.00	
	12/9/2004	10:00	22:00	12.00			12/9/2004	9:53	22:32	12:39		12/9/2004	12/23/2004	12.00	264.00	\$ 22.00	
					24.00						24:53						
	12/15/2004	11:00	2:00	4.00			12/15/2004	9:57	14:10	4:13							
	12/16/2004	10:00	22:00	12.00			12/16/2004	9:51	22:01	12:09		12/16/2004	12/23/2004	12.00	264.00	\$ 22.00	
					16.00						16:22						
												12/19/2004	1/7/2005	16.00	352.00	\$ 22.00	
	12/22/2004	10:00	22:00	12.00			12/22/2004	9:45	22:10	12:25		12/22/2004	1/7/2005	12.00	264.00	\$ 22.00	
	12/23/2004	10:00	22:00	12.00			12/23/2004	9:52	22:59	13:07		12/23/2004	1/7/2005	12.00	264.00	\$ 22.00	
					24.00						25:32						
	12/29/2004	10:00	22:00	12.00			12/29/2004	9:51	21:52	12:00		12/29/2004	1/7/2005	12.00	264.00	\$ 22.00	
	12/30/2004	10:00	22:00	12.00			12/30/2004	9:50	22:00	12:10		12/30/2004	1/7/2005	12.00	264.00	\$ 22.00	
					24.00	Y					24:10						
	3/2/2005	10:30	21:00	10.50			3/2/2005	10:30	10:32	0:01		3/2/2005	3/18/2005	10.50	220.50	\$ 21.00	
								3/2/2005	10:32	13:18	2:46						
	3/3/2005	10:30	21:00	10.50			3/3/2005	10:16	21:05	10:48							
				21.00						13:35							
3/9/2005	10:30	21:00	10.50			3/9/2005	10:17	21:03	10:46		3/9/2005	3/18/2005	10.50	220.50	\$ 21.00		
3/10/2005	10:30	21:00	10.50			3/10/2005	10:43	21:52	11:08		3/10/2005	3/18/2005	10.50	220.50	\$ 21.00		
3/11/2005	10:30	21:00	10.50								3/11/2005	3/18/2005	10.50	220.50	\$ 21.00		
				31.50													
							3/12/2005	7:43	17:02	9:19	31:13						
3/16/2005	10:30	21:00	10.50			3/16/2005	11:40	22:19	10:39		3/16/2005	4/1/2005	10.50	220.50	\$ 21.00		
3/17/2005	10:30	21:00	10.50			3/17/2005	10:25	19:53	9:28		3/17/2005	4/1/2005	10.50	220.50	\$ 21.00		
							3/17/2005	19:54	21:01	1:07							
3/18/2005	10:30	21:00	10.50			3/18/2005	10:30	21:01	10:31		3/18/2005	4/1/2005	8.00	176.00	\$ 22.00		
				31.50						31:45	3/18/2005	4/1/2005	10.50	220.50	\$ 21.00		
3/23/2005	10:30	21:00	10.50			3/23/2005	10:19	21:04	10:44		3/23/2005	4/1/2005	10.50	220.50	\$ 21.00		
3/24/2005	10:30	21:00	10.50								3/24/2005	4/1/2005	10.50	220.50	\$ 21.00		
3/25/2005	10:30	21:00	10.50			3/25/2005	12:37	22:01	9:24		3/25/2005	4/1/2005	10.50	220.50	\$ 21.00		
				31.50	Y					20:08							

REVIEW OF POLICE RESERVE PROGRAM
 VERIFICATION OF EXTENDED SERVICE STATUS RESERVE OFFICERS' HOURS PAID/WORKED for Months of DECEMBER 2004 and MARCH 2005

Schedule 2

CCN#	Per Daily Attendance Jail Schedule Form				Per IA		Per Officer Activity Report (CAD) ^				Per IA		Per Cyborg Payroll System				Per IA
	Work Date	Time In	Time Out	Total Daily Hours	Total Hours Week	Min 20 Hrs Worked/ Month	Work Date	Log In	Log Out	Total Daily Hours/ Minutes	Total Hours/ Minutes/ Week	Period End Date	Payment Date	Total Hours	Gross Amount	Pay Rate (Gross/Hrs)	
3509	12/2/2004	18:00	22:00	4.00			12/2/2004	18:01	22:03	4:02							
					4.00						4:02	12/4/2004	12/10/2004	18.00	396.00	\$ 22.00	
	12/7/2004	18:00	22:00	4.00			NDP										
	12/9/2004	18:00	22:00	4.00			12/9/2004	18:07	22:09	4:01							
					8.00						4:01	12/11/2004	12/23/2004	16.00	352.00	\$ 22.00	
	12/16/2004	18:00	22:00	4.00			NDP										
					4.00												
	12/21/2004	18:00	22:00	4.00			NDP										
	12/23/2004	18:00	22:00	4.00	8.00		12/23/2004	18:05	22:00	3:54	3:54						
		NDP					12/27/2004	17:02	23:19	6:16							
	12/28/2004	18:00	22:00	4.00			12/28/2004	17:57	22:04	4:07							
		NDP					12/29/2004	17:16	22:57	5:40							
	12/30/2004	18:00	22:00	4.00			12/30/2004	18:08	22:00	3:52							
					8.00	Y					19:55	1/1/2005	1/7/2005	28.00	616.00	\$ 22.00	
	3/1/2005	18:00	21:00	3.00			3/1/2005	17:55	20:58	3:03		3/1/2005	3/18/2005	3.00	66.00	\$ 22.00	
	3/3/2005	19:00	0:00	6.00			NDP					3/3/2005	3/18/2005	6.00	132.00	\$ 22.00	
					9.00						3:03						
	3/7/2005	18:00	21:00	3.00			3/7/2005	17:58	21:18	3:20		3/7/2005	3/18/2005	3.00	66.00	\$ 22.00	
	3/8/2005	18:00	21:00	3.00			NDP					3/8/2005	3/18/2005	3.00	66.00	\$ 22.00	
	3/10/2005	18:00	0:00	6.00			3/10/2005	17:59	0:41	6:41		3/10/2005	3/18/2005	6.00	132.00	\$ 22.00	
	NDP				12.00		3/12/2005	10:37	18:53	8:15	3:20						
	NDP						3/13/2005	7:59	18:33	10:34							
3/14/2005	18:00	21:00	3.00			NDP											
3/15/2005	18:00	21:00	3.00			3/15/2005	18:11	23:04	4:52		3/15/2005	4/1/2005	3.00	66.00	\$ 22.00		
3/17/2005	18:00	0:00	6.00			3/17/2005	17:54	0:01	6:06		3/17/2005	4/1/2005	6.00	132.00	\$ 22.00		
				12.00							3/18/2005	4/1/2005	21.00	462.00	\$ 22.00		
3/22/2005	18:00	21:00	3.00			3/19/2005	8:28	17:27	8:58	30:30							
3/24/2005	18:00	0:00	6.00			NDP					3/22/2005	4/1/2005	3.00	66.00	\$ 22.00		
				9.00		3/24/2005	18:00	18:01	0:00	0:00	3/24/2005	4/1/2005	6.00	132.00	\$ 22.00		
3/29/2005	18:00	21:00	3.00	3.00	Y	NDP					3/24/2005	4/1/2005	9.00	198.00	\$ 22.00		
											3/29/2005	4/1/2005	3.00	66.00	\$ 22.00		

REVIEW OF POLICE RESERVE PROGRAM
 VERIFICATION OF EXTENDED SERVICE STATUS RESERVE OFFICERS' HOURS PAID/WORKED for Months of DECEMBER 2004 and MARCH 2005

Schedule 2

CCN#	Per Daily Attendance Jail Schedule Form				Per IA		Per Officer Activity Report (CAD) ^				Per IA		Per Cyborg Payroll System				Per IA
	Work Date	Time In	Time Out	Total Daily Hours	Total Hours Week	Min 20 Hrs Worked/ Month	Work Date	Log In	Log Out	Total Daily Hours/ Minutes	Total Hours/ Minutes/ Week	Period End Date	Payment Date	Total Hours	Gross Amount	Pay Rate (Gross/Hrs)	
3586	12/3/2004	18:00	22:00	4.00													
					4.00						0:00	12/4/2004	12/10/2004	12.00	264.00	\$ 22.00	
	12/6/2004	18:00	22:00	4.00			12/6/2004	18:34	22:02	3:27							
	12/7/2004	18:00	22:00	5.00			NDP										
	12/10/2004	18:00	22:00	6.00			NDP										
					15.00						3:27	12/11/2004	12/23/2004	20.00	440.00	\$ 22.00	
	12/17/2004	18:00	22:00	6.00	6.00		12/17/2004	18:02	0:28	6.25	6:25						
		NDP					12/20/2004	11:32	11:32	0.00	0:00						
	12/27/2004	18:00	22:00	6.00			NDP										
	12/28/2004	18:00	22:00	6.00			NDP										
	12/31/2004	18:00	22:00	6.00			NDP										
					18.00	Y							1/1/2005	1/7/2005	8.00	176.00	\$ 22.00
	3/1/2005	18:00	0:00	6.00			NDP										
	3/4/2005	7:30	18:00	10.50			NDP						3/4/2005	3/18/2005	10.50	231.00	\$ 22.00
					16.50												
	3/8/2005	18:00	0:00	6.00			3/8/2005	17:58	23:59	6:01		3/8/2005	3/18/2005	6.00	132.00	\$ 22.00	
	3/11/2005	7:30	18:00	10.50			NDP						3/11/2005	3/18/2005	10.50	231.00	\$ 22.00
					16.50						6:01						
	3/15/2005	18:00	0:00	6.00			3/15/2005	18:11	7:29	13.18		3/15/2005	3/18/2005	6.00	132.00	\$ 22.00	
												3/15/2005	4/1/2005	6.00	132.00	\$ 22.00	
3/18/2005	7:30	18:00	10.50			3/18/2005	7:31	18:06	10:34		3/18/2005	4/1/2005	10.50	231.00	\$ 22.00		
				16.50						23:52	3/18/2005	4/1/2005	8.00	176.00	\$ 22.00		
	NDP					3/21/2005	16:30	21:25	4:55								
3/22/2005	18:00	0:00	6.00			3/22/2005	17:58	NLO			3/22/2005	4/1/2005	6.00	132.00	\$ 22.00		
3/25/2005	7:30	18:00	10.50			3/25/2005	NLO	17:57	71.58		3/25/2005	4/1/2005	10.50	231.00	\$ 22.00		
				16.50	Y					76:53							

REVIEW OF POLICE RESERVE PROGRAM
VERIFICATION OF EXTENDED SERVICE STATUS RESERVE OFFICERS' HOURS PAID/WORKED for Months of DECEMBER 2004 and MARCH 2005

Schedule 2

CCN#	Per Daily Attendance Jail Schedule Form				Per IA		Per Officer Activity Report (CAD) ^				Per IA		Per Cyborg Payroll System				Per IA
	Work Date	Time In	Time Out	Total Daily Hours	Total Hours Week	Min 20 Hrs Worked/ Month	Work Date	Log In	Log Out	Total Daily Hours/ Minutes	Total Hours/ Minutes/ Week	Period End Date	Payment Date	Total Hours	Gross Amount	Pay Rate (Gross/Hrs)	
3531	12/7/2004	18:00	22:00	4.00			NDP					12/7/2004	12/23/2004	4.00	88.00	\$ 22.00	
	12/9/2004	18:00	22:00	4.00			12/9/2004	18:08	22:32	4:23		12/9/2004	12/23/2004	4.00	88.00	\$ 22.00	
					8.00						4:23						
	12/16/2004	18:00	22:00	4.00			NDP					12/16/2004	12/23/2004	4.00	88.00	\$ 22.00	
					4.00												
	12/21/2004	18:00	22:00	4.00			NDP					12/21/2004	1/7/2005	4.00	88.00	\$ 22.00	
	12/23/2004	18:00	22:00	4.00	8.00		12/23/2004	18:05	22:00	3:54	3:54	12/23/2004	1/7/2005	4.00	88.00	\$ 22.00	
		NDP					12/27/2004	21:50	8:38	10.48							
	12/28/2004	18:00	22:00	4.00			12/28/2004	21:55	7:56	10.00		12/28/2004	1/7/2005	4.00	88.00	\$ 22.00	
		NDP					12/29/2004	22:23	8:36	10.12							
	12/30/2004	18:00	22:00	4.00			12/30/2004	18:09	22:01	3:51		12/30/2004	1/7/2005	4.00	88.00	\$ 22.00	
					8.00	Y					34:51						
		3/1/2005	18:00	0:00	6.00			3/1/2005	17:57	23:51	5:53		3/1/2005	3/18/2005	6.00	126.00	\$ 21.00
		3/3/2005	18:00	0:00	6.00			NDP					3/3/2005	3/18/2005	6.00	126.00	\$ 21.00
						12.00					5:53						
	3/8/2005	18:00	0:00	6.00			NDP					3/8/2005	3/18/2005	6.00	126.00	\$ 21.00	
	3/10/2005	18:00	0:00	6.00			3/10/2005	18:00	0:41	6.40		3/10/2005	3/18/2005	6.00	126.00	\$ 21.00	
	NDP					3/11/2005	19:52	7:49	11.57								
					12.00		3/12/2005	20:07	8:18	12.11	30:48						
	3/15/2005	18:00	0:00	6.00			3/15/2005	18:11	0:06	5.54		3/15/2005	4/1/2005	6.00	126.00	\$ 21.00	
	3/17/2005	18:00	0:00	6.00			3/17/2005	17:55	23:26	5:30		3/17/2005	4/1/2005	6.00	126.00	\$ 21.00	
					12.00	Y					11:24	3/18/2005	4/1/2005	25.00	550.00	\$ 22.00	
											515.48						
Totals					477.50	N	(Conversion of Hrs/Mins into Value)				515.75			579.00	\$ 12,597.00		
Variance						0					63.25			101.50			
Legend:																	
Y	Yes																
N	No																
NLO	No Log On/Off time.																
NDP	No Document Provided.																
^	Unable to determine whether CAD hrs are Standard or Extended Service hrs.																
	Unable to determine whether Reserve Officer did not call in to log on/off or CAD operator omission.																
Auditors Note:	Per discussion with Lorraine Docherty, Personnel Records Specialist and Carolyn Bean, Clerk III, Period End date in Cyborg for Extended Service Reserve Officers is not a true bi-weekly period end date. In many instances, it is the date hours were worked. At times; however, it is hours worked in a prior period but Internal Audit was unable to determine from support provided which date(s) hours were worked.																

**REVIEW OF POLICE RESERVE PROGRAM
VERIFICATION OF STANDARD SERVICE RESERVE OFFICERS' HOURS PAID/WORKED**

Schedule 3

		Per FAMIS			Per Daily Activity Form				Per IA			Per Police Dispatch/CAD System Officer Activity Report				Per Reserve Monthly Statistics Report		
Ref. #	CCN#	Check Date	Check #	Amount Paid	Work Date	Time In	Time Out	Total Daily Hours	Total Weekly Hours	30 Hour Per Week Max Exceeded	Total Hours/ Month	Logon Time	Logoff Time	Total Time (Hrs:Mins)	Total Time (Hrs:Mins)/ Month	Total Hours/ Month		
1	3582				12/14/2004	8:00	13:00	5.00	5.00	N		10:28	12:58	2:30				
					12/28/2004	8:00	14:00	6.00				8:53	13:56	5:03				
					12/29/2004	8:00	15:00	7.00	16.50	N		8:24	14:26	6:02				
					12/30/2004	8:00	11:30	3.50				8:19	11:11	2:52				
				1/24/2005	352682	\$ 100.00							21.50			16:27	21.50	
							3/2/2005	8:00	16:00	8.00	8.00	N		8:24	13:10	4:46		
							3/8/2005	8:30	14:30	6.00				9:11	14:21	5:10		
							3/9/2005	8:30	14:30	6.00				12.00	N			
		4/22/2005	362521	\$ 100.00							20.00				19:24	20.00		
2	3537				12/2/2004	8:00	16:00	8.00	8.00	N		NDP	NDP					
					12/9/2004	8:00	16:00	8.00				8.00	N				NDP	NDP
					12/16/2004	8:00	16:00	8.00				8.00	N				NDP	NDP
					12/23/2004	8:00	16:00	8.00				8.00	N				NDP	NDP
					12/30/2004	8:00	16:00	8.00				8.00	N				NDP	NDP
				1/24/2005	352620	\$ 100.00							40.00				64.00	
							3/3/2005	8:00	16:00	8.00	8.00	N		NDP	NDP			
							3/10/2005	8:15	16:00	7.75				7.75	N			
					3/31/2005	8:00	16:00	8.00	8.00	N					NDP	NDP		
		4/22/2005	362465	\$ 100.00							23.75				24.75			
3	3584				12/6/2004	8:00	16:00	8.00	24.00	N		NDP	NDP					
					12/7/2004	8:00	16:00	8.00				8.00	N				NDP	NDP
					12/8/2004	8:00	16:00	8.00				8.00	N				NDP	NDP
				1/24/2005	352711	\$ 100.00							24.00				24.00	
							3/22/2005	18:30	21:30	3.00	17.50	N		NDP	NDP			
							3/28/2005	8:30	15:30	7.00				9:43	10:38	0:55		
							3/29/2005	8:00	12:30	4.50				NDP	NDP			
							3/30/2005	8:30	14:30	6.00				9:26	14:59	5:33		
		4/22/2005	362541	\$ 100.00							20.50				6:28	20.00		
4	3589				12/1/2004	NDP	NDP					0:22	1:59	1:36				
					12/13/2004	16:30	21:30	5.00	5.00	N		16:47	21:29	4:42				
				NP								5.00				6:18	5.00	
							3/7/2005	16:30	21:30	5.00	5.00	N		17:06	21:35	4:29		
					3/14/2005	16:30	20:30	4.00	4.00	N		16:50	19:59	3:09				

**REVIEW OF POLICE RESERVE PROGRAM
VERIFICATION OF STANDARD SERVICE RESERVE OFFICERS' HOURS PAID/WORKED**

Schedule 3

		Per FAMIS			Per Daily Activity Form				Per IA			Per Police Dispatch/CAD System Officer Activity Report				Per Reserve Monthly Statistics Report
Ref. #	CCN#	Check Date	Check #	Amount Paid	Work Date	Time In	Time Out	Total Daily Hours	Total Weekly Hours	30 Hour Per Week Max Exceeded	Total Hours/ Month	Logon Time	Logoff Time	Total Time (Hrs:Mins)	Total Time (Hrs:Mins)/ Month	Total Hours/ Month
					3/21/2005	17:00	22:30	5.50	5.50	N		NDP	NDP			
					3/28/2005	16:30	22:00	5.50	5.50	N		NDP	NDP			
		4/22/2005	362537	\$ 100.00							20.00				7:38	20.00
5	3533	1/24/2005	352576	\$ 100.00	12/29/2004	NDP	NDP					10:41	17:02	6:21	6:21	24.00
					3/10/2005	16:30	21:30	5.00	5.00	N		18:17	21:45	3:28		
					3/22/2005	16:30	21:30	5.00				17:27	22:03	4:36		
					3/24/2005	16:30	21:30	5.00	10.00	N		NDP	NDP			
		4/22/2005	362411	\$ 100.00							15.00				8:04	20.00
6	3563	1/24/2005	352580	\$ 100.00		NDP	NDP					NDP	NDP			24.00
					3/5/2005	NDP	NDP					13:34	17:05	3:31		
					3/12/2005	NDP	NDP					13:19	16:58	3:39		
					3/18/2005	18:00	1:00	7.00	7.00	N		NDP	NDP			
					3/19/2005	NDP	NDP					13:25	19:02	5:37		
					3/22/2005	18:30	0:30	6.00				21:09	23:21	2:12		
					3/26/2005	18:00	1:00	7.00	13.00	N		9:16	16:53	7:37		
		4/22/2005	362415	\$ 100.00							20.00				22:36	20.00
7	3538	1/24/2005	352587	\$ 100.00		NDP	NDP					NDP	NDP			24.00
					3/8/2005	8:30	16:30	8.00				9:44	13:33	3:49		
					3/10/2005	8:00	16:00	8.00	16.00	N		9:14	16:42	7:28		
					3/13/2005	NDP	NDP					10:58	18:59	8:01		
					3/22/2005	15:30	19:30	4.00	4.00	N		16:06	18:24	2:18		
		4/22/2005	362420	\$ 100.00							20.00				21:36	20.00
8	3578	1/24/2005	352579	\$ 100.00		NDP	NDP					NDP	NDP			24.00
					3/18/2005	18:00	1:00	7.00	7.00	N		NDP	NDP			
					3/22/2005	18:30	0:30	6.00				21:09	23:21	2:12		
					3/26/2005	18:00	1:00	7.00	13.00	N		NDP	NDP			
		4/22/2005	362414	\$ 100.00							20.00				2:12	24.00
9	3587	1/24/2005	352674	\$ 100.00		NDP	NDP					NDP	NDP			24.00

**REVIEW OF POLICE RESERVE PROGRAM
VERIFICATION OF STANDARD SERVICE RESERVE OFFICERS' HOURS PAID/WORKED**

Schedule 3

		Per FAMIS			Per Daily Activity Form				Per IA			Per Police Dispatch/CAD System Officer Activity Report				Per Reserve Monthly Statistics Report
Ref. #	CCN#	Check Date	Check #	Amount Paid	Work Date	Time In	Time Out	Total Daily Hours	Total Weekly Hours	30 Hour Per Week Max Exceeded	Total Hours/ Month	Logon Time	Logoff Time	Total Time (Hrs:Mins)	Total Time (Hrs:Mins)/ Month	Total Hours/ Month
					3/2/2005	19:00	0:00	5.00	5.00	N		19:17	23:59	4:42		
					3/9/2005	18:30	23:30	5.00	5.00	N		18:52	23:55	5:03		
					3/22/2005	16:30	21:30	5.00				19:47	23:20	3:33		
					3/23/2005	16:30	21:30	5.00	10.00	N		19:06	23:32	4:26		
					3/31/2005	19:30	0:30	5.00	5.00	N		NDP	NDP			
		4/22/2005	362515	\$ 100.00							25.00				17:44	25.00
															134:08	
		Total		\$1,700.00				274.75	274.75		274.75	(conversion from time to value)			134.13	428.25
		Variance (compared to Daily Activity Form Total Hours)													140.62	153.50
		Legend:														
		NDP	No document provided.													
		NP	Not paid because Officer worked less than 20 hours per month, which is correct.													
			Reports do not support Officer worked minimum 20 hours required per month; therefore, compensation not warranted and paid in error.													
			Hours recorded in CAD Activity Report, but no Daily Activity Form and/or Reserve Monthly Statistics Report.													
			Hours recorded in December Reserve Monthly Statistics Report; however, no Daily Activity Form and/or CAD Activity Report.													

**Review of Police Reserve Program
Verification of Property Issued and Returned Upon Separation from the City**

Schedule 4

Per Blue Uniform Issue Sheet																
Ref. #	Officer's Initials	Reason for Leaving	Line #	Item	Issue Date	Qty. Issued	SK signed upon issue?	Return Date	Qty. Returned	SK signed upon return?	Officer Signed Upon Return	Items Not Returned				
1	HE	Retired from FLPD and became Reserve	1	Traffic Vest	ND	1	NO	05/18/04	1	YES	NO					
			2	Large Bike Gloves	06 / 1999	1		05/19/04	1							
			3	Large Regular Jacket	ND	1		05/18/04	1							
			4	Rainsuit	06 / 1999	1		05/18/04	1							
			5	Shirts L/S and S/S	ND	ND		05/19/04	7							
			6	Trousers	09/11/97	5		05/19/04	ND							
			7	Helmet	ND	ND		05/18/04	ND							
			8	Dress Hat	ND	1		05/18/04	1							
			9	Badge # 573	09/16/97	1		05/20/04	1							
			10	Radio # 47235	09/16/97	1		05/19/04	1							
2	SL	Retired from Reserve Took a Full Time Job	11	Vest	05/21/04	1	YES	05/10/05	1	YES	YES					
			12	Cap, Baseball	05/01/04	1		05/10/05	1							
			13	Trousers	05/21/04	4		05/10/05	ND							
			14	Trousers	11/05/04	1		05/10/05	1							
			15	Shirts	12/05/04	1		05/10/05	1							
			16	Traffic Vest	05/21/04	1		05/11/05	1							
			17	CPR Mask	03/20/01	1		05/10/05	1							
			18	WMD	ND	ND		05/10/05	ND							
			19	Badge #3535	11/05/04	1		05/10/05	1							
			20	Insignia, Collar	11/05/04	1		05/10/05	1							
			21	Tie	10 / 1998	1		05/11/05	1							
			22	Radio #45591	11/05/04	1		05/10/05	1							
			24	Belt (Web)	05/21/04	ND		05/11/05	ND							
			25	Holster	ND	ND		05/11/05	ND							
			26	Clip Holder	ND	ND		05/11/05	ND							
			27	Cuff Case	ND	ND		05/11/05	ND							
			28	Radio Case	ND	ND		05/11/05	ND							
			29	Pepper Spray Case	ND	ND		05/11/05	ND							
			23	Illegible	Cap, Baseball	10 / 1998	1		NR							1 Baseball Cap
			30		Jacket	10 / 1998	1		05/21/04			1				
			31		Shirts-Short Sleeve	10 / 1998	5		05/21/04			ND				
			32		Shirts-Long Sleeve	10 / 1998	2		05/21/04			ND				
			33		Door Card	ND	1	NO	NR					YES	YES	1 Door Card
34		Prop Control Card	ND	1		NR					1 Prop Control Card					
35		Wallet ID	ND	1		NR					1 Wallet ID					

Review of Police Reserve Program
Verification of Property Issued and Returned Upon Separation from the City

Schedule 4

Per Blue Uniform Issue Sheet												
Ref. #	Officer's Initials	Reason for Leaving	Line #	Item	Issue Date	Qty. Issued	SK signed upon issue?	Return Date	Qty. Returned	SK signed upon return?	Officer Signed Upon Return	Items Not Returned
			36	Badge # Sgt	ND	1		05/21/04	1			
			37	Radio #47209	ND	1		05/21/04	1			
3	DM	Retired FLPD and became Reserve	38	Vest	09/16/97	1	NO	04/15/05	1	YES	YES	
			39	Rubber Boots	09/16/97	1		NR				1 Rubber Boots
			40	Breeches	ND	ND		04/15/05	ND			UTD
			41	Baseball Cap	09/16/97	1		NR				1 Baseball Cap
			42	Jacket	09/16/97	1		04/15/05	1			
			43	Raincoat	09/16/97	1		NR				1 Raincoat
			44	Shirts	ND	5		04/15/05	ND			UTD
			45	Shirts-Long Sleeve	ND	2		05/21/04	ND			UTD
			46	Trousers	11/29/97	2		04/15/05	ND			UTD
			47	Trousers	08/04/99	3		04/15/05	ND			UTD
			48	Leather Jacket	09/16/97	1		04/15/05	1			
			49	Door Card	09/16/97	1		NR				1 Door Card
			50	Wallet ID	09/16/97	1		NR				1 Wallet ID
			51	Dress Hat w/Badge	ND	ND		04/15/05	ND			UTD
			52	Badge #157	09/16/97	1		08/18/04	1			
			53	Reserve Badge	09/08/04	1		04/15/05	1			
			54	Insignia, Collar	09/16/97	1		04/15/05	1			
			55	Name Plate	09/16/97	1		04/15/05	1			
			56	Tie	ND	ND		04/15/05	ND			UTD
			57	Citation Case	09/16/97	1		04/15/05	1			
			58	Flashlight	09/16/97	1		04/15/05	1			
59	Baton	09/16/97	1	04/15/05	1							
60	Pepper Spray	09/16/97	1	04/15/05	1							
61	Radio # 46977	09/16/97	1	08/18/04	1							
62	Reserve Radio # 45525	02/09/05	1	04/15/05	1							
4	JW	Retired from Reserve	63	Vest Traffic	12/15/01	1	NO	06/16/05	1	NO	NO	
			64	Shirts	09/17/04	2		10/06/04	1			1 Shirt
			65	Trousers	09/17/04	2		10/06/04	1			1 Trouser
			66	Dress Hat	06/09/99	1		06/16/05	1			
			67	Radio #45538	11/09/04	1		06/16/05	1			

**Review of Police Reserve Program
Verification of Property Issued and Returned Upon Separation from the City**

Schedule 4

Per Blue Uniform Issue Sheet												
Ref. #	Officer's Initials	Reason for Leaving	Line #	Item	Issue Date	Qty. Issued	SK signed upon issue?	Return Date	Qty. Returned	SK signed upon return?	Officer Signed Upon Return	Items Not Returned
		Retired from FLPD	68	Bullet Proof Vest	ND	ND	YES	10/17/03	1	NO	NO	
			69	Rubber Boots	09/07/99	1		NR	1 Rubber Boots			
			70	Trousers	09/17/04	1		NR	1 Trouser			
			71	Raincoat	01/24/00	1		NR	1 Raincoat			
			72	Shirts	10 / 1998	2		10/17/03	2 Shirts			
			73	Shirts	05/07/99	3		10/17/03				
			74	Shirts L/S	10/01/98	1		10/17/03				
			74	Shirts L/S	05/07/99	1		10/17/03	1 Trouser			
			75	Trousers	09/09/97	2		10/17/03				
			75	Trousers	05/07/99	2		10/17/03	3			
			76	Badge # 467	ND	ND		Reassigned	Reassigned to JT			
			77	Detective Badge	10/23/97	1		NR	1 Detective Badge			
			78	Belt	ND	ND		10/17/03	ND			
			79	Holster	ND	ND		10/17/03	ND			
			80	Clip Holder	ND	ND		10/17/03	ND			
			81	Baton	ND	ND		10/17/03	ND			
			82	Cuff Case	ND	ND		10/17/03	ND			
		83	Radio Case	ND	ND	10/17/03	ND					
		84	Pepper Spray Case	ND	ND	10/17/03	ND					
Total Exceptions					30	21	4	13	26	2	3	20
					ND	ND	NO	NR	ND	NO	NO	UTD
Legend:												
FLPD	Fort Lauderdale Police Dept.											
ND	Not Documented											
NR	Not Returned											
UTD	Unable to Determine											
SK	Storekeeper											
	Reassigned to another Officer											
*	Officers signature is not required on form for <u>issue</u> of Equipment											

POLICE SUPPLY ISSUE/RETURN FORM									
Name of Officer:					CCN:		Division:		
ISSUANCE					RETURN				
Item	Size	Date	Issued By	Officer's Signature	Qty	Qty	Date	Returned by	Officer's Signature
Clothing									
Shirt-Short Sleeve (4)									
Shirt-Long Sleeve (2)									
Trousers									
CPR Mask									
Traffic Vest									
Rubber Boots									
Baseball Cap									
Jacket									
Raincoat/Rainsuit									
Dress Hat									
Dress Hat Badge									
Tie & Pin									
Other									
Badges									
Badge #									
Collar Insignia									
F.T.O.									
Name Plate									
Other									
Equipment									
Radio/mic #									
Citation Case									
Flashlight									
Baton									
Fingerprint Kit									
DNA Kit									
Pepper Spray (certified only)									
Other									
Duty Gear									
Belt									
Holster									
Mag Pouch									
Keepers									
Baton Holders									
Cuff Case									
Radio Case									
Mace Case									
Lighted Baton									
Other									
Comments:					Reason for Leaving:				
<p style="color: red;">Red font color indicates changes that should be implemented to improve the overall effectiveness.</p>									

Sample

**REVIEW OF POLICE RESERVE PROGRAM
ALL PROPERTY NOT RETURNED TO CITY**

<i>Per Blue Uniform Issue Sheet</i>			
Item	Issue Date	Quantity Issued	Return Exceptions
Reserve Officer 1 - JW			
Leave of Absence			
Boots, Rubber	9/7/99	1	Not returned
Trousers	9/17/04	2	Only 1 returned
	9/9/97	2	Only 3 returned
	5/7/99	2	
Rainsuit/Raincoat	1/24/00	1	Not returned
Shirts	10/98	3	Only 5 returned
	5/7/99	4	
		9/17/04	2
Traffic Vest	12/15/01	1	Not returned
Detective Badge	10/29/97	1	Not returned
Reserve Officer 2 - DG			
Leave of Absence			
Jacket	-	2	Not returned
Trousers	9/9/97	5	Only 3 returned
	-	2	Not returned
Door Card	-	1	Not returned
Prop Control Card	-	1	Not returned
Wallet ID	-	1	Not returned
Cap, Baseball	5/20/04	1	Not returned
Shirt	10/98	2	Only 3 returned
	-	2	
Dress Hat	10/12/05	1	Not returned
Badge # 3547	2/16/04	1	Not returned
Insignia, Collar	2/16/04	1 set	Not returned
Citation Case	2/16/04	1	Not returned
Baton	5/20/04	1	Not returned
Pepper Spray	2/16/04	1	Not returned
Radio # 45594 w/Mic	11/3/04	1	Not returned
Leather:			
Belt			
Holster			
Clip Holder			
Cuff Case			
Radio Case			
Pepper Spray Case			
Legend:			
Tickmark (√) in the item column; however, unable to determine quantities and dates items issued/returned.			

FORT LAUDERDALE POLICE DEPARTMENT

Attachment

MEMORANDUM #02-47

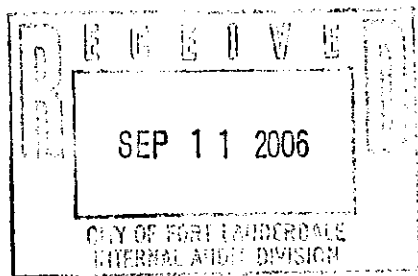
DATE: October 2, 2002
TO: John Panoch/Personnel Director
FROM: Bruce G. Roberts/Chief of Police *BR*
BY: Assistant Chief Charles W. Drago/Operations Bureau *CWD*
SUBJECT: Extended Service Reserve Officers

The Operations Bureau would like an Extended Service Reserve Officer Position to be added to our staff of personnel. This position would be utilized to supplement the duties of our sworn patrol personnel, but will not be replacing scheduled full-time police officers. Extended Service Reserve Officers will be designated for assignment by scheduling supervisors for additional patrol coverage, allowing their full-time officers to participate in proactive problem solving. The primary duties of the Extended Service Reserve Officers will be response to delayed calls for service and/or paperwork calls.

Current Reserve Officers that do not wish to be part of this group of officers will continue to be known as Reserve Officers, and those that wish to be in this group will be known as Extended Service Reserve Officers. The Reserve's Sergeant will work with the respective patrol district scheduling sergeants in assigning the Extended Service Reserve Officers. Their assignment will be to work 8 - 20 hours per week as part-time employees, not exceeding 20 hours per week. Effective on the projected date of October 13, 2002, they will receive the hourly wage as stipulated in the Patrolman Rate Schedule B, which is \$20.78. The scheduling sergeants will be responsible to process the necessary documentation and will forward all paperwork to the Police Finance Office on a monthly basis. Funding for this position is presently available through salary savings of vacant police officer positions.

At this time, I am requesting your signature of approval for this position and a confirmation to begin the necessary processing of interested reserve candidates. Thank you for your consideration.

CWD:RD:mjm



CITY MANAGER

FORT LAUDERDALE POLICE DEPARTMENT

MEMORANDUM # 02-50

TO: Payroll
 COPY: Chief Roberts

DATE: November 13, 2002

TO: City Manager/Floyd T. Johnson

FROM: Chief of Police/Bruce G. Roberts *BGR*

BY: Administrative Support Division/Captain Russell H. Hanstein *RHH*

SUBJECT: Back Pay for Extended Service Reserve Officers

On October 13, 2002, the Fort Lauderdale Police Department implemented the Extended Service Reserve Officer Program. Six Police Reserve Officers were selected for inclusion in this program. The program allows the Extended Service Reserve Officers to work up to twenty (20) hours per week and to be paid an hourly wage of \$20.78.

When the program was started, it was the belief of this Department that all of the necessary paperwork had been completed and that the Extended Service Reserve Officers would be included in the payroll system. Unfortunately, as sometimes happens with new programs, that was not the case. As a result, the effected employees have worked two pay periods without compensation.

Attached you will find a list of the Extended Service Reserve Officers, with a breakdown of the number of hours each has worked during the last two pay periods. I would respectfully request that each of these employees be reimbursed for all back wages owed to them as soon as possible after their inclusion in the new payroll system.

APPROVED:

B Bentley ACM

 Floyd T. Johnson, City Manager
 November 18, 2002

BGR/RHH/er

Attachment (1)

