



KANSAS CITY, MO. POLICE DEPARTMENT
PROCEDURAL INSTRUCTION

DATE OF ISSUE
 06/12/2024

EFFECTIVE DATE
 06/12/2024

NO.
 24-04

SUBJECT
Timekeeping Procedures

AMENDS

REFERENCE
 Timekeeping Reference Guide (Intranet)
 Personnel Policy Series 700 – Administration of Leave
 PPBM: 312 “Member Investigation, Discipline, and Appeals”
 418 “Overtime/Court Time Policy”

RESCINDS
 PI: 15-09

I. INTRODUCTION

This written directive provides guidelines for the use of the designated timekeeping system.

II. TERMINOLOGY

- A. **Exception Entry** - Any change made to a member's expected work record in the timekeeping system.
- B. **Expected Work Record** - A pre-assigned work schedule for the entire work period or work year for each member, as generated by the designated timekeeping system.
- C. **Pay Period** - A fixed and regularly recurring period of time consisting of 14, consecutive, 24-hour periods beginning at 0001 hours on a specified Sunday and ending at 2400 hours on the following second Saturday.
- D. **Source Document** - Department forms, letters, and memorandums used for supporting exception entries (authorization of leave or documentation of absences). Refer to Section IV, F of this directive for further information.
- E. **Tour of Duty** - A period of time that elapses between the beginning and the conclusion of the regular hours of assignment, when a member is regularly scheduled to be on duty or stationed at a prescribed place.
- F. **Work Period** - A fixed and regularly recurring period of time consisting of 28 consecutive days beginning at 0001 hours on a specified Sunday and ending at 2400 hours on the following fourth Saturday.
- G. **Work Year** - An established and recurring period of time consisting of 364 consecutive days beginning at 0001 hours on a specified Sunday and ending at 2400 hours on the following 52nd Saturday.

III. GENERAL GUIDELINES

- A. The supervisor/commander of each element and/or shift will assume responsibility for administering the time records of all members of the element/shift.
- B. Personnel Records Section (PRS) will be contacted to resolve any questions or problems that may arise regarding the timekeeping system.
- *C. The Human Resources Division Commander or their designee should be contacted for clarification of written directives related to the administration of leave.
- D. Unauthorized release and/or use of a password may result in disciplinary action.
- E. Members should refer to the following:
 - 1. Personnel Policy Series 700 – Administration of Leave, For specifics regarding administration of leave and types of approved leave/absences.
 - 2. Personnel Policy 418 entitled, “Overtime/Court Policy,” for information regarding overtime and court time exceptions and processes.
 - 3. Personnel Policy 419 entitled, “Holiday Compensation,” for specifics regarding holiday compensation.
 - *4. Personnel Policy 312 entitled, “Member Investigation, Discipline, and Appeals,” regarding suspension requirements.

IV. PROCEDURE

- A. Designating a New or Alternate Timekeeper
 - 1. The supervisor/commander will:
 - a. Appoint a designated timekeeper and an alternate timekeeper.
 - *b. Submit a request electronically or by memorandum through the chain of command to the division commander and forwarded to PRS requesting a specific member be appointed as a designated or alternate timekeeper.

2. Selected and designated members will be provided a password and training in the maintenance and use of the designated timekeeping system by PRS.
3. The designated and alternate timekeepers will be specified on the Monthly Assignment Roster.
4. On transfer of a designated or alternate timekeeper, access to the timekeeping system will automatically be terminated.

B. Timekeeper Responsibilities

1. In the absence of the designated timekeeper, an alternate timekeeper will assume the duties and responsibilities of the designated timekeeper.
2. Designated and alternate timekeepers will select a password to be used with the system and will maintain the integrity of their password.
3. The efficient and accurate maintenance and use of time records for each member assigned to that particular element/shift will be the responsibility of the designated/alternate timekeeper in accordance with this written directive and the Timekeeping Reference Guide (available on the Department Intranet).
4. Daily Responsibilities
 - a. Review and enter timekeeping data daily.
 - b. Attempt to enter exception entries to members' expected work records within 4 hours after the start of their tour of duty. All other timekeeping entries should be entered as they are reported.
- *5. End of Work Period Responsibilities
 - a. Information Services Division will be responsible for providing the 28-day work period verification report that is prepared for each element and each member within the element.
 - b. Timekeepers will receive an email notification when their element's online report is ready for review and verification.

*C. Members requesting timekeeping data from another element will submit a request electronically or by memorandum, detailing the data needed through the division level chain of command to PRS.

D. Special Exceptions

1. Special Assignment (SA)

a. SA will be utilized for members performing on-duty assignments within the department but at a place other than the member's regular assignment, and other than In-Service Training.

b. SA may be utilized in hourly increments.

c. A member is required to work their regular assignment for time not spent on SA unless otherwise specified and approved by their immediate supervisor/commander.

d. If a member is assigned to a SA that is scheduled for 28 days or less:

(1) The member's immediate supervisor/commander will provide the timekeeper with the appropriate source document indicating the beginning and concluding dates of the SA.

(2) The supervisor/commander of the element where the special assignment occurs will contact the member's regular supervisor/commander to report all exception entries for the duration of the SA.

(3) The member's regularly assigned supervisor/commander will prepare and maintain all source documents for exception entries that occur during the SA.

e. When a member's SA is scheduled to extend beyond a 28 day period:

*(1) The member's immediate supervisor/commander will submit a request electronically or by memorandum through the chain of command to the bureau commander for approval and forwarding to PRS requesting the member's time record be forwarded to the element where the SA will occur.

- (2) The supervisor/commander of the special assignment element will complete and forward to their timekeeper, any source document required for an exception entry for the member on SA.
- (3) The timekeeper assigned to the member's regular unit will remove any advanced leave prior to the transfer of the time record to the SA.
- (4) Upon transfer, the timekeeper of the element where the SA occurs will maintain the member's time record during the SA.
- (5) Prior to completion of the SA, the supervisor/commander will:
 - * (a) Submit a request electronically or by memorandum through the chain of command to the bureau commander requesting the member's time record be returned to their original assignment.
 - (b) Review and verify the member's time record.

2. Special Duty (SD) will be utilized for members performing work away from the department and not subject to immediate supervision by a department member; e.g., extradition of a prisoner, jury duty, etc.
 - a. SD may be captured in hourly increments.
 - b. Outside training (T) does not qualify as SD.
 - c. A member is required to work their regular assignment for time not spent on SD unless otherwise specified and approved by their immediate supervisor/commander.

E. Transfer of a Member

- *1. Prior to a member's transfer, the supervisor or element commander will review, verify, and ensure all entries for the work period are correct.
2. All advanced leave must be deleted by the relinquishing element prior to the date of transfer of a member.

- *3. Timekeepers and supervisors will monitor work time and days off (R-days) to ensure all members moving in and out of the 8, 10, or 11-hour work plan have the appropriate hours of work time for each pay period in accordance with the annual issued work year calendar.

F. Source Documents

- 1. Application for Leave, Form 1 P.D. will be the source document for the following types of leave/absences:
 - *a. Bereavement Leave
 - b. Family and Medical Leave
 - c. Leave Without Pay
 - d. Military Leave
 - e. Vacation (4 days or more)
- 2. The Injury Report, Form 314 P.D. will be the source document for Injury Days.
- *3. A copy of the Disposition of Time Lost, Form 6 P.D. submitted to PRS will be the source document for Suspension Days.
- 4. All other types of leave/absence will be captured on the following forms (also indicated on each form):
 - a. The Patrol Bureau Daily Assignment/Exception Entry Sheet, Form 5015 P.D., is the source document for Patrol Bureau personnel.
 - b. The Communications Unit Daily Assignment/Exception Entry Sheet, Form 5016 P.D., is the source document for Communications Unit personnel
 - c. The Daily Exception Entry Sheet, Form 469 P.D., is the source document for all other elements/members.

G. PRS Responsibilities

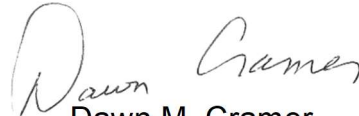
- 1. On receipt of a request for a new or alternate timekeeper, provide training and a password (to be changed by the member later) for the new or alternate timekeeping member.

- *2. Provide access to the designated timekeeping system for new and/or designated timekeepers.
3. Process all inquiries on members considered for promotion or reassignment.
4. Transfer all time records to new assignments.



Stacey Graves
Chief of Police

Adopted by the Board of Police Commissioners this 28th day of May, 2024.



Dawn M. Cramer
Board President

DISTRIBUTION: All Department Personnel
Department Master Index – Intranet
Public View Master Index - Internet
Policy Acknowledgement SyStem