

CRIME PREVENTION PATROL AGENCY

7000 Regent Parkway • Fort Mill, SC 29715

TO: ALL OFFICERS
FROM: CHIEF
SUBJECT: TIME SHEETS AND CAMARO
DATE: 12/16/2006
CC:

There is a new time sheet with the NEW dates and times that they must be turned in. Read the instructions on the time sheets.

Time sheets must now be turned in at the end of your shift on the Sunday that the pay period ends or your last scheduled workday of that pay period. If your last scheduled workday is Saturday turn in your time sheet at the end of your shift Saturday.

Use actual times rounded up / down to the closet 5 minutes. Example: Lets say you are scheduled to work until 0300 and you get off/done at 0248 round it up to 0250. DO NOT put 0300 hrs just because that was your scheduled time. I have talked about this in our meetings yet most everyone puts their scheduled times down. At the very least we will start giving out write-ups, and up to termination!

*** If you work beyond your scheduled time it must be authorized at that time by a supervisor, in the comments area note why you're working over and which Supervisor authorized your working over. If both are not done you will not be paid for it.

ANY QUESTIONS PLEASE ASK NOW!

Also the Camaro has a new Steering Wheel, DO NOT use the steering wheel to pull yourself out of the car, roll to your left bringing your right leg out. If you break the steering wheel the replacement cost will be deducted from your check!