

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	82.2 Employee Attendance Record			
Effective Date:	4/25/1980	Revision Date:	10/20/2004	
Action:	O-309		Number of pages:	1

I. POLICY

A record of the daily attendance for each Kenosha Police Department employee, including civilian and sworn personnel, shall be maintained. This record will document the daily attendance of each employee to include whether the employee was on-duty, off-duty or on leave.

II. PROCEDURE

1. The daily attendance will be documented on the Kenosha Police Department Attendance Record System. It shall be the responsibility of the Kenosha Police Department to ensure that all employees are familiar with the current system and that supervisors are trained to utilize that system.
2. Each Shift Commander, Bureau head or their designee shall document the daily attendance for every employee in their command.
3. The Attendance Record will contain the employee's name, unit number, employee number, rank and departmental assignment.
4. On approximately November 1st of each year, the following year's attendance records shall be created.
5. The yearly attendance records will be maintained by the office of the Chief of Police, for a minimum of three years.