

PAPERWORK ROUTING

1. **CRASH REPORT**
 - A. Supervisor must electronically approve and sign completed report
 - B. Generated when officer respond to an accident/crash
 - C. If hardcopy report taken, must be reviewed and approved by supervisor
 - D. Place hardcopy in outgoing mail

2. **ADDITIONAL PATROL**
 - A. Take information on additional patrol form/vacation watch.
 - B. Place on Read out Board.
 - C. Place original form in ward book **each** Lieutenants shift office. (A, B,C & D)
 - D. After completion, return original copy to secretary's mailbox.

3. **ADMINISTRATIVE SUMMONS**
 - A. Used as an administrative charging instrument.
 - B. Generated when chargeable incident occur.
 - C. Deputy Chief/Personnel File.
 - D. Copy station mailbox. (Secretary)

4. **ARREST TICKETS**
 - A. Supervisor must approve each (felony) ticket for accuracy.
 - B. Fill out data for daily summary sheet, drug arrests, total amount of drugs, & weapons & money confiscated.
 - C. Copy Colonel, LTC and to secretary to be filed.

5. **ATTENDING PHYSICIANS REPORT**
 - A. Generated when officer injured on duty must seek medical attention
 - B. Sent with injured officer to medical facility.
 - C. Secretary keeps copy of IOD/Medical Documentation to be filed and sends a copy to Health & Safety.

6. **AUTHORIZATION OF AGENCY (AKA Persons Barred from Premises)**
 - A. Used to assist in enforcing the trespassing law.
 - B. Generated when business owners grant the police the authority to make arrest for trespassing on their property.
 - C. Place original copy in ward book each Lieutenants shift office. (A,B,C & D)
 - D. Copy in station mailbox. (Secretary)

7. **BIKE WORK REQUEST**
 - A. Original copy in equipment/inventory clerk mailbox.
 - B. Used to have bikes repaired.
 - C. Copy in station mailbox. (Secretary)

PAPERWORK ROUTING – Continued

51 SHIFT PAYROLL

- A. The shift payroll forms are located in **KIOSK**. Shift payrolls should not be modified.
- B. Any modification could affect the preset formulas and cause errors in calculating accurate overtime.
- C. Supervisors are **NOT** to add shift sections in the **Name block**.
- D. Each officer/civilian listed on the shift payroll should have a **Status Code**. If the status codes “**O**”, “**R/S**”, or “**Y**” are used, an explanation should be submitted in the Reason for Overtime block. (Ex: “**O**” 1st round IST, “**Y**” Beale St Detail, “**RS**” comment block should read For “**P**” on 01/01/15)
- E. Shift Payroll numbering system is based on military time. Therefore, **START** and **END** times must contain 4-(four) digit numbers.
- F. If an officer reports to work late, the payroll’s **START** time should reflect the amount of time late. **LWOP** should be in the **COMMENTS** block along with the benefit time the officer is using.
- G. If an officer is on a regular **FMLA**, and reports to work late, the roll call should reflect **LWOP** along with the benefit time the officer is using.
- H. If an officer is on a **FMLA** with an approved reason to report to work late, the **Start** time should reflect the actual time the officer reported for duty (0730). The **End** time should reflect the actual time the officer signed out (1500). Lieutenants should **NOT** use **LWOP** in this situation due to the **FMLA** stipulations. Lieutenants should document in the **COMMENTS** block “**P**” 7.5, “**A**” .5 (**FMLA**). If the officer works overtime, after coming in late, the overtime should be included in the **COMMENTS** block because the formula calculates 8-hour increments.
- I. Each shift’s payroll should be printed, then signed by a shift Lieutenant and approved by the shift’s Major or LTC.
- J. The station’s secretary should file the original payrolls. A Lieutenant should
- K. Submit the shift payrolls in a PDF format via email, to the station’s payroll specialist at the end of each shift or at the start of the next day’s shift.

52. AUTHORIZATION OF AGENCY

Authorization of Agency (AOA) is a verbal complaint from a business owner, company, or managing agent to the Memphis Police Department that prohibits an individual(s) from being on the business or company’s premises located in Memphis, Tennessee or else become subject to arrest for Criminal Trespass.

AUTHORIZATION OF AGENCY (Continued)

The business owner or representative must advise the individual, in the presence of a law enforcement officer, that he/she is not allowed on their property or have a sworn affidavit stating that the individual was properly advised the noted individual's presence was not wanted on their property. A notary public, with the sworn date and commission expiration date of the notary, must notarize the affidavit.

The owner or managing agent must appear at their perspective Memphis Police Station and provide the prohibited individual's name, age, sex, race, and physical description; including but not limited to height, weight and any other scars, marks, tattoos that would assist officer in making a positive identification of the individual in question. The officer who witnessed the individual being advised that he/she could not be on the property, should sign and witness on the original AOA.

The original Authorization of Agency should remain at the Station's front desk for verification. A copy of the AOA should be placed in the station's corresponding Directed Patrol books for quick references.

It is the responsibility of the business owner or managing agent to add or delete names to the original AOA. The business should keep a copy of their AOA on the premises.

If an officer cannot verify if the subject was notified of the AOA, then the officer should weigh the totality of the circumstance to determine if an arrest is warranted. If the subject is simply on the property without committing any other criminal offense, then the officer should use discretion whether to place the individual under arrest. At the very least, the officer should advise the individual at that time the he/she is not permitted on the private premises and if he/she returns, they will be subjected to a physical arrest. If an officer cannot make a determination, then the officer should refer to their immediately supervisor for assistance.

Officers can make arrests with or without the presence of the business owner or representative.

Authorization of Agency should be *updated yearly* or when businesses or company *changes management*. If the business changes management, a *new* AOA should be completed with the new management's signature.

See Appendix B:

- Authorization of Agency Form (Listing of Persons Barred from Premises)
- Sample No Trespassing Sign
- Anti-Trespass Authorization Affidavit
- Sample Tenant Notification Letter of Anti-Trespass Program
- Sample Tenant Agreement for Anti-Trespass Program
- Sample Criminal Trespass Arrest Report

TRAVEL DOCUMENTATION

A. Purpose

For the purposes of this policy, “Travel” includes any travel for city business outside of Shelby County, REGARDLESS of the duration (to include a same-day trip). Authorization of travel by the Director of Police Services is required a minimum of four weeks before the travel, seminar, training or conference occurs. The Division’s policy is to be used in addition to the City of Memphis Travel Policy and is not intended to replace or substitute City policy. A City of Memphis Travel Authorization Form and a memo from the requesting employee is required as documentation of the authority to travel. A Travel Expense Report must be completed to close out the travel, regardless of whether expenses were incurred. **(See Appendix C: Sample Travel Authorization Form, Sample Travel Expense Report Form)**

B. Travel Authorization Form

The “Travel Authorization Form” can be located on the web in <http://mpdsupport/> under the section labeled Departmental Forms. Employees requesting travel should complete the form indicating all expected business-related expenses. Official or confirmation documentation relating to the conference, seminar, training or meetings should be submitted with the Travel Authorization Form. This documentation should outline registration fees with information on any meal provided by the conference, transportation (airline, taxi, or gas) and lodging. Travel with an expected cost of over \$1500 or more than 3 days in length must be submitted, along with a brief letter of justification, to the Chief Administrative Officer of the City of Memphis for approval.

The travel must be approved by the employee’s Commanding Officer and submitted to the appropriate Deputy Chief/Deputy Director for approval. The Deputy Chief/Deputy Director will then forward the information to the Deputy Chief of Administrative Services office to log the travel authorization and review travel arrangements and expenditures. Changes will be communicated to the Commanding Officers over the traveling employee by the office of the Deputy Chief of Administrative Services.