

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: POLICE

AGENDA DATE: December 18, 2012

CONTACT PERSON/PHONE: A/C ROBERT FEIDNER, 564-7309

DISTRICT (S) AFFECTED: All

SUBJECT:

That the City Manager be authorized to sign and submit the grant application for the Local Border Security Program FY2013 (LBSP-13) project to the Texas Department of Public Safety including all understandings and assurances contained therein, in the amount of \$548,265.00, for the purpose of continuing the efforts of the Police Department to reduce crime in the border community to ultimately improve the quality of life for the residents in the City of El Paso.

BACKGROUND / DISCUSSION:

The purpose of this grant is to continue the efforts of the El Paso Police Department to reduce crime in the border community to ultimately improve the quality of life for the residents in the City of El Paso. The grant money will cover officer's overtime and fringe benefits. No cash match is required.

PRIOR COUNCIL ACTION:

No.

AMOUNT AND SOURCE OF FUNDING:

A cash match is not required. Grant funds will come from the Texas Department of Public Safety in the amount of \$548,265.00.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: _____

Name

Margaret K. Allen
Signature

12/10/12
Date

RESOLUTION

WHEREAS, the El Paso City Council finds that transnational gangs, narcotics trafficking, and other border criminal activity threaten the peace and security for the citizens of El Paso; and

WHEREAS, the El Paso City Council finds it in the best interest of the citizens of El Paso to apply for, submit, accept, reject, and amend the Local Border Security Program FY2013 (LBSP-13) grant project to the Texas Department of Public Safety for period January 1, 2013—August 31, 2013.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. The City Manager be authorized to submit the grant application for the Local Border Security Program FY2013 (LBSP-13) project to the Texas Department of Public Safety including all understandings and assurances contained therein, in the amount of \$548,265.00, for the purpose of continuing the efforts of the Police Department to reduce crime in the border community to ultimately improve the quality of life for the residents in the City of El Paso.
2. The City Manager be authorized to accept the grant award including all understandings and assurances contained therein.
3. No cash match or in-kind match required.
4. The El Paso City Council agrees that the existence of an award will not be used to offset or decrease total salaries, expenses and allowances that the City receives or provides to its Police Department at or after the time the grant is awarded.
5. The El Paso City Council agrees that in the event of loss or misuse of the funds, the El Paso City Council assures that the funds will be returned to the Texas Department of Public Safety in full.

ADOPTED this 18th day of December , 2012

CITY OF EL PASO

John Cook, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Assistant City Attorney

APPROVED AS TO CONTENT:



Gregory Allen
Chief of the El Paso Police Department

LOCAL BORDER SECURITY PROGRAM FY 2013 (LBSP-13) APPLICATION

1. APPLICANT NAME (Jurisdiction):	EL Paso Police Department		
2. COUNTY:	El Paso County		
3. TYPE:	<input checked="" type="checkbox"/> City Government <input type="checkbox"/> County Government		
4. PAYMENT TYPE:	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Will you want the ONE TIME advance		
4. REQUESTED PERIOD OF PERFORMANCE (NOT TO EXCEED AUGUST 31, 2013)	January 1, 2013 – August 31, 2013		
6. CHECKLIST OF APPLICATION ATTACHMENTS: (See the Local Border Security Program 2013 (LBSP- 13) Guide for information on completing these forms.)			
<input checked="" type="checkbox"/> 1. Designation of Grant Officials (Form A-2). <input checked="" type="checkbox"/> 2. Application for State Assistance (Form A-3). The Authorized Official must sign this form. <input checked="" type="checkbox"/> 3. Financial Cost Estimate (Form A-4). The Grant Financial Officer must sign this form. <input checked="" type="checkbox"/> 4. Assurances and Certifications (Form A-5). The Authorized Official must sign this form. <input checked="" type="checkbox"/> 5. Statement of Work (Form A-6) <input checked="" type="checkbox"/> 6. Direct Deposit Authorization Form (Form 74-176). The Grant Financial Officer must sign this form. <input checked="" type="checkbox"/> 7. Copy of local overtime policy <input checked="" type="checkbox"/> 8. Copy of pay schedule during the grant period <input checked="" type="checkbox"/> 9. Copy of resolution with the verbiage given in Section 3 number 10 of the LBSP Grant Guidance.			
7. CERTIFICATION			
<p>This Application, together with the Local Border Security Program FY2013 (LBSP-13) Guide, constitutes the work plan for the participants listed above. The undersigned agree to comply with all terms, conditions, and statements of work in the Local Border Security Program FY2013 (LBSP-13) Guide.</p> <p>The applicant is also assuring that the county (or counties) in which the applicant is located must have an overall 90% average on reporting adult and juvenile criminal history dispositions to the Texas Department of Public Safety for calendar years 2006 through 2010. This is reported via the Uniform Criminal Report Database (UCR).</p>			
_____ Authorized Official (Original Signature)	_____ Date	_____ Grant Performance Officer (Original Signature)	_____ Date

Form A-1
(11/01)

Mail completed forms and application materials to:

LBSP – 13 Grant Coordinator
 C/O Brandy Prinz, Grant Coordinator
 Texas Rangers Division
 Texas Department of Public Safety
 PO Box 4087
 Austin, TX 78773-0602
 brandy.prinz@dps.texas.gov

Approved as to Form: _____
 Assistant City Attorney

**LOCAL BORDER SECURITY PROGRAM FY2013 (LBSP-13)
DESIGNATION OF GRANT OFFICIALS**

GRANT:	LOCAL BORDER SECURITY PROGRAM FY2013 (LBSP-13)
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GRANT PERIOD:	January 1, 2013 through August 31, 2013
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AGENCY NAME:	El Paso Police Department
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Grant Performance Officer (This is typically your Chief or Sheriff)	
<i>Name</i>	Gregory Allen
<i>Title</i>	El Paso Police Chief
<i>Official Mailing Address</i>	El Paso Police Department 911 N. Raynor El Paso, TX 79903
<i>Daytime Phone Number</i>	(915) 564-7000
<i>Fax Number</i>	(915) 564-7061
<i>E-mail Address</i>	646@elpasotexas.gov

Grant Financial Officer (This is typically your CFO or County Auditor)	
<i>Name</i>	Carmen Arrieta-Candelaria
<i>Title</i>	City of El Paso Chief Financial Officer
<i>Official Mailing Address</i>	City of El Paso 2 Civic Center Plaza El Paso, TX 79901
<i>Daytime Phone Number</i>	(915) 541-4293
<i>Fax Number</i>	(915) 541-4229
<i>E-mail Address</i>	ArrietaCX@elpasotexas.gov

Authorized Official (This should be the County Judge, Mayor, or City Manager not the Sheriff or Police Chief)	
<i>Name</i>	Joyce Wilson
<i>Title</i>	City of El Paso City Manager
<i>Official Mailing Address</i>	City of El Paso 2 Civic Center Plaza El Paso, TX 79901
<i>Daytime Phone Number</i>	(915) 541-4844
<i>Fax Number</i>	(915) 541-4229
<i>E-mail Address</i>	SutterM@elpasotexas.gov

If at any point during the grant period these POC's change make necessary changes and resubmit this form immediately.

INSTRUCTIONS FOR FRONT SIDE OF THIS FORM

1. Except as indicated below, entries are self-explanatory.
2. Item 1: Enter "Local Border Security Program FY13.
3. Item 5a: Enter the legal name of your jurisdiction. Your entry should match the Applicant Name used on the LBSP-13 Program Application (Form A-1).
4. Item 7: The data in this section should agree with the information included on the Financial Cost Estimate (Form A-4).
5. Item 8 a, b, & c. This form must be signed by an Authorized Official who is a person authorized by the governing body of the jurisdiction to apply for grants and accept grants and execute agreement and contracts on behalf of the jurisdiction. Authorized Officials are County Judges, Mayors, and many City Managers – *not* Sheriffs or Chiefs of Police.

FINANCIAL COST ESTIMATE

1. NAME OF PROGRAM / ASSISTANCE: Local Border Security Program FY 2013
2. APPLICANT NAME: El Paso Police Department

3. ESTIMATED MONTHLY EXPENSES:

a. Personnel Estimate

Position	Number of Personnel	Hourly Rate	Overtime Rate (Time and 1/2)	Number of O/T Hours per Person per Day	Number of Days	Salary	Workers Comp, Unempl, Pension & FICA 25.00%	Total Salary & Fringe
Lieutenant	1	\$41.54	\$62.31	8	4	\$1,993.92	\$498.48	\$2,492.40
Seargents	6	\$35.17	\$52.76	8	4	\$10,128.96	\$2,532.24	\$12,661.20
Officers	40	\$31.76	\$47.64	8	4	\$60,979.20	\$15,244.80	\$76,224.00
			\$0.00			\$0.00	\$0.00	\$0.00
			\$0.00			\$0.00	\$0.00	\$0.00
			\$0.00			\$0.00	\$0.00	\$0.00
Total Personnel Estimates								\$91,377.60

b. Travel & Per Diem Estimate

Position	Number of Personnel	Commercial Travel Costs	Mileage from / to County	Estimated Ave. Daily Miles	Number of Days	Total Mileage Cost	Hotel Rate \$85 Maximum	Hotel Tax Rate	Meals \$36 Maximum	Travel Totals
						\$0.00		\$0.00		\$0.00
						\$0.00		\$0.00		\$0.00
Total Travel & Per Diem Estimate										\$0.00

c. Operational Cost Estimate

	Number of Cars	Number of Miles per Car	Number of Days	Rate per Mile	Subtotal
Mileage				\$0.555	\$0.00
Fuel Costs					
Other Costs					
Total Operational Cost Estimate					\$0.00

FILL IN SHADED FIELDS ONLY

*NOTE: Estimate either for fuel or mileage, not both.

4. NUMBER OF MONTHS IN THE GRANT PERIOD:
5. ARE YOU PAID MONTHLY OR BI-MONTHLY:
6. INDICATE THE NUMBER OF HOURS IN YOUR PAY PERIOD:

7. TOTAL AMOUNT OF APPLICATION

	Total Grant
a. Personnel Estimate	\$548,265.00
b. Travel & Per Diem Estimate	\$0.00
c. Operational Cost Estimate	\$0.00
Total Expenses	\$548,265.00

8. TYPE OF PAYMENT YOU PREFER: (check one)

Reimbursement **xxx** ONE TIME Advance Payment Request

 Signature of Grant Official

 Approved as to form: Assistant City Attorney

**State of Texas Assurances and Certifications
State Uniform Administrative Requirement for Grants and Cooperative Agreements,
Subpart B, §.14**

Note: Certain of these assurances may not be applicable to your program. If you have any questions, please contact the awarding agency.

NAME OF APPLICANT	GRANT PROGRAM
El Paso Police Department	Local Border Security Program FY 2013 (LBSP-13)

This form includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for State Assistance.

As the duly authorized representative of the applicant, I hereby certify that the applicant (subgrantee) will comply with the assurances and certifications below.

Joyce Wilson	City Manager
Typed Name of Authorized Official	Title
Signature of Authorized Official	Date Signed

Approved as to Form: _____
Assistant City Attorney

ASSURANCES

(1) RELATIVES. A subgrantee must comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person, who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

(2) PUBLIC INFORMATION. A subgrantee must insure that all information collected, assembled, or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.

(3) OPEN MEETINGS. A subgrantee must comply with Texas Government Code, Chapter 551, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.

(4) **CHILD SUPPORT PAYMENTS.** A subgrantee must comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.

(5) **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY.** If the subgrantee is a health, human services, public safety, or law enforcement agency, it will not contract with or issue a license, certificate, or permit to the owner, operator, or administrator of a facility if the license, permit, or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.

(6) **LAW ENFORCEMENT AGENCY.** If the subgrantee is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701, it must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 1701, Texas Occupations Code or must provide the grantor agency with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules.

(7) **ADMINISTRATION.** When incorporated into a grant award or contract, standard assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and local subrecipients shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met.

(8) **SUSPECTED CHILD ABUSE.** A subgrantee must comply with the Texas Family Code, Section 261.101, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Subgrantees shall also ensure that all program personnel are properly trained and aware of this requirement.

(9) **TAXES.** Subgrantees will comply with all federal tax laws and are solely responsible for filing all required state and federal tax forms.

(10) **COMPLIANCE WITH REQUIREMENTS.** Subgrantees will comply with all applicable requirements of all other federal and state laws, executive orders, regulations, and policies governing this program.

(11) **INELIGIBLE APPLICANTS.** The applicant certifies that it and its principals are eligible to participate and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity and it is not listed on a state or federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.epls.gov>.

(12) **HIV/AIDS.** Subgrantees must adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, *et seq.*

(13) **LEGAL AUTHORITY.** The applicant has the legal authority to apply for State assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-state share of project costs) to ensure proper planning, management and completion of the project described in this application.

(14) **RECORDS.** The applicant will give the awarding agency, the State Comptroller, and if applicable, the State, through any authorized representative, access to and the right to examine

all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

(15) PERSONAL GAIN. The applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.

(16) COMPLETION. The applicant will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

CERTIFICATIONS

1. **DRUG-FREE WORKPLACE** - The applicant certifies that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establish a drug-free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. the applicant's policy of maintaining a drug-free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon employees for drug abuse violations.
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- D. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - i. abide by the terms of the statement, and
 - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
- E. Notifying the agency within ten days after receiving notice under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction.
- F. Taking one of the following actions with respect to any employee who is so convicted:
 - i. taking appropriate personnel action against such an employee, up to and including termination; or
 - ii. requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2. **LOBBYING – The applicant certifies that:**

- A. It will not use grant funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government.
- B. If any non-grant funds have been or will be used in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, it will notify the Governor's Division of Emergency Management to obtain the appropriate disclosure form.

C. It will include the language of paragraphs A and B of this section in the award documents for all sub-awards at all tiers and will require all sub-recipients to certify accordingly.

Statement of Work (SOW) for LBSP Grant Funds 2013

State Objective of LBSP 2013 Funds

The State of Texas will assist in the execution of coordinated border security operations and facilitate the conduct of sustained interagency law enforcement activities in conjunction with Federal, Local and Tribal agencies to disrupt, deter, interdict, and thereby dominate criminal activity associated with the movement—northbound and southbound—of illicit traffic through the Texas border region and throughout Texas in order to reduce border-related crime, contribute to the reduction of potential acts of terror within Texas and the United States, and increase the security and quality of life of Texans in order to:

- Increase the effectiveness and impact of Steady State and surge operations.
- Increase the amount of field intelligence (BIAR, INT-7, or similar field reporting of gang, cartel, drug, and violence information to the JOIC's and BSOC for overall unified command partner awareness.
- Reduce border-related criminal activity in Texas.
- Implement and increase the effectiveness of operational methods, measures, and techniques for outbound/southbound operations.
- Decrease the supply of drugs smuggled into and through Texas from Mexico.
- Disrupt and deter operations of gang and cartel criminal organizations.
- Decrease specifically targeted tactics (such as conveyance methods) for drugs in the Texas border region.
- Decrease use of specific areas for crime as targeted in directed action missions.
- Increase the effectiveness of air operations mission planning and prioritization.
- Continue to exercise and integrate air-ground team operations to include TMF aviation, CBP Air and Marine, DPS Aircraft Section, and USCG aviation support.
- Based upon intelligence and analysis, increase the effectiveness of directed action missions to ensure they target against and are conducted in high pay off areas.
- Increase the number and quality of analytical intelligence products developed at Unified Command and State levels.
- Increase intelligence based operations at Unified Command level through integration of TxMAP, sector specific information, and employment of intelligence analysts.

1). How do you locally plan to ensure that the State Objectives are executed in your area?

- Enhance targeted patrol, based on intelligence to locate and arrest wanted criminal elements who regularly participate in trying to smuggle currency and weapons out of El Paso Police Department's Area of Operation (AO) into Mexico.
- Saturate outbound international bridges to locate smugglers attempting to smuggle weapons, ammunition, and currency by hiding these illegal assets in vehicles.
- From arrest gather further intelligence to share with multiagency to maximize information sharing.
- Enhance surveillance and intelligence gathering on transnational gangs.
- Maintain a high level of border security and allow more assured control over the entire area of responsibility.
- Overwhelm transnational gangs to disrupt criminal operations to mitigate activity.

Statement of Work (SOW) for LBSP Grant Funds 2013

2). Explain in detail what strategies/tactics you will use to accomplish these objectives?

- Increase of surveillance on known and suspected criminals belonging to transnational gangs (Barrio Azteca, Surenos, Bandidos OMG) and share information with JOIC and MATRIX to enhance multiagency participation and awareness.
- Through arrests of criminals additional charges and intelligence will be gathered on transnational gangs, MDTO's and narcotic dealers which can lead to confidential sources through federal or state law enforcement agencies enhancing multiagency cooperation and information sharing.
- Gang members will be identified and entered into the Texas Gang Database to enhance law enforcement efforts in identifying gang members throughout Texas no matter what area of the state they relocate to.
- Surveillance operations will be conducted to gather intelligence on subjects dealing in currency for the purpose of laundering money for Mexican DTO's and transnational gangs. This information will be shared and prosecutions coordinated with the JOIC and OAG which is located in the El Paso Police Departments Headquarter/Fusion Center; which can they be disseminated to all agencies through BIARs or equivalent.
- Coordinate with JOIC when planning enhanced or directed patrol functions (southbound operations, known transnational gang congregation points, and narcotic dealing locations) to best maximize patrol based assets from multiple agencies and strengthen border efforts.
- Increased participation in UC meetings and teleconferences while proactively providing information related to the border (investigations including but not limited to narcotics, weapons, human trafficking, & currency violations), arrests, intelligence, gang activity, acts of violence, pursuits, bailouts, trends and patterns of border-related criminal activity, etc) which can be coordinated through the JOIC.
- Specialty units will coordinate with multiple federal and state agencies in conjunction with other operations such as but not limited to Stonegarden, Knockdown, Intrepid, and HIDTA in order to partner as a force multiplier and furnish reports in a timely manner regardless of the funding source. Intelligence gathered in all these operations can be shared and distributed through the El Paso JOIC and MATRIX in an effort to support the States Unified Command and Sate Fusion Centers.

Vendor Direct Deposit / Advance Payment Notification Authorization

This form may be used by vendors or individual recipients
 - to receive payments from the state of Texas by direct deposit
 - to change or cancel existing direct deposit information

For Comptroller's Use Only		

For State Agency Use	
<input type="checkbox"/> Advance Payment Notification	
<input type="checkbox"/> International Payments Verification	
<input type="checkbox"/> Interagency Transfer	

Transaction Type

SECTION 1	<input checked="" type="checkbox"/> New setup (Sections 2, 3, 4 and 5 - Section 6 is optional)	<input type="checkbox"/> Change account type (Sections 2, 3, 4 and 5 - Section 6 is optional)
	<input type="checkbox"/> Change financial institution (Sections 2, 3, 4 and 5 - Section 6 is optional)	<input type="checkbox"/> Cancellation (Sections 2 and 4 - Sections 7 and 8 for state agency use)
	<input type="checkbox"/> Change account number (Sections 2, 3, 4 and 5 - Section 6 is optional)	

Payee Identification

SECTION 2	Social Security Number (SSN) or Employer Identification Number (EIN) <u>7 4 6 0 0 0 7 4 9</u>		Mail code (If not known, leave blank.)		
	Payee name (Business/individual) CITY OF EL PASO		Phone number (915) 541-4043 ext.		
	Mailing address 2 CIVIC CENTER PLAZA 7TH FLOOR		City EL PASO	State TX	ZIP code 79902

Financial Institution (Completion by financial institution is recommended.)

SECTION 3	Financial institution name WELLS FARGO BANK NA		City EL PASO		State TX
	Routing transd number (9 digits) <u>1 1 2 0 - 0 0 0 6 - 6</u>		Customer account number (maximum 17 characters) <u>9 7 6 3 1 7 3 2 4 3</u>		Type of account <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings
	Financial representative name (optional)			Title (optional)	
	Financial representative signature (optional)		Phone number (optional) () ext.		Date (optional)

Authorization for Setup, Changes or Cancellation (required)

SECTION 4	I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error.		
	I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)		
	sign here	Authorized signature <i>Carmen Arrietta-Candelaria</i>	Printed name CARMEN ARRIETTA-CANDELERIA

International Payments Verification (required)

SEC 5	Will these payments be forwarded to a financial institution outside the United States?..... <input type="checkbox"/> YES <input type="checkbox"/> NO
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Authorization for Advance Payment Notification Setup (optional)

SECTION 6	I authorize the Texas Comptroller of Public Accounts to send an email notification one business day prior to the payment posting to my account.	
	Contact name (Please print)	Contact phone number () ext.
	Email address	

Cancellation by Agency (for state agency use)

SEC 7	Reason	Date
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Authorized Signature (for state agency use)

SECTION 8	sign here	Signature	Date
		Phone number () ext.	Agency number
		Agency name	
		Comments	

Please return your completed form to:

- A. The affected employee must bring the new social security documentation pertaining to the name change to Payroll where the documents will be copied and filed.
- B. Payroll will notify City Human Resources and Planning and Research of the change. City Human Resources will update KRONOS and PeopleSoft. Planning and Research personnel will update Agency Web and Outlook.
- C. The employee must obtain a Photo ID Card Authorization Form for a new identification card from Police Human Resources.
- D. The completed form must be taken to Records to complete the process for a new identification card.
- E. Sworn employees must notify the Academy and TCLEOSE. It is the employee's responsibility to notify TCLEOSE in writing by mailing the applicable form from the TCLEOSE website within 30 days. Employees must submit a copy of the form to the Academy. Instructions for completion of the form are available in PD Public/Forms/Human Resources.
 - 1. Name changes on TCLEOSE records will be completed free of charge.
 - 2. Officers who request a new TCLEOSE license or certificate reflecting the name change will be charged a fee.

2-302. TIME KEEPING. The Department will maintain an accurate, efficient, and uniform timekeeping system through the use of the city's official time keeping system, KRONOS. In conjunction with KRONOS, Agency Web will be utilized by all Department employees to submit and approve or decline all overtime, comp time, and leave requests. Agency Web will also be utilized as the official scheduling system for all full-time Department employees. *(Amended 08-03-2008 A08-13, 10-31-12 C12-29)*

- A. **Scope of Policy.** All portions of this policy remain in effect for all employees unless otherwise indicated as applicable specifically to employees punched from schedule or employees required to swipe in/out.
- B. **Employees Punched From Schedule.** Employees punched from schedule are those employees working in units designated by the Chief of Police or his/her designee as not required to swipe in/out. Instead the employee's proposed work schedule will be posted to the timecard in KRONOS through the "punch from schedule" option in KRONOS.
- C. **Employees Required to Swipe In/Out.** Employees required to swipe in/out are those employees working in units designated by the Chief of Police or his/her designee as required to swipe in/out. Employees' actual work schedules will be posted to the timecard through in and out swipes.

- D. Chief's Retained Rights.** The Chief of Police or his/her designee retains the option to mandate employees who regularly work other than standard or consistent hours to remain on a swipe in/out method of timekeeping as deemed necessary for efficiency.
- E. Supervisor Definition.** Unless otherwise specifically stated, the term supervisors refers to a supervisor at least one level higher than the submitting employee. *(Amended 12-20-2011)*
- F. Grant/Reimbursed Overtime.** All grant-funded or reimbursable overtime is subject to the rules outlined in any applicable contract, MOU, agreement, statute, municipal ordinance, Civil Service rule or any other governing document or law. Personnel who oversee grants or other reimbursable overtime shall ensure compliance with all such governing documents before approving overtime. Any such governing documents supersede this policy in the event of a conflict. Under general grant overtime, the following requirements will apply:
1. Officers may **not** work any grant or other reimbursed overtime while on any type of leave if the overtime worked falls within the regularly scheduled hours for which the leave is being taken. Example: An officer normally scheduled to work 8 AM – 4PM may take leave (VAC, SPD or CT only) and work such overtime only if the overtime is worked before 8 AM or after 4 PM. **Any overlap between the officer's duty hours and the overtime assignment is a violation regardless of leave status.**
 2. Under no circumstances will any part of this policy be circumvented by changing hours on paper, flexing time, or adjusting work schedules in order to accommodate meeting these stipulations. Agency Web or KRONOS schedules will not be adjusted to accommodate overtime assignments. The only exception is changing work hours due to operational necessity.

2-302.01 KRONOS TIME KEEPING. Duty hours, absences, overtime/comp time requests, and leave requests of all Department employees will be submitted, approved and posted to KRONOS via Agency Web. *(Amended 08-03-2008 A08-13)*

- A.** All supervisors must enter subordinate employees' work schedules into Agency Web accurately per the monthly notifications made by Court Liaison. Once per week, on Saturday at about 9:00AM, the schedule as entered in Agency Web for the immediate following Sunday-Saturday will post to KRONOS. Supervisors must ensure that each subordinate employee's time card is accurate and reflects actual hours worked and actual attendance. Supervisors will ensure that all leave is posted to the time cards in accordance with established policy for leave requests. *(Amended 12-20-2011)*

1. **Employees Punched From Schedule.** Each employee's weekly schedule as imported from Agency Web will automatically "punch from schedule" to the timecard in KRONOS. Any changes in an employee's days off or work hours occurring after the schedule has imported into KRONOS must be updated via the schedule tab in KRONOS by a supervisor as soon as possible, but no later than one hour after the start of the applicable tour of duty. Only the employee's regular work hours for a full day (eight or ten hours, as applicable) will be entered directly on the timecard. No overtime will be entered directly on the time card. The only time a supervisor may enter time spans longer than regularly scheduled eight (8) or ten (10) hours is for flex-time schedules. Overtime, leave and partial days worked must be entered through Agency Web. See Section 2-303.03. *(Amended 12-20-2011)*
 2. **Employees Required to Swipe In/Out.** Employees' work schedules will post to the KRONOS timecard via in and out swipes on the KRONOS time clocks.
- B. Supervisors are responsible for reviewing subordinate employees' time cards in KRONOS to ensure the accuracy of hours worked and leave taken prior to the close of the pay cycle. *(Amended 12-20-2011)*
- **It is imperative that all work hours, leave and days off be accurate in order to ensure proper pay of shift differential and overtime as well as to ensure employees are "on the clock" when they are actually working.*****
- C. Employees are considered on duty during the times the employee is recorded into the city's official time keeping system and the employee is conducting official city business. Exceptions may apply while off duty if an employee takes official police action consistent with department policy. Under such situations officers will be required to notify a police supervisor as soon as practical. This does not apply to officers taking off duty police action while compensated by a third party.

2-302.02 OVERTIME/COMPENSATORY TIME (COMP TIME) SLIPS.

*****It is incumbent upon each employee to submit overtime requests as outlined within this policy in order to receive payment or comp time for any and all overtime incurred.***** *(Amended 08-03-2008 A08-13)*

Overtime/Comp time requests will be completed electronically by the employee and submitted to the appropriate supervisor or Court Liaison for approval the day the overtime/comp time is worked. When requested by the Grant Administrator, a hard copy overtime slip will be completed. Overtime/comp time must be pre-approved by a supervisor prior to an employee working the overtime, unless the employee encounters a situation that requires the use of overtime and the employee cannot immediately notify a supervisor. These situations are limited to those circumstances which prohibit the officer's ability to immediately contact a supervisor due to safety considerations of the officer or members of the public. If an employee is working overtime due to these circumstances, the employee must notify an appropriate supervisor within the employee's direct chain of command immediately upon control of the situation. All sections of the overtime/comp time request form must be completed. The form shall include a detailed explanation supporting the need for work on an overtime basis, regardless of the funding source of the overtime. All overtime/comp time requests will be reviewed daily by a supervisor or by the next working day in cases where the appropriate supervisor is off duty at the time the overtime request is submitted, and approved, denied or cancelled. In any event, approval, denial or cancelation will be completed no later than the close of the pay period. *(Amended 12-20-2011)*

A. Electronic Submission of Overtime by Employees Punched from Schedule.

Electronic overtime slips will be completed for all overtime incurred.

1. **Regular Overtime/Comp Time.** Regular overtime (investigative call-outs, call-backs, late calls, report writing, etc.), whether pay or comp time is being requested, will be routed to a supervisor who is on-duty and/or available to review and approve the overtime at the time of submission. The submitting employee will select the supervisor to whom the overtime request will be routed.
2. **Grant/TXDOT/Reimbursed Overtime.** Grant/TXDOT/Reimbursed overtime will be routed for approval to the supervisor or designee who oversees the funding grant or program. The comp time option is not allowed for this overtime. If the employee submitting the overtime request is the same supervisor or designee who oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command. *(Amended 12-20-2011)*
3. **Court Overtime/Comp Time.** All court overtime will be submitted directly by the submitting employee to Court Liaison, regardless of whether overtime pay or comp time is being requested. Court Liaison will verify and approve the overtime and then submit it to Payroll. Any needed adjustments to pay or comp time accrual balances will be made by Payroll personnel.

4. **Special Event Overtime/Comp Time (OSO).** The code OSO for Special Event overtime is for major incidents or events, such as major weather events, and will only be used when the event is so designated by the Chief of Police or his/her designee. The comp time option under this overtime code will be determined on a case by case basis by the Chief of Police or his/her designee. Routing of this overtime for approval will be made to a supervisor who is available and on-duty at the time of submission.
 5. **Special Event Overtime (OSP).** Overtime coded OSP is that overtime incurred for organized, planned events such as parades or foot races that are handled in accordance with applicable Municipal Code ordinances. Overtime coded OSP will only be routed for approval to and approved by the supervisor (or designee) coordinating the event. The comp time option is not allowed for overtime coded as OSP. If the employee submitting the overtime request is the same supervisor or designee who oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command. *(Amended 12-20-2011)*
- B. Electronic Submission of Overtime by Employees Required to Swipe In/Out.** Overtime requests are not required for overtime incurred of less than 15 minutes that is incorporated within the swiped work hours. However, employees who are required to swipe in/out will submit overtime requests for all overtime incurred regardless of the amount of time due to court, grant-funded activities except as noted, special event overtime coded as OSP, comp time requests, call backs, or any other situation in which the overtime worked is not already reflected in the swiped work hours on the KRONOS timecard, or when an employee is otherwise directed. *(Amended 12-20-2011)*
1. **Regular Overtime/Comp Time.** Regular overtime (investigative call-outs, call-backs when no swipe is made, etc.), whether pay or comp time is being requested, will be routed to a supervisor who is on-duty and/or available to review and approve the overtime at the time of submission. The submitting employee will select the supervisor to whom the overtime request will be routed.
 2. **Grant/TXDOT/Reimbursed Overtime.** Grant/TXDOT/Reimbursed overtime will be routed for approval to the supervisor or designee who oversees the funding grant or program. The comp time option is not allowed for this overtime. Overtime incurred by employees whose positions are not funded by the general fund (such as, but not limited to, applicable HIDTA initiatives) are not required to submit overtime requests for overtime recorded within KRONOS swipes unless the overtime worked falls under a different funding source. In such cases, the supervisor or designee overseeing the grant is required to ensure that the overtime is recorded in KRONOS or on electronic overtime requests under the correct grant number. If the employee submitting the overtime request is the same supervisor or designee who

oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command. *(Amended 12-20-2011)*

- 3. Court Overtime/Comp Time.** All court overtime will be submitted directly by the submitting employee to Court Liaison, regardless of whether overtime pay or comp time is being requested. Court Liaison will verify and approve the overtime and then submit it to Payroll. Any needed adjustments to pay or comp time accrual balances will be made by Payroll personnel.
 - 4. Special Event Overtime/Comp Time (OSO).** The code OSO for Special Event overtime is for major incidents or events, such as major weather events, and will only be used when the event is so designated by the Chief of Police or his/her designee. The comp time option under this overtime code will be determined on a case-by-case basis by the Chief of Police or his/her designee. Routing of this overtime for approval will be made to a supervisor who is available and on-duty at the time of submission.
 - 5. Special Event Overtime (OSP).** Overtime coded OSP is that overtime incurred for organized, planned events such as parades or foot races that are handled in accordance with applicable Municipal Code ordinances. Overtime coded OSP will only be routed for approval to and approved by the supervisor (or designee) coordinating the event. The comp time option is not allowed for overtime coded as OSP. If the employee submitting the overtime request is the same supervisor or designee who oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command. *(Amended 12-20-2011)*
- C. Electronic Approval of Overtime/Comp Time.** The supervisor to whom an overtime request is routed will receive an e-mail notification. Supervisors are to review and approve/decline the overtime the same day it is worked, or by the next business day in cases where the appropriate supervisor is off-duty at the time the overtime request is submitted. In any event, approval, denial or cancelation will be completed no later than the close of the pay period. Supervisors will submit the overtime slip directly to Payroll via the "Submit for Final Approval" option. Commanders and Civilian Managers, or his or her designee, are required to receive and review weekly overtime reports from each Lieutenant or Civilian Supervisor. Any discrepancies will be reported to Payroll for adjustment. *(Amended 12-20-2011)*

- D.** For overtime encompassed within Kronos swipes (less than 15 minutes), supervisors must indicate approval through the comment function on subordinate employees' time cards. Any overtime within Kronos swipes that is more than 15 minutes requires completion of an overtime request in Agency Web with the appropriate swipe indicator selected from the drop down box. For commanders, or any other supervisor/manager, who do not hold a Kronos license, this function shall be formally delegated in writing to a sufficient number of supervisors one level lower within the same chain of command. Such delegation will be limited to this task only. This is not intended to preclude delegation of other tasks to an OIC during the absence of the delegating party. *(Amended 12-20-2011)*
- E. Hard Copy Overtime.** Hard copy overtime requests will only be made when the electronic system is down and will be required as outlined in this policy. Commanders or Civilian Managers or a designee will review all hardcopy requests for overtime and must sign overtime slips prior to their submission to Payroll for processing, except for overtime slips for work on Friday and Saturday of each pay period which will be signed by an employee designated by the Commander or Civilian Manager. A copy of authorized weekend overtime slips will be made. After approval, the yellow copy will be detached and returned to the employee, and the original will be sent to Payroll. The Commander or Civilian Manager will review copies of overtime slips and notify Payroll of any inaccuracies or errors no later than the Tuesday after the pay period in which the overtime was worked. Payroll will make any necessary adjustments in the next pay period.

2-302.03 COURT OVERTIME SLIPS. When required by this policy, court overtime will be submitted electronically, or hardcopy if the electronic system is down, directly to Court Liaison on the day the court overtime is worked. If submitted hard copy, the overtime slip may be delivered to Court Liaison in person or deposited at any drop box designated for this purpose. *(Amended 08-03-2008 A08-13)*

- A. Times.** Officers must ensure that the beginning and ending time of the court appearance is indicated in the Notes section. The "end" time must reflect the actual time the Officer was released from court.
- B. Telephone Hearings.** In cases where overtime is performed during a "telephone hearing," Officers will fill out the Overtime slip as usual and attach a copy of the subpoena for verification. Officers will write "phone hearing" in the Notes section of the overtime form.

2-302.04 PAYMENT OF OVERTIME. The amount of overtime to be paid will be determined by The Contract and applicable laws and regulations. Overtime pay will be processed in the pay period in which it is submitted. Any overtime requests submitted for approval outside the current pay period will be processed as retroactive. If the overtime request was submitted late by the employee, it will be so annotated. *(Amended 08-03-2008 A08-13)*

2-302.05 FLEX-TIME. Flex-Time for sworn and civilian employees will be handled as per the City of El Paso's Flex-Time policy. The Flex-Time policy is contained in the City of El Paso's Employee Handbook. Any adjustments to an employee's work schedule as a result of an approved flextime schedule must be made by a supervisor on the employee's timecard in KRONOS as soon as possible, but not later than the end of the employee's applicable tour of duty. Supervisors will ensure that each employee's time card reflects the actual hours worked and actual attendance. *(Amended 12-20-2011)*

- A. Types of flex time schedules allowed are as follows:
 - 1. **Adjusted leave or start time.** An employee may be allowed to report later or leave earlier with prior written approval by a supervisor.
 - 2. **Adjusted lunch period.** A civilian employee's length of their lunch period may be adjusted while still working the normal number of scheduled work hours. This type of flex time is not available for sworn personnel.
 - 3. **Compressed Workweek.** An employee may be allowed to work four 9 hour days and one 4 hour day.
- B. Flex time schedules must be approved by the employee's supervisor prior to working the flex schedule. Eligibility to work a flex-time schedule is not subject to the operational needs of the Department and is a privilege, not a right.
- C. See the City of El Paso Employee Handbook for further details.

2-302.06 CIVILIAN EMPLOYEES MEAL BREAK. Civilian employees of the El Paso Police Department will be scheduled for a one-hour meal break each day.

- A. Civilian employees will be scheduled for a one-hour meal break each day with the exception of personnel assigned to 24/7 operations. Personnel not assigned to 24/7 operations may take a half hour meal break only when authorized in writing by the Chief of Police. *(Amended 08-03-2008 A08-13)*
- B. Employees who are scheduled for morning and afternoon breaks will not combine this time in conjunction with the lunch break. Breaks are considered city time and not the employee's personal time.

2-302.07 SWORN EMPLOYEES MEAL BREAK. During a tour of duty, Officers will be allotted a 30-minute meal break and a separate 15-minute break.

- A. Only one meal break and one 15-minute break is allowed per shift. Breaks will be taken only if time permits.

- B. Officers are subject to call during both the lunch break and 15-minute break. Officers will monitor the radio or be available by phone during breaks.
- C. No more than two marked units and no more than four uniformed personnel will be allowed at the same eating establishment. *(Amended 10-02-2006 C06-25)*

2-302.08 OVERTIME ROTATION. Unit supervisors that need employees to work overtime to maintain normal operations within the unit or to conduct special operations will ensure that any eligible department employee is given the opportunity to work overtime. To distribute the overtime in a fair and equitable manner, unit supervisors will rotate all eligible employees to work overtime. This applies to any scheduled overtime regardless of funding source. No employee shall schedule themselves for overtime without written approval from their immediate supervisor. *(Amended 12-20-2011)*

2-303. LEAVE. Employee leave is governed by Civil Service Rules and the Contract. Approval of leave will be based upon these rules. All employees must enter leave requests and supervisors must approve leave requests in Agency Web prior to the leave being taken. Taking leave prior to approval may result in the employee being considered AWOL and the employee may be subject to disciplinary action. An exception is sick leave or any other type of leave taken in an emergency situation in which case the supervisor verbally approving the leave must enter the leave and approve it as soon as practical. The following is, in part, a summary of those rules, and to that extent, does not confer any additional or different rights or benefits. The definition of supervisor outlined in Section 2-303 applies to this section *(Amended 12-20-2011)*

A. Supervisor Definition. Unless otherwise specifically stated, the term supervisor refers to a supervisor at least one level higher than the submitting employee. *(Amended 12-20-2011)*

2-303.01 INTENT. Leave should be approved when properly requested except when operational circumstances do not allow (unless the employee is legally entitled to the leave). Supervisors should effectively manage and plan for employee leave to maintain adequate operational levels.

2-303.02 AUTHORIZATION. Supervisors and above may authorize leave for employees under their command. Leave for Commanders and persons higher in rank must be authorized by their immediate supervisor. All Officers subject to court appearances will provide verification that Court Liaison was notified before leave forms are approved. *(Amended 08-03-2008 A08-13)*

2-303.03 REQUESTING LEAVE. Leave requests should be made with as much advance notice as possible or in accordance with the Contract and/or Civil Service rules. All leave requests must be submitted through the immediate supervisor or their designees. Employees should check their current leave balances through their most recent pay advice, KRONOS or PeopleSoft or verify leave balances with Payroll. When employees who are punched from schedule are requesting leave for a partial day, the leave request must contain the number of hours and proper leave code for the type of leave, and the number of hours of the balance of the work day coded as REG in order for

**City of El Paso
Pay Schedule CY 2013**

Pay Period	Schedule Number	Beginning date	Ending Date	Paydate
1	1301	12/16/2012	12/29/2012	1/4/2013
2	1302	12/30/2012	1/12/2013	1/18/2013
3	1303	1/13/2013	1/26/2013	2/1/2013
4	1304	1/27/2013	2/9/2013	2/15/2013
5	1305	2/10/2013	2/23/2013	3/1/2013
6	1306	2/24/2013	3/9/2013	3/15/2013
7	1307	3/10/2013	3/23/2013	3/29/2013
8	1308	3/24/2013	4/6/2013	4/12/2013
9	1309	4/7/2013	4/20/2013	4/26/2013
10	1310	4/21/2013	5/4/2013	5/10/2013
11	1311	5/5/2013	5/18/2013	5/24/2013
12	1312	5/19/2013	6/1/2013	6/7/2013
13	1313	6/2/2013	6/15/2013	6/21/2013
14	1314	6/16/2013	6/29/2013	7/5/2013
15	1315	6/30/2013	7/13/2013	7/19/2013
16	1316	7/14/2013	7/27/2013	8/2/2013
17	1317	7/28/2013	8/10/2013	8/16/2013
18	1318	8/11/2013	8/24/2013	8/30/2013
19	1319	8/25/2013	9/7/2013	9/13/2013
20	1320	9/8/2013	9/21/2013	9/27/2013
21	1321	9/22/2013	10/5/2013	10/11/2013
22	1322	10/6/2013	10/19/2013	10/25/2013
23	1323	10/20/2013	11/2/2013	11/8/2013
24	1324	11/3/2013	11/16/2013	11/22/2013
25	1325	11/17/2013	11/30/2013	12/6/2013
26	1326	12/1/2013	12/14/2013	12/20/2013