



OFFICE OF AUDITOR OF STATE STATE OF IOWA

Rob Sand
Auditor of State

State Capital Building
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 281-6518

NEWS RELEASE

Contact: Rob Sand
515/281-5835
or Annette Campbell
515/281-5834

FOR RELEASE July 3, 2019

Auditor of State Rob Sand today released a report on a special investigation of the City of New Hampton Police Department (Department) for the period January 1, 2016 through September 29, 2018. The special investigation was requested by City officials as a result of a concern a certain employee's vacation was not properly recorded in the payroll system.

Sand reported the special investigation identified 72 hours of vacation was carried forward on the employee's anniversary date, which exceeded the maximum limit of 40 hours. However, the former Chief of Police reported he approved the carryover because the employee had been prevented from using his vacation before his anniversary date as a result situations where the Chief needed him for Department operations.

In addition, Sand reported the employee used a total of 10 days (80 hours) of vacation during the pay period ending August 20, 2016. However, the payroll system did not reflect any vacation hours used for the pay period. According to the former Chief, he approved the use of earned compensatory time for the employee's August 2016 vacation. In August 2016, compensatory time earned by Department employees was not recorded in the payroll system but was maintained by the former Chief outside of the City's payroll system. The former Chief reported because all employees had exhausted their balances of compensatory time prior to his retirement, he destroyed the related records when he left the Department.

The report includes recommendations to strengthen the City's and Department's internal controls surrounding payroll, leave records and improve call-in procedures.

Copies of the report have been filed with the Division of Criminal Investigation, the Chickasaw County Attorney's Office, and the Iowa Attorney General's Office. A copy of the report is available for review in the Office of Auditor of State and on the Auditor of State's web site at <https://auditor.iowa.gov/reports/audit-reports/>.

#

**REPORT ON SPECIAL INVESTIGATION
OF THE
CITY OF NEW HAMPTON POLICE DEPARTMENT

FOR THE PERIOD
JANUARY 1, 2016 THROUGH SEPTEMBER 29, 2018**

Table of Contents

	<u>Page</u>
Auditor of State's Report	3-4
Investigative Summary:	
Background Information	5-7
Detailed Findings	7-10
Recommended Control Procedures	11
Staff	12
Appendices:	
	<u>Appendix</u>
Copy of the August 2016 Posted Schedule	1 14
Copy of the Payroll Packet Submitted for the Pay Period Ended August 20, 2016	2 15-17



OFFICE OF AUDITOR OF STATE STATE OF IOWA

Rob Sand
Auditor of State

State Capital Building
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 281-6518

Auditor of State's Report

To the Honorable Mayor, Members of the
City Council, and Chief of Police:

As a result of alleged improprieties regarding certain payroll records and at your request, we conducted a special investigation of the City of New Hampton Police Department (Department). We have applied certain tests and procedures to payroll records for the period January 1, 2016 through September 29, 2018. Based on a review of relevant information and discussions with City officials and personnel, we performed the following procedures:

- (1) Evaluated internal controls to determine whether adequate policies and procedures were in place and operating effectively.
- (2) Interviewed City officials and personnel to determine the policies and procedures for leave usage, vacation carryover amounts, and recording time worked by employees and leave activity.
- (3) Interviewed the Department's part time Administrative Secretary, to obtain an understanding of procedures she follows for preparing the payroll documents used by the City Clerk to process the bi-weekly payroll.
- (4) Summarized and compared work schedules, leave documents, and payroll documents for officers of the Department to identify differences between the various records and determine the propriety of the transactions.
- (5) Compared the Department's payroll records to the Sheriff's Department's CADLOG system to identify differences and determine the reasons for the differences, if possible.
- (6) Examined the City's payroll records to determine if the Department officers' vacation, sick leave, and casual day requests were properly approved, properly supported, and the leave usage and vacation carryover amounts complied with the City's Union Agreement.
- (7) Interviewed officers of the Department to gain an understanding of certain policies and procedures.

These procedures identified concerns regarding the Department's internal controls over payroll documents used to process the bi-weekly payroll.

The procedures described above do not constitute an audit of financial statements conducted in accordance with U.S. generally accepted auditing standards. Had we performed additional procedures, or had we performed an audit of financial statements of the New Hampton Police Department, other matters might have come to our attention that would have been reported to you.

Copies of this report have been filed with the Division of Criminal Investigation, the Chickasaw County Attorney's Office, and the Iowa Attorney General's Office.

We would like to acknowledge the assistance extended to us by officials and personnel of the City of New Hampton during the course of our investigation.

A handwritten signature in black ink, appearing to read "Rob Sand". The signature is stylized with a large "R" and "S".

ROB SAND
Auditor of State

June 4, 2019

City of New Hampton Police Department
Investigative Summary

Background Information

The New Hampton Police Department (Department) is located in Chickasaw County and serves the City of New Hampton which has a population of approximately 3,570. The Department employs a full-time Police Chief, a Sergeant, 4 police officers, and a part-time administrative secretary. Chief Zach Nosbisch (the Chief) was appointed on August 27, 2018 to replace Chief Mike Anderson (the former Chief) when he retired on August 31, 2018.

Officers employed by the Department are covered by provisions of an agreement the City established with the Public, Professional and Maintenance Employees, Local Union No. 2003 International Union of Painters and Allied Trades AFL-CIO (Union). City officials and Union representatives review the agreement every 3 years and make changes as needed. The agreement includes requirements for wages and accruing, using, and carrying over vacation, sick leave, and casual days.

Effective with the July 1, 2013 Union Agreement, the Sergeant position was removed as a named covered position. The Chief is also not covered by the Union Agreement. However, according to the City Clerk and Chief of Police, the City extended the benefits established by the Union Agreement to the Sergeant and the Chief.

Sergeant (Sgt.) Steve Stalder began employment with the Department on July 31, 1995. He was appointed to the position of Sergeant in August 2009 by the former Chief. Sgt. Stalder continued to serve as the Department's Sergeant after Chief Nosbisch was appointed in August 2018. Sgt. Stalder's duties included patrolling, answering calls, investigations, and preparing the monthly schedule of when officers were assigned to be on duty.

The Chief was responsible for final approval of the schedule, payroll, and vacation requests. Sgt. Stalder also approved vacation requests and the final payroll when the former Chief was on vacation or otherwise unavailable.

According to the current and former Chiefs, when an officer came on duty they were to call into the Chickasaw County Sheriff Office's (Sheriff Office) to log in as "in service." The officer was to also call in to the Sheriff's Office when they were went off duty. The Sheriff Office's dispatcher logged the calls in the Computer Aided Dispatch LOG Timesheet (CADLOG) system, and the system created a CADLOG timesheet for the officer. According to both Chiefs, the CADLOG is not always accurate. In some cases, the dispatcher does not enter the call when they were busy or in some cases the dispatcher may forget to log the call into the CADLOG system. According to the former Chief, officers sometimes forgot to call the dispatcher when they went on and/or off duty or were delayed in making the call.

According to the Chief, after officers call into the Sheriff's Office dispatch, they are supposed to call in to the Department's record keeping system to record when they go on or off duty. However, the Chief stated officers may not always call in. He also stated these inconsistencies should only be sporadic because officers would not forget to log every time they were in service, and the dispatcher would not forget or be busy on a consistent basis.

According to the current Chief, the Department started a new process of logging calls in November 2018 which includes call sharing with the Sheriff's Office. The Department logs are shared with the Sheriff's Office and include the time officers worked and what they did for the time they were on duty. This is part of an effort to help keep information shared between all law enforcement agencies in the County.

Karen Schmidt began employment with the Department as the part-time Administrative Secretary on August 19, 2008. As the Administrative Secretary, she was responsible for preparing the payroll information used by the City Clerk to process the Department's bi-weekly payroll. The payroll information includes the regular hours and overtime hours worked, any vacation or casual days used, or any sick leave taken by the officers. According to Ms. Schmidt, she did the following to prepare the payroll information:

- She used the posted schedule to prepare a summary sheet listing each officer and the hours worked, their days scheduled off, vacation days, casual days, holidays, and sick leave by day.
- Using the summary sheet, Ms. Schmidt prepared a cover sheet summarizing the officers' regular hours, overtime, casual, sick leave, and vacation hours.

Once Ms. Schmidt completed the payroll information, she submitted it to the former Chief for final review and approval. Once the former Chief approved the payroll information, he delivered it to the City Clerk. On occasion Ms. Schmidt, Sgt. Stalder, or another officer took it to City Hall when the former Chief was absent or when requested to do so.

According to Department and City staff we spoke with, the payroll packet delivered to the City Clerk included a typed payroll summary, the original posted schedule, and the timecards. The payroll information submitted with payroll were not signed by the Chief. The City Clerk's staff entered the payroll information into the City's payroll system. Once entered, the City Clerk approved the payroll and a check was electronically deposited to each officer's bank account.

According to the current Chief, he implemented a new process effective with the pay period ending September 29, 2018. The new process requires the following:

- Each officer is required to complete and sign a timesheet showing the dates and times they were on duty. The completed timesheet is submitted to the Chief.
- The Chief reviews the timesheet and compares it to the posted schedule in the office. The Chief then signs each officer's timesheet.
- The Chief submits the approved payroll, including the timesheets and the original posted schedule, to City Clerk's Office for processing.
- Once the payroll is submitted to the City Clerk's Office, the process is the same as under the former Chief.

In accordance with the Union Agreement, the number of vacation hours granted on each officer's anniversary date are based on the number of full years of service. The Union Agreement also allows an officer to carryover up to 5 days (40 hours) of vacation for a period of a year. **Table 1** summarizes the number of vacation hours granted by the Union Agreement.

Table 1	
Number of full year(s) of service	Number of vacation hours
1	40
3	80
6	120
14	160

According to Department and City staff we spoke with, the City applied the provisions of the Union Agreement to all Department employees. As a result, the Sergeant's vacation hours are

also based on the number of years of service as shown in the **Table** and the Sergeant was allowed to carry over up to 5 days of vacation.

In addition to vacation, the Union Agreement provides for 3 casual days and a floating holiday each year. The 3 casual days and the floating holiday must be used by the end of the fiscal year and cannot be carried over. The 4 days (32 hours) are recorded as casual days in the City's payroll system. The City's payroll system tracks each officer's unused balance of vacation, sick leave, and casual days. In addition, each officer's check stub shows the vacation, sick leave, and casual days used each pay period and the related balance.

The Union Agreement allows officers to earn and be paid for overtime at time and one-half. The Union Agreement specifically states "Street Department and Waste Water Treatment Plant employee may have the option to substitute an hour and a half of paid compensatory time for each hour of overtime earned, and shall declare the comp time choice when he submits his time card for processing. Compensatory time (comp-time) must be used by the following December 31, or it will be recomputed to overtime and paid." The Union Agreement is silent regarding compensatory time (comp time) for Police officers.

The Union Agreement also includes a call back provision. In accordance with the agreement, an employee who is called back to work before his next regular shift shall be paid for the time measured by the time-clock from punch in to punch out, but with a minimum of two hours paid at the overtime rate. Call back time will be distributed equally among employees within a department, with the exception of the Police Department. Off duty court time for a police officer is included in this call back provision.

In the fall of 2018 the current Chief was comparing leave and payroll records for Sergeant Stalder and identified the following concerns:

- Sgt. Stalder's vacation balance for the pay period which include his anniversary date included 72 hours of vacation carried over from the prior year, instead of the 40 hour maximum allowed by the Union Agreement.
- The posted schedule showed Sgt. Stalder used 80 hours of vacation for the pay period August 7 through August 20, 2016; however, the payroll system showed only 8 hours of vacation used.

According to the current Chief, after he met with Sgt. Stalder and Ms. Schmidt, he placed them both on paid administrative leave effective September 24, 2018.

As a result of the concerns identified, the current Chief requested the Office of Auditor of State review the payroll information prepared by the Department and the payroll transactions processed by the City. We performed the procedures detailed in the Auditor of State's Report for the period January 1, 2016 through September 29, 2018.

Detailed Findings

These procedures identified concerns regarding the Department's internal controls over payroll documents used to process the bi-weekly payroll. However, City officials' concerns regarding the vacation hours carried over in excess of the maximum amount allowed and vacation not being properly recorded for an officer for time off in August 2016 were determined to have been approved by the former Chief prior to his retirement. A detailed explanation of each finding follows.

Vacation carryover – As previously stated, the Union Agreement allows an officer to carry over up to 5 days (40 hours) of unused vacation into the next fiscal year.

We reviewed payroll records for the period January 1, 2016 through September 29, 2018 for Sgt. Stalder. Based on our review of available records, Sgt. Stalder's vacation balance for the pay periods in 2017 and 2018 which included his July 31 anniversary date did not exceed the 40 hour maximum carryover allowed by the Union Agreement. However, the vacation balance for the pay period ended August 6, 2016 included 72 hours of vacation carried forward instead of the 40 hour maximum allowed by the Union Agreement.

During our interview with Sgt. Stalder, he stated the additional 32 hours was carried over because he was working on a case and the former Chief approved the carry over. During our interview with the former Chief, he stated he approved Sgt. Stalder carrying over 72 hours of vacation. The former Chief also stated he recalled a situation where he needed Sgt. Stalder [to report for work] and, as a result, he let him carry the vacation hours over even though it exceeded the maximum allowed by the Union Agreement. When we spoke with the City Clerk, she confirmed the former Chief approved the extra 32 hours carried over for Sgt. Stalder.

Based on information from interviews with the former Chief, Sgt. Stalder, and the City Clerk, the 32 hours carried forward was approved by the former Chief. The former and current Chief are responsible for the operations of the Department and the Department's budget as approved by the City Council. The Chief has the authority to make decisions which are in the best interest of the Department and its officers.

Vacation – Documentation we reviewed shows Sgt. Stalder requested and was approved for vacation from August 7 through August 20, 2016. According to the posted schedule, Sgt. Stalder was scheduled off on August 7 and 8, which are the equivalent of weekend days and don't require the use of accrued paid time off. The schedule also showed he was on vacation from August 9 through August 14, off on August 15 and 16, and on vacation August 17 through August 20, 2016. In total Sgt. Stalder was scheduled for 10 days of vacation. A copy of the posted schedule is included in **Appendix 1**. Sgt. Stalder is listed on the schedule in the **Appendix** as officer 19-11. When we compared the posted schedule to the City's payroll system, we determined the payroll system showed only 8 hours of vacation used for this pay period.

As previously stated, the information submitted by the former Chief to the City Clerk included a packet of supporting documentation. The payroll information submitted to the City Clerk for the pay period August 7 through August 20, 2016 is included in **Appendix 2**. Based on our review of the supporting documents submitted, we determined the following:

- The cover sheet included with the payroll information showed Sgt. Stalder was to be paid for 72 hours of regular time and 8 hours of vacation. The 8 hours of vacation was handwritten on the cover sheet.
- The typed daily summary prepared by Ms. Schmidt showed Sgt. Stalder was on duty August 9 through August 12, off on August 13 and 14, on duty August 15 through August 19, and on vacation on August 20. Based on this summary, Sgt. Stalder was on duty 72 hours and on vacation 8 hours. This agrees to the cover sheet.
- The schedule included in the packet that shows Sgt. Stalder was to be on VAC (vacation) on August 9 through August 14, off on August 15 and 16, and on vacation from August 17 through August 20, 2016. However, the vacation was crossed off and "7-3" (meaning on duty from 7am to 3pm) was written in for August 9 through August 14 and August 17 through August 19. There is no indication who made the changes on the schedule. Based on posted schedules we reviewed, Sgt. Stalder typically worked from 7am to 3pm when he was on duty.

As stated previously, the posted schedule showed Sgt. Stalder was to be on vacation for 10 days from August 7 through August 20, 2016. The packet does not contain any documentation indicating why the schedule was changed to show Sgt. Stalder was on duty for the days shown.

During our interview with Sgt. Stalder he stated he was on vacation from August 9 through August 20, 2016. He also stated he did not review the vacation balance information included on his paycheck stub for the pay period ending August 20, 2016 and was not aware the vacation was not recorded. In a follow-up interview Sgt. Stalder stated the former Chief did not want to pay overtime and asked Sgt. Stalder if he would use the balance of the comp time he had earned rather than receive overtime pay for the earned hours.

During our interview with Ms. Schmidt, she stated she compiled the payroll information from the calendar hanging on the bulletin board in the back office on the wall and she did not make changes to the payroll information after it was turned in. She stated the records she was shown in the interview with the Chief were not changed by her. If there were changes she would make a note on the line and not scribble over the page. Once she sent it over to the City Hall, she did not make changes. Ms. Schmidt also stated she was never given copies of vacation request forms. Vacation was only written on the calendar. She also stated she was never asked to make changes. She stated she was unaware who would make changes to the payroll information.

When we asked Ms. Schmidt about comp time, she stated the Sergeant and other officers made arrangements with the former Chief to use comp time. She did not track comp time that was earned or used by the officers. She only reported what was on the sheet in the back room. When we asked how comp time was shown on the posted schedule, Ms. Schmidt stated it was shown as hours added or deducted from the schedule or sometimes it would show as a full day worked. She also reiterated the officers arranged this with the former Chief. Ms. Schmidt also stated she was unaware if the former Chief had a record of who had earned and used comp time.

During our interview with the former Chief, he stated he approved payroll, but Sgt. Stalder or Ms. Schmidt could approve the payroll in his absence. When we asked specifically about Sgt. Stalder's vacation for the period August 9 through August 20, 2016, he stated he allowed for some sort of time off for Sgt. Stalder to go on his Alaska trip. As a result, Sgt. Stalder had comp time available and wanted to use his comp time.

The former Chief also stated once his retirement date was determined, he made sure any officer with comp time used the comp time before he retired. When we asked the former Chief if the comp time records he maintained were still available, he stated he disposed of them after he retired while sorting through his notes to determine whether anything should be retained for the officers' personnel files. If it was not needed, he destroyed it. Because all the comp time earned by the officers had been used, he felt the records were no longer needed.

During the interview, the former Chief stated Sgt. Stalder worked on police radios, cameras, and computer equipment, but he could not remember all the times he spent working for the Department beyond his normal working hours. According to the former Chief, Sgt. Stalder is very knowledgeable about all the equipment, so he asked him to come in and repair it, and he (*Sgt. Stalder*) earned comp time for it.

When we asked the former Chief how he kept track of comp time, he stated he did not have a formal process but he tracked it off the books. The former Chief also stated he allowed officers, when called back to duty beyond their scheduled time, to earn comp time then use it at a later date instead of having the overtime paid out in accordance with the Union Agreement.

We also spoke with other officers regarding comp time. The other officers we spoke with stated the earning and use of comp time was worked out between the officer and the former Chief or Sgt. Stalder. The records available from the City do not document when officer earned or used comp time.

When we compared the payroll information submitted for the Department for the pay period ended August 20, 2016 to the payroll system, we determined the payroll system originally showed 8 hours of vacation used by Sgt. Stalder; however, the payroll system was later adjusted to show no vacation was used. According to the City Clerk, she initially recorded 8 hours of vacation used in the payroll system for the pay period for Sgt. Stalder but she later made an adjustment to add the 8 hours back to his vacation balance. The City Clerk also stated the request for the adjustment would have come from Ms. Schmidt or the former Chief. As a result of the change made, Sgt. Stalder's vacation balance was increased to 232 hours for the pay period ended August 20, 2016, which agreed with his ending vacation balance for the prior pay period.

When we asked the City Clerk about comp time, she stated she was unaware if the former Chief had tracked comp time outside the payroll system. She also stated the current Chief allows comp time and the balance, amount earned, and amount used is now included in the payroll system and summarized on the officers' paystubs.

Because sufficient supporting documentation was not maintained, we cannot determine the amount of comp time Sgt. Stalder or other officers may have earned and used during the former Chief's tenure. However, based on the information provided during interviews with the former Chief, Sgt. Stalder, other officers, and Ms. Schmidt, the former Chief maintained a record of comp time earned and used by officers. As previously stated, the former Chief oversees the operations of the Department and the Department's budget. As a result, the Chief can make arrangements which benefit the Department and its officers, including the use of comp time.

Based on the interviews we held, the schedule showing Sgt. Stalder's vacation days for the pay period ended August 20, 2016 may have been changed to hours worked because the former Chief used Sgt. Stalder's comp time balance in lieu of vacation. Because comp time was not recorded in the payroll system during the former Chief's tenure, the only way to reflect the use of the comp time was to report the officer worked during the period comp time was used rather than using vacation. During our testing, we did not identify any variances regarding the use of Sgt. Stalder's sick leave and casual days.

We compared the posted schedule to the payroll records for the other officers employed during the former Chief's tenure. Based on this review, we determined an officer requested and was approved for vacation on June 19, 20, and 23, 2018. The posted schedule indicated vacation for the days requested. However, the final schedule submitted with the Department's payroll information was changed to show the officer used vacation on June 19, 2018 and used casual days on June 20 and 23, 2018. However, the payroll system for the pay period ending June 23, 2018 showed 16 hours of vacation and 8 hours of casual days for the officer.

During our testing, we also determined the former Chief did not sign timesheets or other payroll records submitted to the City Clerk for processing payroll.

Recommended Control Procedures

An important aspect of internal control is to establish procedures which provide accountability for assets susceptible to loss from error and irregularities. These procedures provide the actions of one individual will act as a check on those of another and provide a level of assurance errors or irregularities will be identified within a reasonable time during the course of normal operations. Based on our findings and observations detailed below, the following recommendations are made to strengthen the City's internal controls.

A. Payroll and Leave Records – During our review of the payroll information maintained by the Department we identified the following:

- The former Chief's review and approval of the payroll information, including time worked and vacation used, was not documented.
- The Department did not have an official policy regarding comp time, but the former Chief reported he maintained records separate from the payroll system for comp time earned and used by the officers. He reported he destroyed the comp time records after he retired.
- Payroll records, including the schedule posted in the Department, were changed to reflect an officer worked during a period he was on vacation in order to use comp time the former Chief reported the officer had earned, but which was not reflected in the City's payroll system.
- Documentation to support carrying over vacation in excess of the Union Agreement was not documented or maintained.

However, controls including signatures on timesheets and review and approval of payroll information were implemented after the former Chief's retirement. In addition, the City recently began tracking comp time earned and used by the officers in the City's payroll system.

Recommendation – City officials should ensure the revised controls which include signatures on timesheets and approval of payroll information continue to be performed. City officials should also ensure comp time continues to be tracked in the City's payroll system. In addition sufficient documentation should be maintained showing the approval of leave taken and any exceptions to City policy.

B. Verification of Time Worked – When we attempted to verify the number of hours worked by officers, we determined we were not able to compare the information recorded on their timesheets to the times they called-in to the Dispatcher at the beginning and end of their shifts because the Dispatcher's information was not consistently complete.

Recommendation – City officials should implement procedures to ensure sufficient documentation is maintained on a consistent basis which supports the times recorded on employee timesheets. This information may take different forms for various types of employees.

Report on Special Investigation of the
City of New Hampton Police Department

Staff

This special investigation was performed by:

James S. Cunningham, CPA, Director
Mark Moklestad, CPA, Senior Auditor

A handwritten signature in black ink that reads "Annette K. Campbell". The signature is written in a cursive style with a large, stylized "A" and "C".

Annette K. Campbell, CPA
Deputy Auditor of State

Appendices

Appendix 1

Report on Special Investigation of the City of New Hampton Police Department

Copy of the August 2016 Posted Schedule

NEW HAMPTON POLICE DEPARTMENT							
AUGUST 2016							
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5	6
19-10		7-3P	7-3P	7-3P	7-3P	7-3P	OFF
19-11		12-8P	12-8P	12-8P	12-8P	12-8P	OFF
19-12		8-4A	8-4A	8-4A	OFF	OFF	3-11
19-13		11-7	OFF	OFF	11-7	11-7	11-7
19-15		OFF	11-7	11-7	8-4A	8-4A	8-4A
19-16		3-11	3-11	OFF	OFF	3-11	7-3P
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		7	8	9	10	11	12
19-10	OFF	7-3P	7-3P	7-3P	7-3P	7-3P	OFF
19-11	OFF	OFF	VAC	VAC	VAC	VAC	VAC
19-12	3-11	8-4A	8-4A	8-4A	3-11	OFF	OFF
19-13	11-7	11-7	11-7	OFF	OFF	11-7	11-7
19-15	8-4A	OFF	OFF	11-7	11-7	3-11	3-11
19-16	7-3P	3-11	3-11	3-11	OFF	OFF	7-3P
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		14	15	16	17	18	19
19-10	OFF	7-3P	7-3P	7-3P	7-3P	7-3P	OFF
19-11	VAC	OFF	OFF	VAC	VAC	VAC	VAC
19-12	OFF	8-4A	8-4A	8-4A	8-4A	3-11	OFF
19-13	11-7	11-7	11-7	11-7	OFF	OFF	11-7
19-15	3-11	8-4A	OFF	OFF	11-7	11-7	3-11
19-16	7-3P	3-11	3-11	3-11	3-11	OFF	7-3P O.T.
							Overtime
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		21	22	23	24	25	26
19-10	OFF	7-3P	7-3P	7-3P	7-3P	7-3P	OFF
19-11	7-3P	12-8P	OFF	OFF	12-8P	12-8P	7-3P
19-12	OFF	OFF	8-4A	8-4A	8-4A	8-4A	3-11
19-13	11-7	11-7	11-7	11-7	11-7	OFF	OFF
19-15	3-11	8-4A	8-4A	OFF	OFF	11-7	11-7
19-16	OFF	3-11	3-11	3-11	3-11	3-11	OFF
		Sunday	Monday	Tuesday	Wednesday		
		28	29	30	31		
19-10	OFF	7-3P	7-3P	7-3P	7-3P		
19-11	7-3P	12-8P	12-8P	OFF			
19-12	3-11	OFF	OFF	8-4A			
19-13	OFF	11-7	11-7	11-7			
19-15	11-7	8-4A	8-4A	8-4A			
19-16	OFF	OFF	3-11	3-11			

Original Posted

June 28, 2016

Holidays

Updates

Mandatory O.T. on the 20th

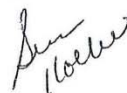
Final

Report on Special Investigation of the
City of New Hampton Police Department

Copy of the Payroll Packet Submitted for the
Pay Period Ended August 20, 2016

Former City Clerk's Signature

TO: CITY CLERK'S OFFICE
FROM: NEW HAMPTON POLICE DEPT.
RE: PAYROLL: August 7, thru August 20, 2016



	REG	NP(.45)	OT/HOL	CAU	SICK	VAC	.15	.20	.25
✓✓ S. STALDER (19-11)	72	0	0 / 0	0	0	0	0	0	0
✓ C. McGEE (19-12)	80	71 ✓	0 / 0	0	0	0	0	8 ✓	0
✓ S. UETZ (19-13)	80	70	0 / 0	0	0	0	0	0	32 ✓
✓ D. EAGAN (19-15)	80	64	0 / 0	0	0	0	0	27 ✓	5 ✓
✓ P. SCALLY (19-16)	80	✓35	✓8.5 / 0	0	0	0	32 ✓	0	0
✓✓ K. SCHMITT	40	0	0 / 0	0	0	0	0	0	0

SINCERELY,

M.B. ANDERSON
CHIEF OF POLICE

REG/COURT OT/TASK FORCE OT

19-11:
19-12:
19-13:
19-15:
19-16: 1/2 hr. (8/18); 8 hrs. (8/20)

HOLIDAY OT (DOUBLE TIME)

19-11:
19-12:
19-13:
19-15:
19-16:

✓ 19-10 (Anderson):
19-11 (Stalder): 8 hrs. VAC (8/20)
19-12 (McGee):
19-13 (Uetz):
19-15 (Eagan):
19-16 (Scally):

Appendix 2

Report on Special Investigation of the City of New Hampton Police Department

Copy of the Payroll Packet Submitted for the
Pay Period Ended August 20, 2016

PAYROLL PERIOD: August 7, 2016 thru August 20, 2016

	STALDER	McGEE	UETZ	EAGAN	SCALLY
Date ↓	11	12	13	15	16
*	0	8-5np	8-7np	8-8np	8
7	0	(8@.20)	(8@.25)	(3@.20;5@.25)	(8@.15)
8	0	8-8np	8-7np	0	8-5np
9	8	8-8np	8-7np	0	8-5np
10	8	8-8np	0	8-7np	8-5np
11	8	8-5np	0	8-7np	0
12	8	0	8-7np	8-5np	0
*	0	0	8-7np	8-5np	8
13	0	0	(8@.25)	(8@.20)	(8@.15)
*	0	0	8-7np	8-5np	8
14	8	8-8np	(8@.25)	(8@.20)	(8@.15)
15	8	8-8np	8-7np	8-8np	8-5np
16	8	8-8np	8-7np	0	8-5np
17	8	8-8np	8-7np	0	8-5np
18	8	8-8np	0	8-7np	8-5np
19	8	8-5np	0	8-7np	0
*	VAC	0	8-7np	8-5np	8 (OT)
20			(8@.25)	(8@.20)	(8@.15)

**Night				*Weekend Rates:					
	REG	NP(.45)	OT/HOL OT	CAU	SICK	VAC	7-3PM	3-11PM	11-7AM
11	72	0	0 / 0				.15	.20	.25
12	80	71	0 / 0					8	
13	80	70	0 / 0						32
15	80	64	0 / 0					27	5
16	80	35	8.5 / 0				32		

MIKE ANDERSON:

19-11: (Stalder):8 hrs. VAC (8/20)

KAREN SCHMITT: 40 HOURS

Report on Special Investigation of the
City of New Hampton Police Department

Copy of the Payroll Packet Submitted for the
Pay Period Ended August 20, 2016

NEW HAMPTON POLICE DEPARTMENT							
AUGUST 2016							
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5	6
19-10		7-3P	7-3P	7-3P	7-3P	7-3P	OFF
19-11		12-8P	12-8P	12-8P	12-8P	12-8P	OFF
19-12		8-4A	8-4A	8-4A	OFF	OFF	3-11
19-13		11-7	OFF	OFF	11-7	11-7	11-7
19-15		OFF	11-7	11-7	8-4A	8-4A	8-4A
19-16		3-11	3-11	OFF	OFF	3-11	7-3P
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	7	8	9	10	11	12	13
19-10	OFF	7-3P	7-3P	7-3P	7-3P	7-3P	OFF
19-11	OFF	OFF	VAC 7-3	VAC 7-3	VAC 7-3	VAC 7-3	VAC 7-3
19-12	3-11	8-4A	8-4A	8-4A	3-11	OFF	OFF
19-13	11-7	11-7	11-7	OFF	OFF	11-7	11-7
19-15	8-4A	OFF	OFF	11-7	11-7	3-11	3-11
19-16	7-3P	3-11	3-11	3-11	OFF	OFF	7-3P
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	14	15	16	17	18	19	20
19-10	OFF	7-3P	7-3P	7-3P	7-3P	7-3P	OFF
19-11	VAC 7-3	OFF	OFF	VAC 7-3	VAC 7-3	VAC 7-3	VAC
19-12	OFF	8-4A	8-4A	8-4A	8-4A	3-11	OFF
19-13	11-7	11-7	11-7	11-7	OFF	OFF	11-7
19-15	3-11	8-4A	OFF	OFF	11-7	11-7	3-11
19-16	7-3P	3-11	3-11	3-11	3-11	OFF	7-3P O.T.
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	21	22	23	24	25	26	27
19-10	OFF	7-3P	7-3P	7-3P	7-3P	7-3P	OFF
19-11	7-3P	12-8P	OFF	OFF	12-8P 7-3	12-8P	7-3P
19-12	OFF	OFF	8-4A	8-4A	8-4A	8-4A	3-11 11-7
19-13	11-7	11-7	11-7	11-7	11-7	OFF	OFF
19-15	3-11	8-4A	8-4A	OFF	OFF	11-7	11-7 3-11
19-16	OFF	3-11	3-11	3-11	3-11	3-11	OFF
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	28	29	30	31			
19-10	OFF	7-3P	7-3P	7-3P			
19-11	7-3P	12-8P	12-8P	OFF			
19-12	3-11	OFF	OFF	8-4A			
19-13	OFF	11-7	11-7	11-7			
19-15	11-7	8-4A	8-4A	8-4A			
19-16	OFF	OFF	3-11	3-11			

Original Posted

June 28, 2016

Holidays

CPR Class on 25th at 1300 hrs

Updates 07-25-2016

07-26-2016

Mandatory O.T. on the 20th
(S.T.E.P. 23 - Sept 5, 6.75 hours)