

<b>DATE:</b>	OCTOBER 1, 2008
<b>NUMBER:</b>	B.29
<b>SUBJECT:</b>	PERSONNEL POSITION CONTROL, RECORDS AND PAYROLL
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To establish a procedure for regulating position control, personnel records and the payroll function for the detention facilities.

**POLICY**

Personnel position control, records and payroll function shall comply with all regulations designated by governmental authority.

**PROCEDURE**

- I. Position control will be reviewed by the Financial Services Division, Detention Services Bureau analyst, facility commander and bureau commanders.
- II. Payroll will be based on the use of the Kronos Time Collection System, which will be approved by supervisory staff.
- III. Financial Services is responsible for determining:
  - A. Persons on the payroll are legally employed.
  - B. Positions are authorized in the budget.
  - C. Funds are available.
- IV. Personnel position control will be coordinated by the Sheriff's Personnel Office.