




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

| | | | |
|--|---------------------------------------|---|--|
| Chapter: 5 Procedures | Effective Date: May 8, 2020 | Amends/Supersedes: April 24, 2017 October 15, 2013 | By Authority of the Chief of Police  Charles A. Penn |
| Accreditation Standard(s): N/A | | | |

511.08 TeleStaff

I. Policy

Department employees are responsible for electronically reporting their time and attendance online through the TeleStaff portal.

II. Definitions

- A. Access – Portal access for employees on the web at <https://arlingtonvapolicy-wfts.kronos.net>.
- B. Codes – Items used to designate an employee's time.
- C. Finalize – TeleStaff system function that locks entries so they will pass to payroll.
- D. Human Resources Administrative Specialist – An employee, assigned to the Human Resources Management Section, responsible for the maintenance and upkeep of the TeleStaff database.
- E. Patrol Roster – Patrol worksheet that depicts officer assignments for a particular shift.
- F. TeleStaff – An electronic portal system assisting in the administration of scheduling and payroll functions, creation of reports and rosters, and the distribution of overtime.

III. Procedures

A. Employees

- 1. Each employee is responsible for ensuring the accuracy of their profile information in TeleStaff. Any incorrect information that cannot be edited by the employee shall be reported to the Human Resources Administrative Specialist.
- 2. Base schedules for each employee will be entered by the Human Resources Administrative Specialist. Any employee wishing to change their base schedule in TeleStaff must submit a request in writing through their chain of command.

3. Employees shall enter the appropriate TeleStaff codes to account for their time worked prior to the start of each shift. However, employees may modify their codes to reflect any change in job assignments.
4. Any employee needing to enter a code after the schedule is finalized must email their supervisor and the Human Resources Administrative Specialist with the updated code and an explanation as to why the code was not entered.
5. Employees are responsible for verifying the accuracy of their time and reporting errors to their supervisor.

B. Supervisors

1. Supervisors shall request changes to their staff's base schedules from the Human Resources Administrative Specialist.
2. Supervisors shall review and approve codes entered by their staff. Codes shall be approved prior to the start of a shift, or as soon as practical after the shift begins.
3. Supervisors are responsible for the time reported by their staff and shall ensure the accuracy of the codes entered.
4. Supervisors shall make any necessary code corrections for their staff.
5. Supervisors shall track and document repeated code infractions made by their staff.

C. Watch Commanders

1. Watch Commanders shall create the patrol roster for each shift using TeleStaff.
2. The roster shall be distributed to the appropriate department and ECC personnel.

D. Off-Duty Assignments

See Manual directive [512.03 Off-Duty Employment.](#)

E. Court Appearances

See Manual directive [516.02 Court Procedures.](#)

F. Overtime and Holiday Pay

See Manual directive [511.07 Overtime & Holiday Compensation.](#)