



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

550 – TIME SHEET PREPARATION

GENERAL ORDER: 2022-XX
ISSUED: July 11, 2022

EFFECTIVE: July 11, 2022

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: May 30, 2022

ACTION: Amends General Order 2018-22 (May 22, 2018)

WILEAG STANDARD(S): NONE

ROLL CALL VERSION

Contains only changes to current policy.
For complete version, please see SharePoint.

550.10 MEMBER'S RESPONSIBILITY

H. SUSPENDED WITHOUT PAY

If a member is suspended without pay, write "Suspended W/O Pay" in the column for each workday so suspended and utilize the earn code UPT. An explanation must also be entered in the "Comments" section on the back of the biweekly *Time Sheet*. If a member is suspended on a departmental personnel order, the personnel order number should be listed on the back of the biweekly *Time Sheet*.

550.25 STORAGE OF BIWEEKLY TIME SHEETS AFTER PROCESSING

Biweekly *Time Sheets* (form PT-43) shall be filed at the respective work locations and retained for seven two (2) years according to the department retention schedule.

JEFFREY B. NORMAN
CHIEF OF POLICE