

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number ENF-044
	Subject Daily Activity and Duty Hours Report (SHIELD-Trooper Activities)	
	Special Instructions Replaces CIS-001 dated January 15, 2015	Effective Date January 15, 2015

I. PURPOSE

Establish guidelines for reporting and submitting activity and duty hours using the SHIELD Trooper Activity Section in the **SH**ared **I**ntegrated **E**lectronic **D**atabase (SHIELD).

II. POLICY

All enforcement personnel, including Capitol Police Section (CPS) and motor carrier inspectors (MCI), shall transmit activity and duty hours using SHIELD Trooper Activity as outlined in this procedure.

III. PROCEDURE

A. Daily activity and duty hours shall be reported using SHIELD Trooper Activity as follows:

1. All sworn personnel shall record activity/duty hours daily and transmit their activity/duty hours within three (3) working days from the date it was originated.

2. Zone, area, division, section, or district commanders:

a. May set transmission dates for SHIELD Trooper Activity reports that are less than the three (3) day deadline;

b. Shall notify Communications and Information Systems (CIS) when an employee is placed on administrative leave (with or without pay), is suspended, or removed from payroll as the employee may be denied access to SHIELD.

3. Employees on military leave.

a. Employees on military leave (without pay) are required to submit or have submitted (on their behalf) SHIELD Trooper Activity reports during the period of time they are on leave, as follows:

(1) A monthly submission, indicating military leave status (with no retention of benefits); or

(2) A submission of a single SHIELD Trooper Activity report (per pay period to retain benefits) to record a paid day, e.g. vacation, personal leave day, etc., and then a monthly SHIELD Trooper Activity report for all remaining days of the month.

b. Employees on extended military leave with pay (through the use of accrued time) shall be required to submit or have submitted (on their behalf) SHIELD Trooper Activity reports on a monthly basis.

B. In the event personnel are unable to electronically submit their activity/duty hours report using SHIELD Trooper Activity, a SHIELD Trooper Activity report “form” is available as a Microsoft Word template, and can be completed electronically or handwritten. Use of the form will require the form to be submitted to the local (district, division, etc.) authorized administrator for entry into the SHIELD Trooper Activity.

C. Personnel working special projects shall be required to transmit a “Special Project Daily” using SHIELD Trooper Activity by the end of the day following the day the project was worked.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.