

Sheriff



Larry Ashley, Okaloosa County Sheriff

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Date: Aug 15, 2011
OCSO11CAD-115828

Public Records Request: Employee Timesheet for Angel DeJesus (7/24-8/6)

From: Tom LeBleuc

On August 11, 2011 the OCSO received the following request for public records. The agency response is in **bold**.

Please provide the work schedule of OCSO employee Angel Dejesus for the following date range, July 31, 2011 to August 5, 2011. Please include a schedule of days and hours to include on duty work time and any annual leave, sick leave, or any other type of leave taken, whether paid or unpaid, during this time frame.

Please provide a response upon receipt of this message indicating when this information will be made available. I see that public information requests are posted on the OCSO website. Please provide the information from this request on the OCSO website public information page. Thank You.

See attached timesheet. Mr. DeJesus' work schedule is generally Mon-Fri, times are based on current facility maintenance projects and needs. There is no document which has his schedule other than his time sheet.



The Okaloosa County Sheriff's Office is accredited by the Commission for Florida Law Enforcement Accreditation.

"The Okaloosa County Sheriff's Office provides equal access and equal opportunity in employment and services and does not discriminate"

**OKALOOSA COUNTY SHERIFF'S OFFICE
NON-SWORN EMPLOYEE TIME SHEET**

TO BE COMPLETED BY PAYROLL

PAY PERIOD BEGINNING 7/24/2011

PAY PERIOD ENDING 8/6/2011

Name DE JESUS ANGEL

Last 6 SSN 58-1764

Location FLEET

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | Pay Period Total | Reg | 1 1/2 |
|-------|------|-------------|-------------|-------------|------|------|------|--------|------------------|-----|-------|
| Date | 7/24 | 7/25 | 7/26 | 7/27 | 7/28 | 7/29 | 7/30 | Week 1 | 50 | | |
| Hours | RDO | 10 | 10 | 10 | 10 | 10 | RDO | | | | |
| Date | 7/31 | 8/1 | 8/2 | 8/3 | 8/4 | 8/5 | 8/6 | Week 2 | 20 | 70 | |
| Hours | RDO | AL 5 1/2 | AL 5 3/4 | AL 5 3/4 | 10 | 10 | RDO | | | | |

COMPLETED BY PAYROLL DEPT

| | | |
|-----------------------------|---------|-----------|
| Regular Hours Worked | 002 | <u>60</u> |
| Vacation Hours Taken | 050 | <u>20</u> |
| Sick Hours Taken | 040 | |
| Holiday Hours Taken | 067 | |
| Admin/Military Hours Taken | 070/080 | |
| Total = 80 | | |
| OT | 030 | <u>10</u> |
| Holiday Hours Paid (RDO) | 065 | |
| Holiday Hours Paid (Worked) | 066 | |
| | | <u>90</u> |

LEAVE OF ABSENCE

| LEAVE USED | | |
|------------------|--------------------|-----------------|
| 050 ANNUAL | 040 SICK | 080 MILITARY |
| 020 COMPENSATORY | 070 ADMINISTRATIVE | 090 WITHOUT PAY |
| COMMENTS | | |
| VACATION | | |

OVERTIME AUTHORIZATION

| | |
|-----------------------------------|--------------------------------|
| 14 | hours of overtime approved for |
| The reason for this overtime was: | |
| INMATE TRANSPORT | |

I HEREBY CERTIFY THE HOURS LISTED ABOVE ARE THE ACTUAL TOTAL HOURS WORKED, TAKEN AS LEAVE, AND/OR OVERTIME BY ME FOR THE PAY PERIOD INDICATED. I UNDERSTAND THAT FALSIFICATION OF ANY PORTION OF THIS TIME RECORD IS CAUSE FOR IMMEDIATE DISMISSAL.

Employee Signature

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE HOURS LISTED ABOVE WERE THE ACTUAL TOTAL HOURS WORKED, TAKEN AS LEAVE, AND/OR OVERTIME BY THE EMPLOYEE FOR THE PAY PERIOD INDICATED. I UNDERSTAND THAT FALSIFICATION OF ANY PORTION OF THIS TIME RECORD IS CAUSE FOR IMMEDIATE DISMISSAL.

Supervisor Signature

LEGEND

- RDO Regular Day Off
- AL Vacation
- SL Sick Leave
- C Comp Time
- H Holiday Off
- ADM Administrative Leave
- ML Military Leave
- LWOP Leave Without Pay