POSS (Police Officer Scheduling System)

Scheduling Benefits

With the POSS Scheduling Solution the Harrisonburg Police Department will save on numerous hours of performing tasks that are inherent with scheduling. By **automating the schedule**, the scheduling officer can create and apply the schedule for the year in a matter of minutes and that schedule will be viewable by the department system wide.

The POSS system is a rules based application that will automatically apply employee **time accruals** according to their years of service, dates of accruals and amounts due without having to manually calculate and apply for each employee each year.

An employee will have the ability to enter **time off requests** anywhere they have web access or from their cell phone and an email is instantly sent to their supervisor. The supervisor in turn will approve that request and an employee will receive the conformation email that the time is approved. The schedules are automatically updated across the system which prevents scheduling mistakes that cause unjust overtime.

Supervisors are able to assign areas of patrol and daily equipment creating a database of **daily activity** to be visible on the schedule and reportable by roster reports or complete analytical reports.

Overtime management is handled completely through the POSS system. Through minimum manpower needs analysis and tracking of overtime expenditures by reason, the department will be able to see and report on the overtime expenditures in detail. The supervisors will also be governing the overtime assignments through the approval process preventing over expenditures.

Payroll processing becomes a seamless process that is accomplished in minutes without the manual transfer of information from one piece of paper to a spreadsheet and entered a third time too your payroll provider. The approved schedule exceptions are processed and an export created through the POSS payroll export writer.

The POSS system offers **numerous canned reports** from scheduling, time balance, time usage, overtime and payroll to a custom report writer that gives the department the ability to, in real time and historically access your scheduling information in numerous analytical breakdowns.