

The Harrisonburg Police Department is requesting the transfer of \$28,703.39 from the federal seized assets account for the purchase of POSS (Police Officer Scheduling Software). POSS Scheduling Solution is a software platform that allows officers and supervisors to create yearlong schedules based on police officer shifts that are then 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 also 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.

The payroll process also becomes easier for the officer, supervisor and payroll administrator. POSS uploads the City of Harrisonburg Police Department's time sheet and overtime sheet into the system. The payroll sheet is then automatically updated based on electronically approved leave, overtime and compensatory time. At the end of each pay cycle, the employee verify' s the hours worked are correct and prints the timesheet from the POSS system. All overtime, compensatory time, and leave will have already been preapproved by a supervisor through the system, eliminating the guess work if the time sheet is correct or not.

The POSS system also 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.

In choosing this software, the Harrisonburg Police Department evaluated several different platforms, and conducted on site visits to departments who were utilizing the different platforms. After evaluating POSS, and visiting the Richmond Police Department, who currently uses POSS, the Harrisonburg Police Department requests the transfer of the funds to purchase the scheduling software.

## GSA Pricing Plan

### Upfront Cost

- GAS Enterprise Scheduling Software Core, \$80.75 per user, currently 130 users full-time and part time, total \$10,497.5
- General set up and training for administrators, supervisors and end users, \$2,397.85
- General set up and training for outside duty job assigner and scheduling admin, \$1,198.93
- Scheduling software installation and setup for scheduling administrator, \$1,712.75
- General set up and training for timesheet and payroll, \$1,198.93
- Training and Certification for module for officers and schedule administrator, \$1,198.93

Subtotal-	\$18,204.89
Tax-	0.00%
Final Total-	\$18,204.89

Yearly Contract Fee after first year- \$80.75 per user, currently, \$10,497.50

Contract is guaranteed to increase no more than 3% every three (3) years. There has been no increase in the past five (5) years