

## Schedule “D”

### Reporting Instructions

Please follow these instructions when completing the interim/final reports:

- i) ensure that all information on the contact sheet is correct/updated.
- ii) column A (#): starting with the number 1, insert the number of officers your police service received funding for under the program. Do not put a number exceeding your allocation amount.
- iii) column B (officer’s badge #): indicate the officer’s badge number.
- iv) column C (replaced): only use this column if an officer is being replaced during the time you are claiming. Put a 1 in this column for the officer who is replacing an existing officer. Put the replacing officer’s name and information at the bottom of the list of officers with the number of the officer who he/she is replacing in column A.

Police Service name:						Total officers Allocated		
Total Interim Eligible						Total Amount Allocated		
Total Final Eligible						Total Amount Remaining (after interim payment)		
#	Officer's Badge #	Replaced (If YES = 1)	Alpha	Surname	First Name	Original Or Initiative	Interim Salary (From April 1 - September 30)	Interim Salary Requested
1	12234			Smith	John	O	\$20,000.00	\$10,000.00
2	12456			Tenuta	Amanda	O		\$0.00
3	54321			Perry	Robert	I	\$20,000.00	\$10,000.00
4	54367			McLean	Susan	O	\$20,000.00	\$10,000.00
2	65433	1	A	James	Chris	I		\$0.00
2	67899	1	B	Rothenbush	Elya	O	\$20,000.00	\$10,000.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00

Replaced officer

- i) column D (alpha): only use this column when an officer is being replaced more than once for the reporting period. Input an A for the first replacing officer, a B for the second replacing officer, etc.
- ii) column E (surname): insert the officer’s surname.
- iii) column F (first name): insert the officer’s first name.
- iv) column G (original or initiative): indicate if the officer was hired under the original (O) program or under the criminal initiative program (C).
- v) column H (interim salary): indicate the salary and benefits of each officer for the period of April 1 to September 30. NOTE: only complete for interim report. Column I (interim salary requested) will automatically populate.
- vi) column J (final salary): indicate the salary and benefits of each officer for the period of October 1 to March 31. NOTE: only complete for final report. Column K (final salary requested) will automatically populate.
- vii) column L (total overtime hours worked): indicate the total number of overtime hours the officer worked that year (April 1 to March 31). NOTE: only complete for final report.
- viii) column M (overtime paid/hour): indicate the hourly rate paid for each officer while working overtime. NOTE: only complete for final report. Columns N (total overtime paid), O (overtime eligible), and P (total final salary requested) will automatically populate.