

12.817 COURT MANAGEMENT SYSTEM (CMS)

References:

Procedure 12.815 – Court Appearances, Other Hearings, and Correspondence to Other City Departments

Procedure 13.115 – Outside Training Programs/College Attendance

Procedure 16.125 – Travel on City Business

Procedure 19.105 – Sick/Injured With Pay and Special Leaves

Procedure 19.135 – Annual Vacation Policy

Policy:

When an officer selects the *various* vacation dates option in lieu of a pre-scheduled vacation, future time off requests shall not be granted if the Court Management System (CMS) indicates the officer verified a court notification for the date requested.

Information:

The CMS was developed to coordinate the scheduling of court appearances with the work schedules of police employees to eliminate conflicts and reduce court misses.

Technology and Systems Section is the liaison with the Hamilton County Court Administrators Office for issues related to the technical operation of the CMS.

Personnel Management Unit is responsible for the maintenance of personnel employment and assignment status in the CMS and serves as the Department's liaison for administrative purposes.

Procedure:

- A. Personnel Management Unit will:
 1. Enter the off day group schedule for the following year into the CMS prior to the end of the current year
 2. Maintain and review the accuracy of all personnel assignments in the CMS. Make any changes to annual off day group schedules, published transfers, retirements, resignations, new employee dismissals, and changes in shift assignments or off day groups.

- B. District/Section/Unit Commanders or their designee will:
1. Verify personnel assignments in the CMS and provide timely notification of assignment and off day group changes to the Personnel Management Unit Supervising Management Analyst.
 2. Ensure all training, sick leave, FMLA leave, IWP, scheduled vacation, approved time off or any other type of leave has been entered into CMS.
 - a. Employees' pre-scheduled vacation for the upcoming year shall be entered into the CMS within two weeks of approval.
 3. Verify the CMS was reviewed for scheduled court prior to final approval of requested time off.
- C. Police Officers will:
1. Review CMS **prior to** requesting time off
 - a. Officers have "read only" access to CMS and should use "**CPDU**" as their user name and password.
 - b. Check the appropriate boxes on the Form 25S indicating CMS was checked and they have no court scheduled for the date or time requested off.
 2. If CMS indicates court is scheduled, the officer should refer to Procedure 12.815, Section B.1. to determine if they are eligible to request a continuance.
- D. Supervisors will:
1. Review the CMS **prior to** approval of time off.
 - a. Verify the officer has reviewed CMS and checked the required boxes on the Form 25S.
 - 1) Check the box and initial "CMS Verified by:"
 - b. If no court is scheduled for the day(s) requested, the time off request may be approved.
 - 1) Enter the type of time off requested into CMS for the day(s) approved.

- c. If CMS indicates the officer is scheduled for court, the supervisor should:
 - 1) Refer to Procedure 12.815, Section B, if the officer indicates their circumstances fit the criteria set forth in Section B.1.; OR
 - 2) Deny the time off request, check the appropriate box on the Form 25S and return it to the officer.
- 2. Enter all approved sick leave, FMLA leave, IWP, scheduled vacation, time off and mandatory training into CMS as soon as possible upon approving, initiating or becoming aware of the schedule change.