



ATHERTON POLICE DEPARTMENT

Inter-Department Correspondence

To: Chief McCulley

From: Commander Larsen

Date: January 25th, 2023

Subject: Reserve Unit Audit, 2022

Audit Purpose: The purpose of this audit was to determine reserve unit compliance with the level one reserve average minimum hour requirements per Commission Regulation 1008(b)(1)(A) and the police reserve salary budget.

Audit Scope: The audit included a review of reserve officer hours worked using payroll records and a budget review of the 2022/2023 fiscal year.

Audit Methodology: The methodology for this audit was a review of the previously mentioned records.

Audit Results: Commission Regulation 1008(b)(1)(A) states reserve officers need a minimum average of 16 hours per month for a total of 192 hours per calendar year to keep their qualifying service. Reserve Officers worked the following hours during the 2022 calendar year:

Tam: 203

Mijangos: 186

Boyle: 421

Officer Mijangos was under the yearly required hours due to a leave of absence for non PD related injury.

The budget for the fiscal year of 2022/2023 listed a reserve salary budget of \$96,356.00. As of January 20th, 2023, 7.92% of the budget was used with a remaining balance of \$88,728.58.

Audit Action Items: I recommend continued monitoring of the reserve unit to maintain compliance with Commission Regulation 1008(b)(1)(A).

02-08-2023 Reviewed & approved.
S ———— AJ

Payroll

Pay Type Register

User: nphonpradith
Printed: 01/25/2023 - 1:09PM
Check Date Range: 01/14/2022 to 12/30/2022
Period Date Range: All
Batch Info: All
Pay Types: P



Department	Employee	Pay Type	Description	Hours	Amount
40	BOYLTER	BOYLE, TERRANCE P	Police Reserve	421.00	21,197.35
Employee Total				421.00	21,197.35

Payroll

Pay Type Register

User: nphonpradith
Printed: 01/25/2023 - 2:11PM
Check Date Range: 01/14/2022 to 12/30/2022
Period Date Range: All
Batch Info: All
Pay Types: OD, OS, OT, P



Department	Employee	Pay Type	Description	Hours	Amount
40	MIJAMART	MIJANGOS, MARTIN E.			
		OD	Off Duty Court Time	7.50	589.05
		P	Police Reserve	178.50	9,039.76
			Employee Total	186.00	9,628.81
			Department Total	186.00	9,628.81

Payroll

Pay Type Register

User: nphonpradith
Printed: 01/25/2023 - 2:10PM
Check Date Range: 01/14/2022 to 12/30/2022
Period Date Range: All
Batch Info: All
Pay Types: OT, P, SS



Department	Employee	Pay Type	Description	Hours	Amount
40	TAMHENR	TAM, HENRY			
		P	Police Reserve	186.00	9,538.98
		SS	Special Service	17.00	1,305.03
			Employee Total	203.00	10,844.01
			Department Total	203.00	10,844.01