



TEXAS HIGHWAY PATROL

THP-15 WEEKLY REPORT INSTRUCTIONS

(CLICK ON THE LINKS BELOW)

THP-15 Updates 09/2016 (PLEASE READ!!!)

THP-15 Report Instructions

How-To → Create Signature Image w/ Transparent Background

THP-15 UPDATES (9/2016)

Time Codes:

The CAPPS codes for time taken have been added to this workbook. Each user will need to setup their commonly-used codes upon first launch of this application or set them up prior to first use by selecting "Setup CAPPs codes" on "MAIN" page.

Since the transition to CAPPs, the code "OTP" for Overtime Paid is no longer required to be reported on the weekly file. Continue to record all time taken and all other time earned, including Compensatory Time Earned, with the appropriate code.

*For each field where a time taken (or CTE) code is entered, ****DOUBLE CLICK**** the cell to launch the selection form.*

Select County:

The "AREA" column has been replaced by "COUNTY." Select the county in which you spent 60% or more of your duty time for that day. Upon first launch of this form, you will be required to setup your commonly-used county list. The list can be updated by selecting "Setup County" on "MAIN" page. If 60% or more time is spent traveling, select "Traveling."

Remarks (Day Off):

The "REMARKS" field for each day is automatically populated with "Day Off." When time is entered for a day, the "REMARKS" field will auto-clear, allowing you to enter daily remarks.

Setup Cycle:

Set Cycle has been added to "MAIN" page. This will allow you to set the cycle month and year for the current workbook. This button should only be used if setting up a new workbook file OR if the "Reset Workbook" button/procedure is not used. NOTE: The month and year can still be set from the THP-71.

Reset Workbook:

Reset Workbook has been added to "MAIN" page. Clicking this button will increment the month (and year, if applicable) and create a new cycle workbook file.

Signature Image:

Insert Signature and "Delete Signature" have been updated and added to "MAIN" page. Instructions on how to create a signature image file with a transparent background can be viewed by clicking "Instructions" on "MAIN" page.

Initials (Sec Emp):

Insert Typed Initials and "Delete Typed Initials" buttons have been added to each report page.

Formulas (Sec Emp):

The secondary employment formulas have been updated to remain consistent with current DPS policy.

REMINDER: An employee who works a secondary employment shift is required to continue entering that information on the weekly report AND submit that information to the Department's on-line Secondary Employment System

TEXAS HIGHWAY PATROL DIVISION WEEKLY REPORT (THP-15) INSTRUCTIONS

Workbook Functions

1. Employee Name - carried over from this worksheet.
2. Social Security # - enter entire SSN.
3. ID - carried over from this worksheet.
4. Year - type the four-digit year. Once Month and Year have been entered, week beginning and end dates are calculated for the THP-71 and applicable weeks.
5. Reset Workbook - this button saves the current workbook and creates a new workbook for the following month. Any two-month week from the previous month is copied to Week 1. On the THP-71, Current Month and Next Month compensatory time or special project hours during a two-month week are copied to the Previous Month and Current Month fields, respectively. If the month ends on a Friday, start a new workbook.

Instructions for Executing the Report

1. Preparation and Transmission. The Field Supervisors Weekly Report (THP-15) shall be prepared each week by all THP sergeants and will submit the report through channels to their respective Service Commander by the end of the following week unless directed otherwise. Sufficient copies shall be prepared to route in the following manner: (1) The original to the appropriate service or major who will approve (or secure necessary corrections) and initial before filing. (2) First copy, after supervisory review, remitted to local AIS data entry. (3) Second copy retained as file copy by the originator.
2. Specific Instructions for Completion. The Field Supervisors Weekly Report is intended for use by both the Highway Patrol and Commercial Vehicle Enforcement Services.

Instructions for Report

Grant OT Index Number. Enter the appropriate Grant Index Number for the assigned project the employee is working. If employee has worked multiple projects during the week, enter both index numbers.

1. Identification. All data entered on this report must be printed or typed.
 - a. Name. Print the employee's name, recording last name first, first name, and middle initial.
 - b. ID Number. Record Department identification number.
 - c. Area. Record employee's region, district, and sergeant area designation.
2. Reporting Period. The reporting period will be Saturday through Friday of each week. The reporting period is initiated at the beginning of the tour of duty on Saturday and terminates at the end of Friday's tour of duty. All dates that fall within that week will be reported on one weekly report. When the end or beginning of the month occurs during the week, the days will be reported on one report. The dates will be recorded using numerals for month, day, and year.
 - a. From. Record the beginning date of the weekly reporting period.
 - b. To. Record the ending date of the weekly reporting period.
 - c. Time for each day begins at 6:00 a.m. and ends at 5:59 a.m. on the next date.
3. Duty Days
 - a. Date. Record the numerical day of the month.
 - b. Time Classification. Days will be recorded as (X) when working and (O) when off duty.
 - 1) Duty Day. Record an (X) in this space when reporting a duty day.
 - 2) Off-Duty Day. Record an (O) when reporting any day that does not include more than four hours of duty. Jury duty is reported as off-duty time.
4. Weekly Totals. Record the sum of each column where space is provided including the sum of duty days (X) and off-duty days (O).
5. Hours Worked. Time worked will be reported to the nearest quarter of an hour; i.e., .25, .5, .75.
 - a. Time Started Work. Record the actual time the day's work began.
 - b. Time Ended Work. Record the actual time the day's work ended. If more than one work period is being reported, as in a split shift, record the ending time of the last work period. Report the time between work periods as Hours Off Duty.
 - c. Hours Off Duty. Record time off duty to the nearest quarter of an hour for meals or other off-duty time. For example, if you work an 8:00 a.m. to 5:00 p.m. shift (one hour off for lunch) and then called out to work from 7:15 p.m. to 9:00 p.m., record 3.25 hours of off-duty time.
 - d. Regular Duty Hours (exclude hours off duty). Record time to the nearest quarter of an hour worked between 6:00 a.m. and 6:00 p.m. on regular activities.
 - e. Regular Night Duty Hours (exclude hours off duty). Record time to the nearest quarter hour worked between 6:00 p.m. and 6:00 a.m. on regular activities.

- f. Regular Total Duty Hours. Record the sum of Day Duty Hours and Night Duty Hours to the nearest quarter hour on regular activities.
 - g. Special Project OT Day Duty Hours (exclude hours off duty). Record time to the nearest quarter of an hour worked between 6:00 a.m. and 6:00 p.m. on special project activities.
 - h. Special Project OT Night Duty Hours (exclude hours off duty). Record time to the nearest quarter hour worked between 6:00 p.m. and 6:00 a.m. on special project activities. Special project overtime is defined as overtime worked on special enforcement projects, such as: Comprehensive STEP, Impaired Driving Mobilization (IDM) STEP, Tx DOT Construction Zone projects, and Border Security projects.
 - i. Special Project OT Total Duty Hours. Record the sum of Day Duty Hours and Night Duty Hours to the nearest quarter hour on special project overtime activities. Special project overtime is defined as overtime worked on special enforcement projects, such as: Comprehensive STEP, Impaired Driving Mobilization (IDM) STEP, Tx DOT Construction Zone projects, and Border Security projects.
 - j. Total Duty Hours. Record the sum of Day Duty Hours and Night Duty Hours to the nearest quarter hour on all activities.
6. Distribution of Duty Time
- a. Office Duty. Record to the nearest quarter hour the time spent engaged in office activities conducted within your own facility or that of a superior, subordinate, or colleague.
The time spent gathering data and preparing evaluations (HR-23/24) on subordinates will be recorded as office duty.
 - b. Administrative Duties. Record to the nearest quarter hour the time spent on administrative duties away from your duty station. This is intended to include but is not necessarily limited to the following:
 - 1) DPS meetings such as staff meetings, captains' meetings, district meetings, subdistrict meetings, region meetings, etc.
 - 2) Conferences and committee-type assignments when held for the purpose of research/development, program planning, recommendations regarding policy, training courses, etc.
 - 3) Other meetings necessary to the operation of the supervisor's area of responsibility.
 - c. Individual Supervision. Record to the nearest quarter hour the time spent accompanying a subordinate for the purpose of observing the subordinate's performance. This does not include the travel time necessary to reach the subordinate.
 - d. Field Direction and Control. Record to the nearest quarter hour the time spent in the field surveying, inspecting, and examining the conditions and operations for which the supervisor is accountable to determine if orders, directives, and policies are being followed. The time spent taking corrective action to see that the basic task is properly performed should be recorded as coaching/counseling sessions.
This category also includes the following, except when done under circumstances where obviously they should be classified in a different, more specific category:
 - 1) Occasional routine patrol, routine driver examining or improvement work, or VI station quality control.
 - 2) When investigating complaints regarding traffic conditions to determine whether or not changes in working assignments are necessary.
 - 3) When exercising responsible direction of a group of subordinates who are engaged in large-scale operations, as in the case of handling traffic at sporting events, conducting manhunts, operating roadblocks, scale operations, job fairs, truck/bus rodeos, special examining or driver improvement assignments, etc.
 - e. Field Liaison. Record to the nearest quarter hour the time spent in contacting local officials, members of other services, civic and community leaders, and other citizens to improve working relations and support.
 - f. Personnel Investigations. Record to the nearest quarter hour the time spent conducting investigations into potential violations of law, policy, or procedure on the part of subordinates, with or without a formal complaint.
 - g. Coaching/Counseling Sessions. Record to the nearest quarter hour the time spent counseling, coaching, or training subordinates on an individual basis.
The time spent actually discussing an evaluation (HR-23/24) with a subordinate will be recorded as Coaching/Counseling Sessions.
 - h. Applicant Investigation. Record to the nearest quarter hour the time spent in investigating applicants for employment with the Department. This includes time spent on applicant interview boards.
 - i. Court. Record to the nearest quarter hour the time spent in attending any court, grand jury, or administrative hearings for the purpose of testifying as a witness or complainant.
Time spent in court for the purpose of observing the performance of subordinates is charged to individual supervision.
 - j. Criminal Work. Record to the nearest quarter hour the time engaged in criminal work or other similar activity. This includes time spent in actual participation, as an individual, in activities such as:
 - 1) Manhunts, border security and/or roadblocks for the purpose of apprehending known criminals, escapees from prison or jail, or other persons believed to have committed criminal offenses;
 - 2) Answering calls to and handling incidents arising from criminal misdemeanors such as affray, drunk and disorderly conduct, and other similar offenses;
 - 3) Interrogation of or transporting persons charged with or suspected of having committed criminal offenses.
 Supervisors, engaged in individual supervision with a subordinate who is engaged in criminal work, should be careful in classifying their own time. When a supervisor allows a subordinate complete freedom to use his/her own judgment in making the investigation in order to evaluate the subordinate's capability, the time should be recorded as Individual Supervision.
 - k. Schools Instructed/Safety Programs. Record to the nearest quarter hour the time spent instructing in any school or seminar and/or preparing and delivering speeches, showing videos/films, organizing safety patrols or clubs, conducting truck/bus rodeos, etc. This is intended to include all public addresses.

- I. Auxiliary Activities. Record to the nearest quarter hour the time spent on activities which are essential to but not an actual part of the basic task. This includes the following:
- 1) Time spent attending conventions and conferences other than DPS meetings.
 - 2) Time spent receiving formal training or serving as a counselor/field coordinator in a school.
 - 3) Time spent having vehicle serviced or securing emergency repairs necessary to complete a tour of duty. This does not include having major repairs when a substitute vehicle is available.
 - 4) Time spent in Austin for auto or radio repairs, picking up supplies, etc.
 - 5) Time spent for nonsupervisory purposes in performing basic tasks normally assigned to a subordinate. This includes crash investigation when the supervisor is the investigating and reporting officer.
 - 6) Time spent transporting persons (except prisoners) outside the area for which the supervisor is responsible.
 - 7) Time spent in special assistance to another governmental agency when the duty cannot properly be classified in another category.
- NOTE: Time spent consuming meals will not be counted as duty time.
- m. Travel Time. Record to the nearest quarter hour the time spent in travel when the primary purpose is travel.
7. Regular Duty Miles. Record the total miles traveled during a tour of duty, including any mileage in a personal vehicle on regular activities. If more than one vehicle is used, record the sum of all duty miles for that day.
8. Special Project OT Duty Miles. Record the total miles traveled during a tour of duty, including any mileage in a personal vehicle on special project activities. If more than one vehicle is used, record the sum of all duty miles for that day.
9. Unit Number. Record the unit number of the vehicle used during the tour of duty, regardless of the type of activity performed.
10. Time Accrued and Taken.
- a. Except for assigned days off, all time accrued or taken will be reported according to the proper code in hours and minutes (in 15-minute increments) by date. If more than one code is used on any given day, record each code separately with hours, minutes, and date.
 - b. Hours:Minutes. Record the hours:minutes (in 15-minute increments) of the code(s) utilized on that day.
 - c. Date. Record the date corresponding to code and hours:minutes.
11. Activities Summary. On all activity performed, a corresponding entry must be made in the remarks section for the day completed showing type of duty, name, title, time, and location.
- a. Performance Observations. Record the number of individual performance observations conducted during the week. Routine office contacts with subordinates or routine roadside contacts of less than two hours duration will not be considered.
 - b. Group Supervision. Record the number of group performance observations conducted during the week. This includes all operations where the supervisor observes several employees at one time. This includes roadblocks, scale operations, group performance observations conducted in large office settings, quality control operations, etc.
 - c. Coaching/Counseling Sessions. Record the number of coaching, counseling, or training sessions conducted during the week on an individual basis of one hour or more.
 - d. Crash Investigations. Record the number of crashes investigated during the week where the supervisor is the investigating and reporting officer. When the investigation continues into the next week, disregard this space and record when the investigation is completed.
 - e. Personnel Investigated. Record the number of personnel investigations on subordinates which were conducted during the week. When the investigation continues into the next week, disregard this space and record when the investigation is completed.
 - f. Applicants Investigated. Record the number of applicants for employment with the Department who were investigated during the week. If the investigation continues into the next week, disregard this space and record when the investigation is completed. Do not include interview board statistics.
 - g. Other Investigations. Record the number of other types of investigations (except those specifically defined herein) conducted during the week. When the investigation continues into the next week, disregard this space and record when the investigation is completed.
 - h. Criminal Action Initiated. Record the number of criminal actions initiated during the week. This includes all criminal activity initiated by the supervisor including those assigned to a subordinate or someone else for reporting and prosecution.
 - i. Traffic Action Initiated. Record the number of traffic actions initiated during the week. This includes all traffic activity initiated by the supervisor including those assigned to a subordinate for reporting and prosecution.
 - j. Assistance Rendered. Record the number of persons assisted. Assistance may be rendered in any location and does not require that the person be in a vehicle. This does not include giving information or directions by telephone.
 - k. Field Liaison Contacts. Record the number of persons, other than subordinates, who were contacted during the week under circumstances set out in paragraph 6e.
 - l. Schools Instructed/Safety Programs. Record the number of schools in which instruction was presented and/or the number of safety programs made during the week.
 - m. Agencies Assisted. Record the number of other governmental agencies actually assisted by performing some service.
12. Employee's Signature and Date. Record the signature of the employee submitting the report and the date submitted.

13. Supervisor's Signature and Date. Record the signature of the approving supervisor and the date approved.
14. Record of Duties Performed, Area Worked, and Remarks. In this section, record any information required to explain duties performed.
 - a. Date. Record the numerical day of the month.
 - b. Time Left. Record the time left assigned duty station for any reason.
 - c. Arrived Back. Record the time arrived back at assigned duty station.
 - d. Area. Record the area worked including the time spent in assigned duty station.
 - e. Expenses. Record the expenses incurred each day when this information is required for expense account purposes.
 - f. Remarks. In this space record all information necessary to explain the activities engaged in for each day worked. If scheduled or unscheduled overtime has been worked for which compensatory overtime will be claimed, a brief explanation will be recorded. Any entry recorded in the Activities Summary must have a corresponding entry in Remarks, i.e., Counseling Trooper Doright 4:00 PM to 5:15 PM; Field Liaison APD Chief Imgood and SPSO Metoo 6:00 PM to 6:45 PM; Individual Supervision of Trooper Showme 9:30 PM - 2:00 AM; called out to assist in three fatality investigations on FM 24 from 3:45 AM to 7:15 AM.

The THP-15 Weekly Report

This workbook has been designed to meet the field supervisor's monthly reporting requirements. There are six THP-15 reports provided in this set. You will always need four of them. The fifth or sixth report is available if one month ends and another begins in the same week.

CORRECTED COPY

Double click on cell D1 to enter the words "CORRECTED COPY" in the upper left corner of the front of the weekly report. A second double click will remove the entry. It would be enormously helpful to those who review or enter your reports if you would highlight your changes. That way they won't have to spend a lot of time trying to figure out what's different from the original.

DUTY DAYS

Excel will enter the date corresponding to the appropriate day of the week. If you work four or more regular duty hours in a single day, Excel will place an "X" for you in the TIME CLASSIFICATION column.

HOURS WORKED

Enter time started and ended in the proper time format. Example: 10:30 A. If it's easier for you, enter time in military format and Excel will convert it to regular time. Example: 20:30 becomes 8:30 P. Otherwise, hours worked are entered in decimal form. You may use the drop box associated with each cell to make your time entry. **See Figure 1.**

One thing to remember.....**you can only assign 24 hours to a single day.** Let's say you begin your regular shift on Monday at 5:00 A and finish at 2:00 P. Then you're called out at 10:00 P and work until 6:00 A the next morning (a 25 hour total span of time). Only 24 hours of time can be allotted to Monday (5:00 A to 5:00 A). The 25th hour must be assigned to another day (Tuesday might be good choice for the last hour, 5:00A - 6:00A).

DISTRIBUTION OF DUTY TIME

This workbook readily allows for hours posted to the first decimal place (ex 10.5) but will accept decimal expressions in quarter hour increments. However, the font size will be decreased slightly and the entry may appear oddly smaller.

Also, if the total distribution of hours does not agree with the total REGULAR and total STEP hours worked, the "???" symbol will appear in the TOTAL DUTY HOURS column. **See Figure 1.**

If: H = the number of hours required to be shown for day/night total and total distribution of hours

Then: Total Hours Column will show:

*** H *** = hours on both sides of the equation don't match total hours worked (regular duty + STEP vs. distribution of time)

< H = day/night hours do not equal total time worked (regular duty & STEP combined)

H > = distribution of hours does not equal total hours worked (regular duty & STEP combined)

FIGURE 1

TIME START	TIME END	HOURS WORKED				STEP WORKED			TOTAL DUTY HOURS	DISTRIBUTION OF TIME													
		MON	TUE	WED	THUR	FRS	SAT	SUN		OFFICE DUTY	ADMINISTRATIVE DUTIES	INDIVIDUAL SUPERVISION	FIELD DIRECTION AND CONTROL	FIELD LIAISON	PERSONNEL INVESTIGATION	COACHING/COUNSELING SESSIONS	APPLICANT INVESTIGATION	COURT	CRIMINAL WORK	SCHOOL INSTRUCTED SAFETY PROGRAMS	AUXILIARY ACTIVITIES		
7:00 A	4:00 P	1	8			8			8	8													
7:00 A	4:00 P	1	4			4	3		3	8		4											4
7:00 A	4:00 P	1	8			8			8		4		2										2
7:00 A	4:00 P	1	8			8			8						6								
7:00 A	4:00 P	1	7			7			8*				6										
X 5	O 2	5	35			35	3		3	???	8	4	4	8	6								4

TIME ACCRUED/TAKEN

Enter all time values in the **standard time format** without the AM or PM. (Ex. 8:00, 24:00, 40:00, etc). You may enter dates individually or as a range. You may wish to use the drop box arrow associated with each cell. [See Figure 2.](#)

FIGURE 2

TIME ACCRUED/TAKEN		
CODE	HOURS:MINUTES	DATE
CTT	16:00	5/29/04 - 5/30/04
HOB	8:00	05/31/04
SLT	8:00	06/04/03

IMPORTANT !!!! In order to report time off on the 'THP-71' sheet **when observing a holiday**, please show **HOB** in CODE column of the TIME ACCRUED/TAKEN area of the weekly report. Then place the number of hours of **holiday observed** in the HOURS:MINUTES column and the date observed in the DATE column. The time will be shown on the the THP-71 under PAID LEAVE TAKEN.

MISCELLANEOUS

The default setting for Saturday and Sunday remarks is "Regular day off." You can overwrite this by just typing over the default phrase. You can alter default responses for **duty day** and **day off** on 'Report 1'.

SECONDARY EMPLOYMENT

1. Date. Enter date secondary employment worked
2. Shift. Enter time started/ended at secondary employment.
3. Hours Worked
 - a. Secondary Employment. Enter the total hours spent on secondary employment. Total hours for the week shown at the bottom of the report.
 - b. All DPS Hours. Enter the total number of hours, both regular and overtime, worked for DPS on that day. Total hours for the week shown at the bottom of the report should match the total hours worked for the week on the front of the report.
4. Leave Hours. Enter the total number of paid leave hours taken for that day.
5. Business Name and Location. Enter the secondary employment business name and location worked.
6. Initial Box. If no secondary employment was worked during this reporting period, either electronically or manually initial the box to certify that no secondary employment was performed.

NOTE The maximum number of secondary employment hours when combined with Department work hours cannot exceed 62 hours per work week. The maximum number of secondary employment hours when combined with Department work hours cannot exceed 14 hours in a 24 hour period. An employee must rest a minimum of 6 hours following secondary employment that exceeds 4 hours before returning to work for the Department. The week referenced here for secondary employment is the period defined as a week for reporting purposes: begins on Sunday at 6:00 am and ends on the next Sunday, at 5:59 am. For the purposes of this policy, a 24 hour period is not necessarily midnight to midnight, for example: 1pm-12:59pm; 3:15am-3:14am.

EXAMPLES

Maximum Hours per Week Rule: An employee working 50 hours for the Department in a work week would be permitted to work 12 hours of secondary employment. An employee working 40 hours for the Department in a work week would be permitted to work 22 hours of secondary employment.

Maximum Hours per 24 Period Hour Rule: An employee working 10 hours for the Department would be permitted to work up to 4 hours of secondary employment in a 24 hour period. An employee working 6 hours for the Department would be permitted to work up to 8 hours of secondary employment in a 24 hour period. An employee that does not work any hours for the Department would be permitted to work 14 hours of secondary employment in a 24 hour period.

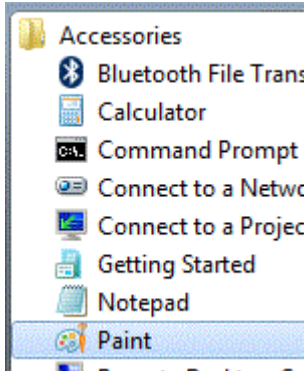
Minimum Hours Rest Rule: An employee working an assigned work day ending at 6 p.m. on Monday, and working a 12 hour secondary employment shift on their day off on Tuesday from Noon to Midnight, cannot begin work again for the Department until 6 a.m. on Wednesday.

Create Signature Image File with Transparent Background

"TOUGHBOOK OR TOUGHPAD REQUIRED FOR THESE HOW-TO STEPS"

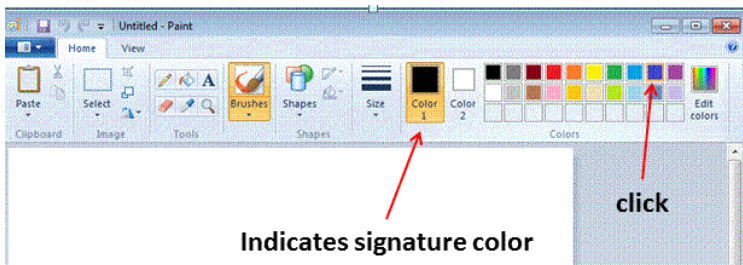
STEP 1:

Launch Microsoft Paint by clicking Windows icon at lower left of desktop, navigate to "Accessories," and click "Paint."



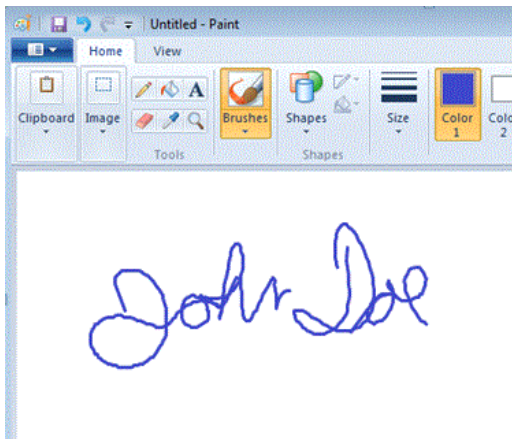
STEP 2:

Once Microsoft Paint is open, click the "Indigo" color located at top right of Paint window (on the color palette). You will notice "Color 1" will change from black to blue. This ensures that you will have a blue signature image.



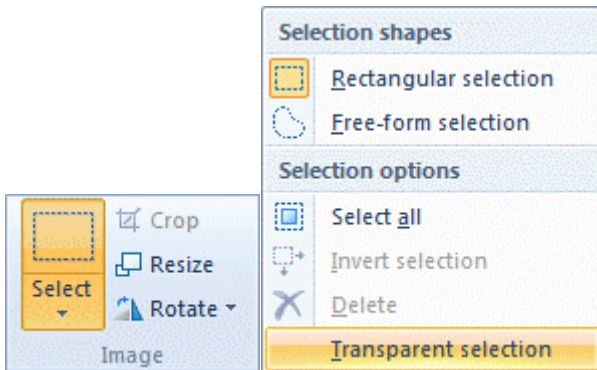
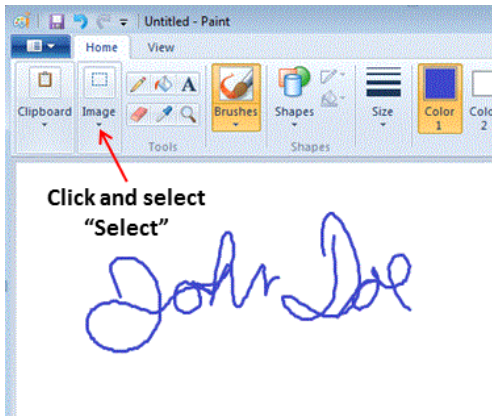
STEP 3:

With a stylus pen, sign your name anywhere within the whitespace.



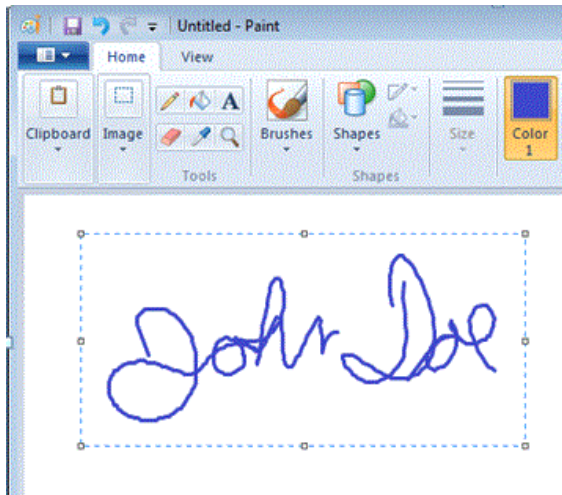
Step 4:

Once you have your signature, click "Image," "Select," and then "Transparent selection."



STEP 5:

You will notice the cursor will change to a "cross-hair." Place the cursor at the top left of signature, click and hold the left mouse (trackpad) button, and drag the rectangular (dashed-line) box down and to the right until the entire signature is contained within the box.



STEP 6:

Select "Clipboard" and then "Copy" OR press Ctrl-C (this will copy your signature to the Windows clipboard).

STEP 7

Launch Microsoft PowerPoint

STEP 8

On the default slide (# 1), place the cursor in the middle of the slide (over the text) and press Ctrl-V (to paste signature onto slide).



STEP 9

From the PowerPoint menu (at the top), click "Format" tab and then select "Color," next to "Remove Background." Once the menu has expanded down, click "Set Transparent Color." You will notice the background of the signature image is now transparent.



STEP 10

Right-click on your signature image and select "Save as Picture." Choose a folder for your new signature image file and save as either "GIF Graphics Exchange Format" or "PNG Portable Network Graphics Format." You can now use this image file to insert your signature image onto any document.

