



**JOHN CHIANG**  
California State Controller

**RECEIVED**  
December 31, 2014  
*Commission on  
State Mandates*

**LATE FILING**

December 30, 2014

Heather Halsey  
Executive Director  
Commission on State Mandates  
980 Ninth Street, Suite 300  
Sacramento, CA 95814

**Re: Incorrect Reduction Claim (IRC)**

*Child Abduction and Recovery*, 12-4237-I-03  
Family Code Section 3060-3064, 3130-3134.5, 3408, 3411, and 3421  
Penal Code Sections 277, 278, and 278.5  
Welfare and Institutions Code Section 11478.5  
Fiscal Years: 2003-2004, 2004-2005, 2005-2006, and 2006-2007  
Santa Clara County, Claimant

Dear Ms. Halsey:

The State Controller's Office is transmitting our response to the above-named IRC previously filed on December 22, 2014. This revised filing replaces pdf-format pages 146 through 150, as those pages were not legible. Although the revised pages are not Bates stamped (pages 357 through 361), they are the same documents previously filed.

If you have any questions, please contact me by telephone at (916) 323-5849.

Sincerely,

JIM L. SPANO, Chief  
Mandated Cost Audits Bureau  
Division of Audits

**RESPONSE BY THE STATE CONTROLLER’S OFFICE  
TO THE INCORRECT REDUCTION CLAIM (IRC) BY  
SANTA CLARA COUNTY**

**Child Abduction and Recovery Program**

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**Attachment – County Comments**

Note: References to Exhibits relate to the county’s IRC filed on November 29, 2012, as follows:

- Exhibit A – PDF page 15
- Exhibit B – PDF page 44
- Exhibit C – PDF page 53
- Exhibit D – PDF page 62
- Exhibit E – PDF page 78
- Exhibit F – PDF page 90
- Exhibit G – PDF page 94
- Exhibit H – PDF page 98
- Exhibit I – PDF page 105
- Exhibit J – PDF page 110
- Exhibit K – PDF page 113
- Exhibit L – PDF page 114

# **Tab 1**

1 **OFFICE OF THE STATE CONTROLLER**

2 300 Capitol Mall, Suite 1850  
3 Sacramento, CA 94250  
4 Telephone No.: (916) 445-6854

4 BEFORE THE  
5 COMMISSION ON STATE MANDATES  
6 STATE OF CALIFORNIA  
7

8  
9  
10 INCORRECT REDUCTION CLAIM (IRC) ON:

11 *Child Abduction and Recovery Program*

12 Chapter 1399, Statutes of 1976; Chapter 162,  
13 Statutes of 1992; and Chapter 988, Statutes of  
14 1996

15 SANTA CLARA COUNTY, Claimant

No.: IRC 12-4237-I-03

AFFIDAVIT OF BUREAU CHIEF

16 I, Jim L. Spano, make the following declarations:

- 17 1) I am a employee of the State Controller's Office (SCO) and am over the age of 18 years.  
18 2) I am currently employed as a bureau chief, and have been so since April 21, 2000.  
19 Before that, I was employed as an audit manager for two years and three months.  
20 3) I am a California Certified Public Accountant.  
21 4) I reviewed the work performed by the SCO auditor.  
22 5) Any attached copies of records are true copies of records, as provided by Santa Clara  
23 County or retained at our place of business.  
24 6) The records include claims for reimbursement, along with any attached supporting  
25 documentation, explanatory letters, or other documents relating to the above-entitled  
Incorrect Reduction Claim.

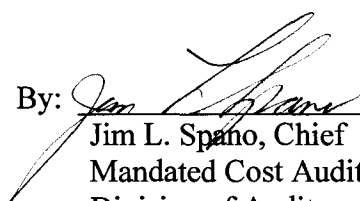
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7) A field audit of the claims for fiscal year (FY) 2003-04, FY 2004-05, FY 2005-06, and FY 2006-07 commenced on May 13, 2008, and ended on September 16, 2009.

I do declare that the above declarations are made under penalty of perjury and are true and correct to the best of my knowledge, and that such knowledge is based on personal observation, information, or belief.

Date: December 22, 2014

OFFICE OF THE STATE CONTROLLER

By:   
Jim L. Spano, Chief  
Mandated Cost Audits Bureau  
Division of Audits  
State Controller's Office

## **Tab 2**

**STATE CONTROLLER'S OFFICE ANALYSIS AND RESPONSE  
TO THE INCORRECT REDUCTION CLAIM BY  
SANTA CLARA COUNTY**

**For Fiscal Year (FY) 2003-04, FY 2004-05, FY 2005-06, and FY 2006-07**

**Child Abduction and Recovery Program  
Chapter 1399, Statutes of 1976; Chapter 162, Statues of 1992;  
and Chapter 988, Statutes of 1996**

**SUMMARY**

The following is the State Controller's Office's (SCO) response to the Incorrect Reduction Claim (IRC) that Santa Clara County submitted on November 29, 2012. The SCO audited the county's claims for costs of the legislatively mandated Child Abduction and Recovery Program for the period of July 1, 2003, through June 30, 2007. The SCO issued its final report on December 4, 2009 (**Exhibit A**).

The county submitted reimbursement claims totaling \$2,480,334—\$720,209 for fiscal year (FY) 2003-04 (**Exhibit E**), \$353,023 for FY 2004-05 (**Exhibit F**), \$656,832 for FY 2005-06 (**Exhibit G**), and \$750,270 for FY 2006-07 (**Exhibit H**). Subsequently, the SCO audited these claims and determined that \$2,183,602 is allowable and \$296,732 is unallowable. The county claimed unallowable salaries, benefits, and indirect costs because it overstated employees' productive hourly rates and claimed unsupported costs.

The following table summarizes the audit results:

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>July 1, 2003, through June 30, 2004</u>			
Direct costs:			
Salaries	\$ 442,717	\$ 329,367	\$ (113,350)
Benefits	123,065	88,419	(34,646)
Travel and training	15,811	15,811	—
Total direct costs	581,593	433,597	(147,996)
Indirect costs	138,616	102,357	(36,259)
Total program costs	<u>\$ 720,209</u>	535,954	<u>\$ (184,255)</u>
Less amount paid by the State <sup>1</sup>		—	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 535,954</u>	

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>July 1, 2004, through June 30, 2005</u>			
Direct costs:			
Salaries	\$ 213,751	\$ 392,461	\$ 178,710
Benefits	57,767	125,054	67,287
Travel and training	14,820	21,233	6,413
Total direct costs	286,338	538,748	252,410
Indirect costs	66,685	127,102	60,417
Total direct and indirect costs	353,023	665,850	312,827
Less allowable costs that exceed costs claimed <sup>2</sup>	—	(312,827)	(312,827)
Total program costs	<u>\$ 353,023</u>	353,023	<u>\$ —</u>
Less amount paid by the State <sup>1</sup>		(353,023)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>July 1, 2005, through June 30, 2006</u>			
Direct costs:			
Salaries	\$ 362,577	\$ 333,788	\$ (28,789)
Benefits	165,923	152,749	(13,174)
Travel and training	7,200	7,200	—
Total direct costs	535,700	493,737	(41,963)
Indirect costs	121,132	111,514	(9,618)
Total program costs	<u>\$ 656,832</u>	605,251	<u>\$ (51,581)</u>
Less amount paid by the State <sup>1</sup>		(605,251)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>July 1, 2006, through June 30, 2007</u>			
Direct costs:			
Salaries	\$ 410,209	\$ 376,817	\$ (33,392)
Benefits	201,314	184,922	(16,392)
Services and supplies	368	368	—
Travel and training	1,887	1,887	—
Total direct costs	613,778	563,994	(49,784)
Indirect costs	136,492	125,380	(11,112)
Total program costs	<u>\$ 750,270</u>	689,374	<u>\$ (60,896)</u>
Less amount paid by the State <sup>1</sup>		(689,374)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	



Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustment
<u>Summary: July 1, 2003, through June 30, 2007</u>			
Direct costs:			
Salaries	\$ 1,429,254	\$ 1,432,433	\$ 3,179
Benefits	548,069	551,144	3,075
Services and supplies	368	368	—
Travel and training	39,718	46,131	6,413
Total direct costs	2,017,409	2,030,076	12,667
Indirect costs	462,925	466,353	3,428
Total direct and indirect costs	2,480,334	2,496,429	16,095
Less allowable costs that exceed costs claimed	—	(312,827)	(312,827)
Total program costs	<u>\$ 2,480,334</u>	2,183,602	<u>\$ (296,732)</u>
Less amount paid by the State		(1,647,648)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 535,954</u>	

<sup>1</sup> Payment information current as of November 19, 2014.

<sup>2</sup> Government Code section 17561 stipulates that the State will not reimburse any claim more than one year after the filing deadline specified in the SCO's claiming instructions. That deadline has expired for FY 2004-05.

## I. CHILD ABDUCTION AND RECOVERY PROGRAM CRITERIA

### Parameters and Guidelines – August 26, 1999

On August 26, 1999, the Commission on State Mandates (Commission) adopted amended parameters and guidelines for Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996 (**Exhibit B**). These parameters and guidelines are applicable to the county's FY 2003-04 and FY 2004-05 claims.

Section IV, Period of Reimbursement, requires that the county claim actual costs. It states, in part:

#### IV. Claim Preparation

*Actual costs* [emphasis added] for one fiscal year should be included in each claim.

Section VI, Non-Reimbursable Costs, identifies costs that are not reimbursable under the mandated program. It states:

#### VI. Non-Reimbursable Costs

Costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court, for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.

Section VII, Claim Preparation and Submission, identifies claim preparation requirements. It states, in part:

**VII. Claim Preparation and Submission**

Claims for reimbursement must be timely filed and identify each cost element for which reimbursement is claimed under this mandate. Claimed costs must be identified to each reimbursable activity identified in Section V of this document.

**A. Direct Costs**

Direct costs are defined as costs that can be traced to specific goods, services, units, programs, activities or functions.

Claimed costs shall be supported by the following cost element information:

**1. Salary and Employees' Benefits**

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify *the actual number of hours devoted to each function* [emphasis added], the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed *if supported by a documented time study* [emphasis added].

Section VIII, Supporting Data, identifies supporting documentation requirements:

**VIII. Supporting Data**

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs.

**Parameters and Guidelines – October 30, 2009**

On October 30, 2009, the Commission adopted amended parameters and guidelines for the Child Abduction and Recovery Program. These parameters and guidelines are applicable to the county's FY 2005-06 and FY 2006-07 claims.

Section V, Reimbursable Costs, requires the county to claim actual costs. It states, in part:

**V. Reimbursable Costs**

To be eligible for mandated cost reimbursement for any fiscal year, *only actual costs may be claimed* [emphasis added]. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. . . .

Section VI, Non-Reimbursable Costs, and Section VII, Claim Preparation and Submission are consistent with the amended parameters and guidelines adopted on August 26, 1999.

**SCO Claiming Instructions**

The SCO annually issues mandated cost claiming instructions, which contain filing instructions for mandated cost programs. The October 2007 general claiming instructions, Section 7, subdivision a

(Tab 3), provide instructions for calculating productive hourly rates. The October 2007 claiming instructions are believed to be, for the purposes and scope of the audit period, substantially similar to the version extant at the time the county filed its FY 2003-04, FY 2004-05, FY 2005-06, and FY 2006-07 mandated cost claims. The SCO issued Child Abduction and Recovery Program claiming instructions in October 1999 and amended the claiming instructions in September 2003.

## II. THE COUNTY UNDERSTATED COUNTYWIDE AVERAGE ANNUAL PRODUCTIVE HOURS USED TO CALCULATE PRODUCTIVE HOURLY WAGE RATES

### Issue

The county's IRC contests Finding 1 in the SCO's final audit report issued December 4, 2009. The SCO concluded that the county overstated employee productive hourly wage rates because it understated countywide average annual productive hours. The unallowable salaries and benefits total \$159,137 (\$45,260 for FY 2003-04, \$22,130 for FY 2004-05, \$41,963 for FY 2005-06, and \$49,784 for FY 2006-07). The related indirect costs total \$37,254. The county believes that it correctly calculated its countywide average annual productive hours.

### **SCO Analysis:**

The county incorrectly calculated countywide average annual productive hours because it deducted hours applicable to authorized employee break time and training.

The county deducted hours applicable to break time based on authorized break time rather than actual break time taken. Furthermore, the county's accounting system did not accurately account for break time taken, did not adjust for employees who worked less than 8-hour days or who worked alternate work schedules, and did not adjust for break time directly charged to program activities during the audit period.

The county deducted training time based on hours identified by a separate training code in the county's payroll system. However, the county did not provide documentation substantiating the training hours that it deducted. In addition, the deducted training hours included training that benefited specific programs or employee classifications.

### County's Response

#### **A. AUDIT FINDING NUMBER ONE REGARDING COUNTY'S PRODUCTIVE HOURLY RATE CALCULATION IS INCORRECT.**

Audit Finding 1 states that the County over-claimed salaries, benefits and related indirect costs in the amount of \$196,391. This finding was based upon the County's computation of its productive hourly rates for employees. The computation was proper and complied with the SCO's Claiming Instructions . . . .

##### **1. The County's Productive Hourly Rate Computation Complies With The SCO-Issued General Claiming Instructions.**

The computation of an annual productive hourly rate used by the County removes non-productive time spent on authorized breaks and training. The resulting total countywide annual productive hours of 1,561 for FY 03-04, 1,545 for FY 04-05, 1,544 for FY 05-06, and 1,537 for FY 06-07 are the bases for the annual productive hourly rate used in the County's claim.

In the audit report, the SCO relied upon the Mandated Cost Manual for Local Agencies with regard to the productive hourly rate computation. To support its argument that the County's rate was improper, the SCO cited the following text from the Manual:

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost. A local agency has the option of using any of the following:

- Actual annual productive hours for each job title,
- The local agency's average annual productive hours or, for simplicity,
- An annual average of 1,800\* hours to compute the productive hourly rate.

\* 1,800 annual productive hours include:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken<sup>3</sup>

Relying on this section, the SCO argued that the County's figures of 1,561 for FY 03-04, 1,545 for FY 04-05, 1,544 for FY 05-06, and 1,537 for FY 06-07 productive hours were incorrect and that a figure of 1,800 hours should have been used. However, the SCO omitted relevant portions of the Manual which provide that the productive hourly rate can be calculated in three different ways.

A full reading of the Manual indicates that using 1,800 hours is not the only approved approach. As set forth above, the Manual clearly states that use of countywide average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual as issued. The County cannot and should not be penalized for using an approved methodology.

To date, the SCO has not been able to cite one reference as to why the County's approach for calculating its annual productive hours is improper.

2. **The County's Computation Results in a More Accurate and Consistent Productive Hourly Rate.**

The County submits, on average, 25 to 30 S.B. 90 claims annually. As these claims are prepared by numerous County departments and staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation . . .

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. This methodology ensures greater accuracy. The more accurate the computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used required break times and required training times rather than actual times spent on these activities. This argument lacks merit for the following reasons.

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<sup>3</sup> Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor – Determine a Productive Hourly Rate (revised version 9/01) (Emphasis added).

The Child Abduction Unit employees whose time is the subject of this claim are non-exempt workers who are legally entitled to take two fifteen minute break periods per day. Presumably, these employees took these breaks. The presumption that these breaks were taken is no different from the presumption that paid holidays, which are specifically set forth as properly included in the calculation by the SCO, were also taken. Instead of making this presumption, the SCO would have the County employ a clock-in, clock-out system for breaks to ensure that the break times do not actually add up to 28 or 32 minutes daily. Such an expenditure of time and costs is unwarranted in light of the statistically invalid difference that may be found between actual break time and the required break time. The SCO also raised the issue of whether the County removed break times from the employee hours it charged to the mandated program. It is evident from the time studies that break times were not included in the hours charged to the program. (See e.g., Exhibit L, Nov. 17, 2004 Child Abduction Time Study Worksheet of Bytheway, p. 193 (showing break times marked in non-mandated category).)

With respect to training hours, for fiscal years 2002-2003 and beyond, the County used *actual* training hours in calculating its productive hourly rates.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions.<sup>4</sup> The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of countywide productive hours were provided to the SCO during the state audit.

Further, as shown in the letter of December 27, 2001, from the County Controller to the State Controller's Office, the State was notified years ago that the County was electing to use the productive hourly rate methodology authorized by the State-mandated claiming procedures. A true and correct copy of this letter is attached hereto as Exhibit J and is incorporated herein by reference. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims were submitted and accepted during 2002 and 2003 using this methodology. Furthermore, the State Controller has accepted the County's use of the countywide productive hours methodology for state mandated claims as evidenced by an e-mail from Jim Spano dated February 6, 2004, a true and correct copy of which is attached hereto as Exhibit K and is incorporated herein by reference.

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<sup>4</sup> Mandated Cost Manual for Local Agencies, Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor – Determine a Productive Hourly Rate (revised version 9/01).

### SCO's Comment

The county states that our final audit report failed to acknowledge the alternative methodologies available to calculate productive hourly wage rates. In the conclusion to its IRC, the county also states that it is being "forced to utilize an 1,800 hour standard." We agree that the SCO's mandated cost manual allows the county to calculate productive hourly wage rates using countywide average annual productive hours. We did not adjust the county's annual productive hours to the 1,800 hour alternative provided in the SCO's claiming instructions; therefore, the county's comments regarding that methodology are irrelevant. The county has not been "penalized" for using an approved methodology. We disagree that the county's calculation fully complies with the claiming instructions and the program's parameters and guidelines. Our audit report explains why the county's calculation is improper.

The county states, "In response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation." The SCO has issued two final audit reports for the county's Child Abduction and Recovery Program and several final audit reports for the county's other mandated cost programs. The county did not specify the final audit report that it referenced and did not identify what adjustments it made. Therefore, we cannot respond to the county's comment.

The county's response fails to address the primary audit issues. The county presents an argument that "the SCO would have the County employ a clock-in, clock-out system for breaks." Our audit report includes no such suggestion.

The county deducted authorized break time rather than actual break time taken. The county states that employees presumably took authorized breaks and states, "The presumption that these breaks were taken is no different from the presumption that paid holidays. . . . were also taken." We disagree. Employees do not report any hours worked during paid holidays. Conversely, the mere fact that employees are *authorized* to take break time is not evidence that employees actually took break time. In any case, it is irrelevant whether the county has correctly presumed that all employees take all authorized break time. The county's accounting system did not consistently limit daily hours reported to 7.5 hours worked (or similar daily limits for employees who worked alternative work schedules) or otherwise reflect actual break time taken. In its letter dated January 11, 2006 (**Tab 4, page 3**), the county stated that it "directed all employees to limit daily reporting of hours worked to 7.5 hours *when preparing SB 90 claims*. . . .[emphasis added]" Therefore, the county admits that it did not apply the reporting policy consistently among all county employees. Instead, the county's policy was directed to only those employees who reported hours for mandated cost claims.

Regarding training hours deducted, the county should not deduct training time either that benefits specific departments or training common to all departments when calculating the countywide productive hours. The county is indirectly claiming reimbursement for ineligible training time by excluding training hours from the county's annual productive hours calculation. Training specifically related to the mandated program is eligible for reimbursement only if it is specifically identified in the parameters and guidelines as a reimbursable activity. In that case, the mandate-related training should be claimed as a direct cost to the mandated program. The same applies to meeting hours deducted by the county.

In addition, actual employee time records show that the county did not enforce its stated policy even for mandate-related employees. The county submitted a "2007 Child Abduction Summary Hours" worksheet and employee monthly time logs to support actual mandate-related time claimed (**Tab 5**). The "reimbursable hours worked" shown on the monthly time logs are carried forward to the "2007 Child Abduction Summary Hours" worksheet, which in turn agrees with the county's FY 2006-07 mandated cost claim. These documents show that employees charged all daily hours worked to mandated and non-mandated program activities; i.e., no time was identified as break time.

The July 2006 monthly time log for employee Martha Gallardo (**Tab 5**) shows that she charged all eight hours worked to mandate-related program activities on the 6<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 19<sup>th</sup> of the month. For the remaining dates, the time log identifies non-reimbursable hours worked ranging from one to four hours; however, all of these non-reimbursable hours are identified as time worked on specific non-reimbursable cases. None of the non-reimbursable hours are attributable to break time.

Similarly, the September 2006 monthly time log for employee Kirk Yates (**Tab 5**) shows that he charged all ten hours worked to program activities on the 7<sup>th</sup> and 27<sup>th</sup> of the month. This time log also identifies non-reimbursable hours worked ranging from one to four hours on other dates. All of these non-reimbursable hours are identified as time worked on specific non-reimbursable cases; none of the non-reimbursable hours are attributable to break time.

In addition, the December 2006 monthly time log for employee Elizabeth Sanchez (**Tab 5**) shows that she charged all eight hours worked to mandate-related program activities on most dates during the month. For those dates that the employee identified non-reimbursable hours worked, all non-reimbursable time was identified as time spent providing bilingual translation services to the department.

County employees performed both mandate-related and non-mandate-related activities. The county cited one time study worksheet that purportedly shows that county employees reported break time separately from mandate-related and non-mandate-related time worked. The county's time study worksheets identified five categories in which employees reported their daily time. Categories one through four were mandate-related activities. Category five was identified as "non-abduction related." The time study worksheets did not include a category for employees to separately report break time.

The time study worksheet that the county cited (**Exhibit L, page 193**) included two notations adjacent to a portion of the time charged to category five. The county states that these notations signify break time reported. However, the county failed to acknowledge that many other time study worksheets do not identify break time separately from time worked. For example, Martha Gallardo's time study worksheets for November 18 and 19, 2004 (**Exhibit L, pages 216 and 217**), identify all hours worked as mandate-related. These hours were carried forward to the employee's Time Study Weekly Individual Totals worksheet (**Exhibit L, page 212**) and to the Time Study Weekly Team Totals worksheet (**Exhibit L, page 188**). Similarly, employee Julianne Sylva's time study worksheets for November 15 and 16, 2004 (**Exhibit L, pages 219 and 220**), identify all hours worked as mandate-related. These hours were carried forward to the employee's Time Study Weekly Individual Totals worksheet (**Exhibit L, page 218**) and to the Time Study Weekly Team Totals worksheet (**Exhibit L, page 188**).

Duplicate reimbursed hours result when employees charge all daily hours worked to program activities, yet the county identifies 0.5 hours daily as nonproductive time in its calculation of countywide average annual productive hours.

Regarding training hours deducted, the county's Incorrect Reduction Claim did not provide any arguments or documentation to support the adjustment to the county's calculation of countywide annual average productive hours. Our final audit report (**Exhibit A**) explains why the deduction is inappropriate. In addition to our arguments presented in the final audit report, we noted that the program's parameters and guidelines (**Exhibits B and C**) identify the training that is reimbursable under the mandated program. The reimbursable training is limited to "The cost of training an employee to perform the mandated activities. . . ." This is the only training reimbursable under the mandated program. The county's own time study plan (**Exhibit L**) indicates that the county charges mandate-related training time as mandate-related hours worked on its mandated cost claims. However, by including a training hour adjustment to its productive hourly rate calculation, the county would be inappropriately reimbursed for non-mandate-related training.

The SCO's claiming instructions do not identify training and authorized break time as deductions from total hours for calculating productive hours. The county cannot infer that the SCO accepted its methodology simply because the county notified the SCO of its methodology on December 27, 2001. In addition, the county states that the SCO accepted claims that the county submitted using this

methodology in 2002 and 2003. This statement is inaccurate. We audited other county mandated programs and reported this issue in those audit reports. The additional programs audited are: Domestic Violence Treatment Services, July 1, 1998, through June 30, 2001, report issued February 26, 2004; Open Meetings Act, July 1, 1998, through June 30, 2001, report issued February 26, 2004; Sexually Violent Predators, July 1, 1998, through June 30, 2001, report issued July 30, 2004; and Absentee Ballots, July 1, 2000, through June 30, 2003, report issued June 30, 2005.

Furthermore, the county erroneously implies that the SCO accepted the county's methodology in an e-mail from the SCO dated February 6, 2004 (**Exhibit K**). While the SCO agreed with the concept of countywide average annual productive hours, the SCO did not concur with the specific methodology presented. The SCO's e-mail states:

The use of countywide productive hours would be acceptable to the State Controller's Office provided all employee classifications are included and productive hours are consistently used for all county programs (mandated and nonmandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes guidelines for preparing mandated cost claims, does not identify the time spent on training and authorized breaks as deductions (excludable components) from total hours when computing productive hours. However, if a county chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit period include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

### **III. THE COUNTY OVERSTATED AND UNDERSTATED ALLOWABLE SALARIES, BENEFITS, AND INDIRECT COSTS**

#### **Issue**

The county's IRC contests Finding 2 in the SCO's final audit report issued December 4, 2009. The SCO concluded that the county overstated FY 2003-04 allowable costs by \$136,424 and understated FY 2004-05 allowable costs by \$249,127. The related indirect costs are understated by \$27,762. There was no reduction of claimed costs for FY 2004-05.

#### **SCO Analysis:**

For FY 2003-04, the county did not support costs claimed with source documents that show the evidence of and the validity of such costs. The county supported claimed costs by extrapolating an 18-day time study for the entire fiscal year. The time study results were not representative of the audit period (**Tab 6**). As a result, we extrapolated actual hours the county documented during the period of January through June 2005 and concluded that FY 2003-04 hours claimed were overstated.



For FY 2004-05, the county claimed only those hours documented by employee time records during January through June 2005. We extrapolated the actual hours that the county documented during that time period to allow additional mandate-related costs for the period of July through December 2004.

#### County's Response

The audit report alleges that the application of the time study conducted during the November 15, 2004, through December 10, 2004, period to the fiscal year 2003-04 claim was improper because the time study was not representative. *A true and correct copy of this time study plan and results are attached hereto as Exhibit L. . . .* [emphasis added].

The time study undertaken by the County provided a reliable measure of the time needed to perform the mandated activities. The time study relied on contemporaneous documentation of mandated and non-mandated activities to provide a full accounting of time; it covered four weeks that corresponded with pay periods to assure that the time study documentation could be checked back against payroll information; it was done in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year; and all employees performing mandated activities participated to eliminate any errors that could have occurred due to small sample size or extrapolation. Moreover, because the activities related to the program are not seasonal and have not changed appreciably over time, the November-December 2004 time study is a reliable indicator of the time spent on the same activities during the claiming period in question.

The SCO failed to recognize that the time study substantiated the County's claims and, consequently, wrongfully applied its own standard. The time study was conducted closer to the claim period than the alternative method used by the SCO and thus is the more reliable of the two measures.

#### SCO's Comment

The county states that it attached a true and correct copy of its time study results as part of its Incorrect Reduction Claim. We disagree; the county omitted a significant portion of the time study results. The omitted pages (identified as pages 244 through 366) are included as part of the SCO's response (**Tab 6**).

The county's comments address only FY 2003-04. The primary issue is which source documentation is appropriate to support mandated-related costs claimed: (1) the county's time study conducted from November 15, 2004, through December 10, 2004; or (2) employee monthly time logs prepared during the period January 1, 2005, through June 30, 2005.

We concluded that the county's time study was invalid because (1) the time period studied was not representative of either FY 2003-04 or FY 2004-05; and (2) the extrapolated time study results were not representative of FY 2003-04.

The county's time study was not representative of a fiscal year because it covered a period of only 18 workdays. During the week of Thanksgiving, time-studied employees worked fewer hours and three of the nine employees did not work at all. Nevertheless, the county believes that the time study period is representative because "the activities related to the program are not seasonal and have not changed appreciably over time" and because "the time study was conducted closer to the claim period than the alternative method used by the SCO." We disagree. County employees maintained actual timesheets for the period of January 1, 2005, through June 30, 2005. During that time, employees documented monthly mandate-related time between 440.5 hours and 662.5 hours, a variance of 50%. The significant variance between months shows that a time study period of 18 workdays is not reasonably representative of a fiscal year. Regarding the timing of the time study, we noted that the 18-workday

time study was conducted only 22 days before the 6-month period of actual time records that the SCO used to calculate allowable costs for FY 2003-04. The difference in proximity to FY 2003-04 between the two methods is negligible and immaterial. The difference is also outweighed by the precision of a six-month analysis versus an 18-workday analysis.

The time study results are not representative of FY 2003-04 not only because of the insufficient time study period, but also because the county extrapolated the time study results in a manner that was inconsistent with the county's FY 2003-04 mandated cost claim. The county claimed 7,783 mandate-related hours attributable to seven employees for FY 2003-04 (**Exhibit E**). In its letter dated June 17, 2008 (**Tab 7**), the county extrapolated its time study results. The county calculated 8,274.5 mandate-related hours attributable to nine employees, which it believes supports the 7,783 hours claimed for FY 2003-04. However, the time study included Lieutenant Bob Fracolli and Legal Clerk Patty Weidner. These two employees and employee classifications were not included in the county's FY 2003-04 claim. The county's extrapolated time study results for the remaining seven employees, consistent with the number of employees claimed in FY 2003-04, totals only 6,646.25 hours.

#### IV. CONCLUSION

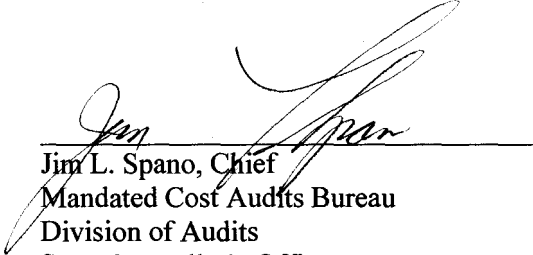
The State Controller's Office audited Santa Clara County's claims for costs of the legislatively mandated Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for the period of July 1, 2003, through June 30, 2007. The county claimed \$2,480,334 for the mandated program. Our audit disclosed that \$2,183,602 is allowable and \$296,732 is unallowable. The costs are unallowable because the county overstated productive hourly wage rates and claimed unsupported employee hours.

The Commission should find that: (1) the SCO correctly reduced the county's FY 2003-04 claim by \$184,255; (2) the SCO correctly reduced the county's FY 2005-06 claim by \$51,581; and (3) the SCO correctly reduced the county's FY 2006-07 claim by \$60,896.

#### V. CERTIFICATION

I hereby certify by my signature below that the statements made in this document are true and correct of my own knowledge, or, as to all other matters, I believe them to be true and correct based upon information and belief.

Executed on December 22, 2014 at Sacramento, California, by:

  
\_\_\_\_\_  
Jim L. Spano, Chief  
Mandated Cost Audits Bureau  
Division of Audits  
State Controller's Office

**Tab 3**

## 7. Direct Costs

A direct cost is a cost that can be identified specifically with a particular program or activity. Each claimed reimbursable cost must be supported by documentation as described in Section 12. Costs that are typically classified as direct costs are:

### (1) Employee Wages, Salaries, and Fringe Benefits

For each of the mandated activities performed, the claimant must list the names of the employees who worked on the mandate, their job classification, hours worked on the mandate, and rate of pay. The claimant may, in-lieu of reporting actual compensation and fringe benefits, use a productive hourly rate:

#### (a) Productive Hourly Rate Options

A local agency may use one of the following methods to compute productive hourly rates:

- Actual annual productive hours for each employee
- The weighted-average annual productive hours for each job title, or
- 1,800\* annual productive hours for all employees

If actual annual productive hours or weighted-average annual productive hours for each job title is chosen, the claim must include a computation of how these hours were computed.

\* 1,800 annual productive hours excludes the following employee time:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken.

#### (b) Compute a Productive Hourly Rate

1. Compute a productive hourly rate for salaried employees to include actual fringe benefit costs. The methodology for converting a salary to a productive hourly rate is to compute the employee's annual salary and fringe benefits and divide by the annual productive hours.

**Table 1: Productive Hourly Rate, Annual Salary + Benefits Method**

Formula:	Description:
$[(EAS + Benefits) \div APH] = PHR$	EAS = Employee's Annual Salary APH = Annual Productive Hours
$[(\$26,000 + \$8,099) \div 1,800 \text{ hrs}] = 18.94$	PHR = Productive Hourly Rate

- As illustrated in Table 1, if you assume an employee's compensation was \$26,000 and \$8,099 for annual salary and fringe benefits, respectively, using the "Salary + Benefits Method," the productive hourly rate would be \$18.94. To convert a biweekly salary to EAS, multiply the biweekly salary by 26. To convert a monthly salary to EAS, multiply the monthly salary by 12. Use the same methodology to convert other salary periods.

**Tab 4**

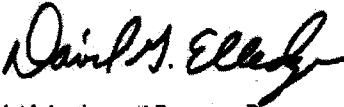
# County of Santa Clara

Finance Agency  
Controller-Treasurer Department  
County Government Center  
70 West Hedding Street, East Wing, 2nd Floor  
San Jose, California 95110-1705  
(408) 299-5200 FAX (408) 289-8620



DATE: January 11, 2006

TO: Jim L. Spano  
Chief, Compliance Audits Bureau,  
State Controller's Office, Division of audits,  
Post Office Box 942850,  
Sacramento, CA 94250-5874

FROM: David G. Elledge   
Controller-Treasurer

RE: SB90 Mandate - Child Abduction and Recovery Program -  
Draft audit report

## Summary

Thank you for the audit report on the SB90 State Mandated Costs claim of the Child Abduction and Recovery Program. We agree to all the findings mentioned in the report except as annotated below. We request your reconsideration of the disputed audit findings in light of our reply and request the State Controller's Office to rework the numbers in the report, accordingly.

### FINDING 1- Overstated salary, benefit, and related indirect cost

#### Response to calculation of Countywide Productive hour rates

The State Controller's draft audit report pertaining to the County's SB 90 Child Abduction and Recovery Program states: -

*Audit: In calculating the countywide productive hours, the county included unallowable deductions for training and authorized break time. The county deducted estimated training time based on hours required by employee's bargaining unit agreements and/or continuing education requirements for licensure/certification rather than actual training hours attended.*

Response: We would like to point out an anomaly in the above argument. The first part of the paragraph mentions that the training and authorized break time are both unallowable whereas the second part of the paragraph states that the County deducted training time pertaining to required licensure/certification rather than actual training hours. Therefore, the State has determined that the exclusion of training time from

productive hours is appropriate and allowable, as long as the exclusion is documented based on actual training hours received. The comments proceed further to state that the County deducted authorized break time rather than actual break time taken. Therefore, as with training time, the State has agreed that the exclusion of actual break-time from the calculation of productive hours is allowable.

The issue therefore boils down to the State audit acceptance of the Countywide productive hours as a valid policy so long as both the training hours and break time are based on actual. We proceed to answer these two specific points as below:

#### Training Time

The County first implemented the countywide calculation of productive hours in FY 2000-01. Claims filed for this fiscal year were based on calculations that included training time received by employees as reported by County departments, based on collective bargaining agreements or rosters related to actual training sessions that were conducted. For all subsequent fiscal years, the County has modified the automated payroll system to capture actual hours of training by individual employee for all County departments. Subsequent actual training time hours recorded in the later years do clearly indicate and substantiate that there is not much of a variation between the data based on collective bargaining agreements and actual recorded by a new system. We brought this to the notice of the State auditors during discussion. We therefore suggest that the training hours excluded in the calculation of Countywide Productive hour policy be accepted by the audit and this audit point dropped.

Regarding the second issue on training time of the audit points above-

*"the deducted training hours benefit specific departments' employee classifications rather than the employee classifications of all departments,*

We would like to point out that the Countywide Productive hour policy as allowed by the claiming instructions is not *department specific* but *County specific* and as such the calculation will have to be based on employee specifications of all departments only and not based on the specific department. Therefore we reiterate that our countywide productive hour policy satisfies the State Controller claiming instructions and we request the audit to drop this point.

#### Break Time

Break time was similarly calculated, based on requirements of collective bargaining agreements and State law. The issue now raised by the audit is recording of actual break time and this issue was amply dealt by us in our earlier responses to State Audit reports on other SB90 programs. We briefly summarize our position as below:

While our automated payroll system can accommodate a change, we believe the additional time and cost of recording such information would exceed the value of the information obtained, since it can readily be determined by simple calculation. This conclusion is consistent with OMB A-87 cost allocation principles, which limit the effort

expected of state and local governments to calculate indirect costs when such costs are "... not readily assignable...without effort disproportionate to the results achieved." In the case of daily break-time required by both State law and collective bargaining agreements, the recording of actual break-time taken twice daily by more than 15,000 employees during 250 workdays per year would not result in the determination of a materially different amount of actual time taken than could be readily calculated pursuant to the 30 minute daily standard specified by the collective bargaining agreements. Further, because the County has directed all employees to limit the daily reporting of hours worked to 7.5 hours when preparing SB 90 claims, the effect of not allowing the County to exclude one-half hour per day break-time from the productive hour calculation would be to increase the hours charged to SB 90 claims by the same one-half hour per day for all claims involving full-day charges. This may result in extra work without any commensurate advantages or savings in costs claimed.

According to our study and examination of the State Controller claiming instructions, the time spent on training, authorized breaks, etc., all of which are paid and form part of the total available hours, should be excluded for the calculation of productive hours to get an accurate countywide productive hours as explained to the State Controller audit staff in several meetings. We produced the necessary documents in support of our calculation of the countywide productive hourly rate to the State audit staff. We believe that the State Controller's SB 90 claiming instructions explicitly approve the usage of the same by showing examples of excludable times one of which is informal time off.

Further, before the introduction of countywide productive hour policy in the County of Santa Clara in our letter of December 27, 2001, we informed the State Controller that the County was electing to change its SB 90 claiming procedures related to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average countywide productive hours per position would improve SB 90 claiming accuracy, consistency, and documentation and facilitates the State audit function. Consequently, several claims have been submitted and accepted during the past years using the countywide methodology. We advised state audit staff and provided a copy of the County's letter dated December 27, 2001 and explained our understanding of the SB 90 instructions pertaining to the calculation of productive hours.

During the audit of this claim, State auditors were unable to provide any written State procedures, regulations or other legal authority to refute our interpretation of Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts.

Lastly, all claiming departments stand advised of these procedures and the County Controller's Office is responsible for the annual calculation of County-wide productive hours and has done so for the past four fiscal years. These procedures are already a part of the County Controller's accounting policies and have been used on all SB 90 claims since FY 2000-01.



We reiterate that the State guidelines do permit the deduction of training and authorized breaks for calculation of productive hours. The State Manual states that 'Informal time off' as one item to be considered for calculation of local agency's average annual productive hours. We state that this item includes the authorized break time also.

Regarding actual training hours as against the "certification required training time", our payroll accounting system identifies all the actual training time spent by all staff members of the county in the biweekly payroll procedure by separate cost codes. We do not include any training time directly charged to programs again in calculating the productive hours to ensure avoiding double recovery of costs.

Further, we have filed an Incorrect Reduction Claim with the Commission on State Mandates on this issue and the claim is yet to be heard.

We therefore request you to reconsider your views on the usage of countywide productive hourly rate policy and rework the numbers in the report to reflect the correct costs allowed.

## **FINDING 2 - Unallowable salary, benefit, and related indirect cost**

### **Response to the disallowance of certain employees**

The State Controller's draft audit report pertaining to the County's SB 90 Child Abduction and Recovery Program stated the following with the county response following each paragraph:

*Audit: The county did not provide time logs to support hours claimed for certain employees. The salary and benefit costs for one of these employees, a legal clerk, were also included in the county's indirect cost pool. For the remaining employees, the time logs provided did not support mandate-related hours claimed. The county was unable or unwilling to reconcile claimed hours to employee time logs.*

*Response: Employees without time logs worked full-time on mandated programs, and payroll documentation should be used to substantiate the hours claimed. The Legal Clerk referenced worked full-time on mandated programs and was correctly counted as direct, but inadvertently also included in the indirect pool. Her time should be included as direct and the indirect pool adjusted accordingly. We agree to this adjustment.*

For some employees where time log material was not considered adequate to support the claimed hours, we assert that the claimed hours are substantially correct. But the documentation was incomplete and did not help corroboration. In order to substantiate the claimed costs and support our assertion we conducted and presented a current time-study. The results support the claimed hours. We have furnished the time study documents to the audit staff. We did not receive a response.

*Audit: We calculated allowable employee hours based on mandate-related hours supported by employee time logs. Subsequently, the county submitted a time study and requested that we instead rely on the time study as supporting documentation for all*

*salary and benefit costs claimed. We concluded that the time study is not competent evidence to replace contemporaneous time logs. However, we reviewed the time study to determine whether the time study supports salary and benefit costs claimed for employees who did not have contemporaneous time logs.*

*We concluded that the county's time study does not adequately support salary and benefit cost claims for the following reasons.*

- *The county did not identify how the time period studies was representative of the fiscal year.*
- *The county did not summarize the time study results and show how the county could project the results to the approximate actual costs for the audit period.*
- *The Child Abduction and Recovery Program mandated activities require a varying level of effort; therefore, a time study is not appropriate to document mandate-related time.*

**Response:**

We do not concur with any of the reasons for disallowance and we explain our response as below:

- The time-study plan and proposal submitted annotated that the time period studied was a representative subset of a full fiscal year and that no substantial staffing or workload changes occurred since the audited years.
- The results were summarized for the period of the time-study, and could be extrapolated for the audit years without difficulty.
- The Child Abduction and Recovery Program does not require a varying level of effort as was stated by the audit. Its workload and staffing have remained essentially constant throughout.

We therefore request you to reconsider your views on the usage of the time-study and accept the same and rework the numbers in the report to reflect the correct costs allowed.

**Tab 5**

2007 Child Abduction Summary Hours									
	Randy Brown	Mark Stevenson	Kirk Yates	Martha Gallardo	Elizabeth Sanchez	Patty Weidner	Julianne Sylva		Total
July	57.5	137.5	73	30/25 106		97.5	77		548.5
August	112.5	130	111	108.5		145.5	88.5		696
September	91.5	68.5	30/26 120	92		121	96.5		589.5
October	100	114	72	91		124.5	82.5		584
November	27	56.5	85	30 30	114	121.5	73		507
December	68	80.5	99	-	30/22 143	110	40		540.5
January	128	141	141	-	102.5	141.5	-		654
February	55.5	126	111	-	125.5	117.5	-		535.5
March	101	138.5	123	-	146.5	127	-		636
April	83	110.5	101	-	142.5	131	34.5		602.5
May	114.5	162.5	151.5	-	154	132.5	74		789
June	48	107.5	85	-	121.5	125.5	41		528.5
Total Hrs	986.5	1373	1272.5	427.5	1049.5	1495	607		7211
									7211

1. Traced hours to monthly time sheets.  
See samples.

5/2  
07-13-09  
30/24  
5/24/05

# Monthly Time Log

Period:

July / 2006

Name: Gallardo

Martha

Month Year

Last

First

*Confidential*

Case #	Case Name/ Activity	3	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31	Total Hours
	CAU TEAM MTG.											1										1
	CAU MISC.			3	3		2	1	2	4		1	2	1	3		2	2	3	1	3	33
	CAU CALLS			3	2		3	2	3	2		3	2	1	3		3	2	2	1	2	34
	CAU ADMIN.			1	1		1	1	1	1		3	1		1		1	1	1	1	1	16
	COURT RUNS							3					2	1								6
b20060502988	Misc. ct. ord.			1	1																	2
b20060603888	H. ct. ord.						1															1
b20060703936	D. ct. ord.						1															1
b20060503041	G. ct. ord.							1														1
b20030401574	S. ct. ord.												1	1								2
b20060712534	S. ct. orders												1	1								2
b20060704064	J. ct. ord.												1	1								2
b20060603664	A. ct. ord.												1	1								2
b20060704329	C. ct. ord.																				1	1
b20060704015	P. ct. ord.																				1	1
b20060704330	L. ct. ord.																				1	1
	Misc.														1		2		1		1	5
	Z. good cause				1																	1
	C. good cau								1													1
	A. case								1	1												3
	Walk-in: K												1									1
	Walk-in G												1									1
	Walk-in G												1									1
	Walk-in C														1							1
	Good Cause-M														1							1
	call for cons. Protec.																1					1
	good cause-L																1	1				2
	good cause A																1					1
	C																			1	1	2
	good cause A																				1	1

30/24

Non Reimbursable Cases

67-3-09

3D/25  
5/3/05

Monthly Time Log

Period:

September / 2006

Name: Yates

Kirk

Month Year

Last First

*Confidential*

Reimbursable Hours Worked:		0	0	0	0	7	8	10	0	0	0	0	8	9	9	7	0	0	0	8	7	9	8	0	0	0	9	7	10	8	0	0	0	0	0	120
Non Reimbursable Hours Worked:		0	0	0	0	3	4	0	0	0	0	2	1	1	3	0	0	0	2	3	1	4	0	0	0	1	3	0	2	0	0	0	0	0	0	30
Vacation Leave:																																				
Sick Leave:																																				
Case #	Case Name/ Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours			
	CAU Meetings	0	0	0	h				0	0	0					0	0	0					0	0	0					0	0	X				
	CAU Admin. Asst.										1	1		1					1	1		1					1						7			
B20031104848	F R																																	0		
B20041207772	R W-DFCS				d																						2		1				3			
B20020200960	L W-DFCS				a																													0		
B20051106418	A W-DFCS				y																													0		
B20060100180	G W-M																																	0		
B20060502908	B W-S					1																							1	1				3		
B20060503107	U W-M					1	1																											2		
B20060704203	S W-K										2								2								2	3					9			
B20060604501	U W-C																				1	2				1							4			
B20060704054	J W-S														2					1		2											3			
B20060604840	P W-N					2	3	10				4							2										2				23			
B2051005687	W-C					3	2														1	2												8		
	Training NICHD											8	8																					16		
B20060604700	G W-T										1		1	2					2		2													8		
B20060402403	W-S													2							1					1		1	4				9			
B20060905267	W-F																					1	2	1										4		
B20060804894	W-H																					4				1								5		
B20060605043	W-DFCS																				2													2		
B20060905448	W-S																										4	1						5		
	Training First Aid/A.C.T.																												8					8		
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**Tab 6**



# Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: SAT Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700	B20040906173 -					
0700-0715	SEE ATTACHED					
0715-0730	OVERTIME					
0730-0745	SLIP					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

2				
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Category	1	2	3	4	5
Sub-Total this Column		2			
Sub-Total from Column 1	2				
TOTAL	2				

Supervisor Signature: \_\_\_\_\_

**BUREAU OF INVESTIGATION  
SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE  
REPORT OF OVERTIME**

Investigator CARDOTE PATRICE

Date 11 22 04

BOI # or Offense Type B2040906173

Est. Hours 3 1/2

CASE RELATES TO:       PRE-COMPLAINT       TRIAL IN PROGRESS  
                                   PRE-TRIAL                       OTHER REASON

**WHY IS THE OVERTIME WORK NECESSARY?**

COURT ORDERED UN-SUPERVISED VISITS FOR FATHER. MOSTLY OF  
DV. CHILDREN IN COUNSELING. MONITORING BY PHONE AND  
WITH ASSISTANCE OF MORGAN HILL PD. OF DISCIPLINE, ACTIVITIES AND  
WELL BEING.

SIGNATURE OF ATTORNEY REQUESTING OVERTIME WORK \_\_\_\_\_

SIGNATURE OF SUPERVISING INVESTIGATOR APPROVING OVERTIME WORK \_\_\_\_\_

**NARRATIVE DETAILS OF WORK PERFORMED:**

(DATE WORK PERFORMED: 11-20-04 TIME STARTED: 0945)

**LIST ACTIVITIES & TIMES:**

TIME - 1:30      CONTACTED FATHER VIA MORGAN HILL PD. -  
MONITORING

SCHEDULE TIMES      TELEPHONE CONTACT WITH FATHER -  
THROUGH M. HILL PD.      REPORTS

10:30 - 12:30      MONITORED VIA TELEPHONE - FATHER  
RETURNING CHILDREN TO M.H. PD. AND  
THE MOTHER.

TOTAL HOURS WORKED: 2

\_\_\_\_\_  
 SIGNATURE OF ASSIGNED EMPLOYEE PERFORMING THE OVERTIME WORK

**REQUESTED PAYMENT TYPE:**

CASH  
 COMPENSATING TIME

BUDGET UNIT: \_\_\_\_\_

**Chief Investigator**

WRITE - Administrative Assistant

CANARY - Chief Investigator

PINK - Assigned Investigator

## Child Abduction Time Study Weekly Individual Totals

Employee: L. Evans

Week of: 11/22/04 through 11/28/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday		Camp Time off		HOLIDAY	
Tuesday				↓	↓
Wednesday				↓	↓
Thursday				↓	↓
Friday				↓	↓
Saturday				↓	↓
Sunday				↓	↓
TOTAL	0	0	0	0	40

# Child Abduction Time Study Worksheet

Employee: L Evans

Work Hours: 10am-5pm Day: Tue

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						✓
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Category 1 2 3 4 5  
 Sub-Total this Column 

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 Sub-Total from Column 1 

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 TOTAL 

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Employee Signature: L Evans

Supervisor Signature: \_\_\_\_\_

*Comp Time 80*

# Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6-5

Day: Wed

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					<b>10</b>

*Camp Time*

Employee Signature: L. Evans

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6.5

Day: THURSDAY

Date: 11/25/07

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					

*10 - Holiday*

Employee Signature: L. Evans

Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6-5

Day: Fri

Date: 11/26/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Category 

1	2	3	4	5
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Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					

Supervisor Signature: HOLIDAY

## Child Abduction Time Study Weekly Individual Totals

Employee: BOB FRACOLI

Week of: 11/22/04 through 11/29/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday						10.5
Tuesday						10.5
Wednesday						10.5
Thursday						10.5
Friday						
Saturday						
Sunday						
TOTAL						42.0



# Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

Work Hours: 0630-1700 Day: MAU

Date: 11 122 104


Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	LEAVE					X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						V
-						
-						
-						
-						

Sub-Total 

				22
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: 

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						V
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 

				20
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Sub-Total from Column 1 

				22
--	--	--	--	----

TOTAL 

				42
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Supervisor Signature: \_\_\_\_\_

(10.5)

# Child Abduction Time Study Worksheet

Employee: BOB FRAGOLLI

Work Hours: 0630-1700

Day: TUE

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	LEAVE					X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 

					22
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 

--	--	--	--	--	--

Sub-Total this Column 

					20
--	--	--	--	--	----

Sub-Total from Column 1 

					22
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TOTAL 

					42
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Supervisor Signature: \_\_\_\_\_

253

10.5

# Child Abduction Time Study Worksheet

Employee: BOB FRACOLI Work Hours: 0630-1700 Day: WED Date: 11 12 2004

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	LEAVE					X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						✓
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

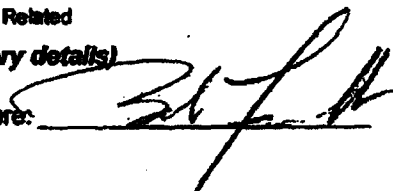
Sub-Total 

				22
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					22
<b>TOTAL</b>					<b>42</b>

(See reverse for Category details)

Employee Signature: 

Supervisor Signature: \_\_\_\_\_  
254

10.5

# Child Abduction Time Study Worksheet

Employee: BUS FRACOLLI

Work Hours: 0630-1700

Day: THU

Date: 11 12 5 10 4

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	<u>HOLIDAY</u>					X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

				21
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Category 

1	2	3	4	5
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

Sub-Total this Column					20
Sub-Total from Column 1					22
<b>TOTAL</b>					<b>42</b>

(See reverse for Category details)

Employee Signature: 

Supervisor Signature: \_\_\_\_\_

255

10.5



# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: MON Date: 11 22, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	<u>Vac.</u>					<u>SB</u>
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						<u>SB</u>
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

				<u>3.5</u>
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Category 

1	2	3	4	5
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 Sub-Total this Column 

				<u>5</u>
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 Sub-Total from Column 1 

				<u>3.5</u>
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**TOTAL**

				<u>8.5</u>
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: Martina Gallardo Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5

Day: Tue

Date: 11 23 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	<u>SB Vac.</u>					<u>SB</u>
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 

				<u>3.5</u>
--	--	--	--	------------

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						<u>5</u>
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 

1	2	3	4	5
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Sub-Total this Column 

				<u>5</u>
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 Sub-Total from Column 1 

				<u>3.5</u>
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**TOTAL**

				<u>8.5</u>
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category (details)

Employee Signature: Martha Gallardo

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Wed. Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	<u>vac</u>					<u>SB</u>
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						<u>SB</u>
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

				<u>3.5</u>
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details

Category	1	2	3	4	5
Sub-Total this Column					<u>5</u>
Sub-Total from Column 1					<u>3.5</u>
<b>TOTAL</b>					<u>8.5</u>

Employee Signature: Martha Gallardo Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO

Work Hours: 8:30-5

Day: Thurs

Holiday  
Date: 11/24/07

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 

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Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 

1	2	3	4	5
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 Sub-Total this Column 

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 Sub-Total from Column 1 

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 TOTAL 

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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details

Employee Signature: Martina Gallardo

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARILYN GALLARDO Work Hours: 8:30-5

Day: FRI. Date: 11 25 04  
HOLIDAY

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category (details)

Category 1 2 3 4 5  
 Sub-Total this Column 

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 Sub-Total from Column 1 

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**TOTAL**

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Employee Signature: *Marilyn Gallardo*

Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Weekly Individual Totals

Employee: Sylvia

Week of: 11/22/04 through 11/24/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	1	6.75	0	0	2.5	9.75
Tuesday	0	5.5	0	0	4.75	10.25
Wednesday	3.75	3	0	0	3	9.75
Thursday	<i>holiday</i>				10.	10.
Friday						
Saturday						
Sunday						
<b>TOTAL</b>	4.75	14.75	0	0	20.25	39.75

# Child Abduction Time Study Worksheet

Employee: Hydra Work Hours: 10 Day: Mon Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						✓
0645-0700						✓
0700-0715	D Voicemail	✓				
0715-0730	D x	✓				
0730-0745	D email	✓				
0745-0800	D messages	✓				
0800-0815	[redacted]					✓
0815-0830	[redacted]					
0830-0845	[redacted] (ct.)					✓
0845-0900	[redacted]					
0900-0915						
0915-0930						
0930-0945						
0945-1000	B20041106963		✓			
1000-1015			✓			
1015-1030			✓			
1030-1045			✓			
1045-1100	[redacted]		✓			
1100-0015	[redacted]		✓			
1115-1130			✓			
1130-1145			✓			✓
1145-1200			✓			✓
-						
-						
-						
-						

Sub-Total 4 7 0 0 6

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230	Called					✓
1230-1245	Oregon (P)					✓
1245-1300	Called					✓
1300-1315	SCCO					✓
1315-1330	[redacted]					✓
1330-1345	[redacted]					✓
1345-1400	Met w. x					✓
1400-1415	Interviewed					✓
1415-1430	LBP.					✓
1430-1445						✓
1445-1500	Conferenced					✓
1500-1515	Conat					✓
1515-1530	order					✓
1530-1545	Tel w					✓
1545-1600	Abductor's					✓
1600-1615	Atty					✓
1615-1630						✓
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 4 7 0 0 6  
 Sub-Total from Column 1 4 7 0 0 6  
**TOTAL** 4 25 0 0 6

625

Supervisor Signature: \_\_\_\_\_  
 203

# Child Abduction Time Study Worksheet

Employee: Sylvia Work Hours: 10 Day: Tues Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	B20041107170		✓			
0645-0700			✓			
0700-0715			✓			
0715-0730			✓			
0730-0745			✓			
0745-0800			✓			
0800-0815			✓			
0815-0830			✓			
0830-0845			✓			
0845-0900	B20041107169		✓			
0900-0915	B20041107190		✓			
0915-0930			✓			
0930-0945			✓			
0945-1000			✓			
1000-1015			✓			
1015-1030			✓			
1030-1045			✓			
1045-1100			✓			
1100-0015			✓			
1115-1130			✓			
1130-1145			✓			
1145-1200			0			
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						✓
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

0	22	0	0	0
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column	0	22	0	0	19
Sub-Total from Column 1	0	22	0	0	0
<b>TOTAL</b>	0	22	0	0	19

Employee Signature: Sylvia

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Alyssa

Work Hours: 16

Day: Wed

Date: 11/24/07

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						✓
0645-0700						✓
0700-0715	Review	✓				
0715-0730	voice mail					
0730-0745	emails					
0745-0800	contacts re.					
0800-0815	cases					
0815-0830	Discuss w.					
0830-0845	Patty Weidner					
0845-0900	& team		7			
0900-0915	[redacted]					
0915-0930	[redacted]					
0930-0945	→ Talk to inv.					
0945-1000	→ Review					
1000-1015	my report					
1015-1030	cont. docs.					
1030-1045	Contact inv.					
1045-1100	mother (LBP)					
1100-0015	& dad's abt.					
1115-1130	re: abduction					
1130-1145	& court docs					
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300	Reviewed					✓
1300-1315	time	✓				
1315-1330	charts for	✓				
1330-1345	CA 70	✓				
1345-1400		✓				
1400-1415		✓				
1415-1430		✓				
1430-1445		✓				
1445-1500		✓				
1500-1515						✓
1515-1530						✓
1530-1545						✓
1645-1800						✓
1800-1815						✓
1815-1830						✓
1830-1845						
1845-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

7	12	0	0	2
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column	9	0	0	0	10
Sub-Total from Column 1	7	12	0	0	2
<b>TOTAL</b>	<b>15</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Sybil Work Hours: 10 Day: Thurs Date: 11/25/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

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Category 

1	2	3	4	5
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details)

Sub-Total this Column 

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 Sub-Total from Column 1 

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**TOTAL**

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Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Weekly Individual Totals

Employee: Wesidner

Week of: 11/22/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	7.0				2.0	9
Tuesday	7.0				2.0	9
Wednesday	3				3	6
Thursday	<i>Thanks giving 8</i>					
Friday	<i>Thanks giving 8</i>					
Saturday						
Sunday						
TOTAL	17				23.0	40



# Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8.5

Day: Mon

Date: 11-22-04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						1
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						5
0945-1000						5
1000-1015						
1015-1030						
1030-1045	<u>Good Cause</u>					1
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
Sub Total						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400	<u>Good Cause</u>					
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
Sub Total						

- Category 1: Control (initial call and other phone numbers)
  - Category 2: Securing children, identify court orders
  - Category 3: Physically recovering children
  - Category 4: Training
  - Category 5: Non-Abduction Related
- (see reverse for Category details)

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Patty Work Hours: 8.5 Day: Tue Date: 11-23-04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
Sub Total						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
Sub Total						

Category 1: Contact with children and other persons involved  
 Category 2: Search, interview, identify, and locate  
 Category 3: Physically recovering child(ren)  
 Category 4: Train  
 Category 5: Non-Abduction Related  
 (in reverse for Category details)

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Patty Weidner

Work Hours: 18.5

Day: Wed

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						B
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						B
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						5
1215-1230						5
1230-1245						5
1245-1300						5
1300-1315						5
1315-1330						5
1330-1345	1-3:30 Helping Jew					5
1345-1400						5
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (see reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column	2				3
Sub-Total from Column 1	1				
<b>TOTAL</b>	<b>3</b>				<b>3</b>

**= 6**

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Weekly Individual Totals

Employee: Schenki

Week of: 11/22/1 through 11/25/1

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	.5				9.5	10
Tuesday	2				8	10
Wednesday	2				8	10
Thursday					10	10
Friday						
Saturday						
Sunday						
TOTAL	4.5				35.5	40

# Child Abduction Time Study Worksheet

Employee: Shedani Work Hours: 10 Day: Mon Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715	B20020905247					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	90-0-0778	X				
0915-0930						
0930-0945	B20020905247					X
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B20020905247					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

2				18
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

	Category	1	2	3	4	5
Sub-Total this Column						20
Sub-Total from Column 1		2				18
<b>TOTAL</b>		<b>2</b>				<b>38</b>
		15				9.5

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Schenker

Work Hours: 10

Day: Tue

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	90-0-0778	X				
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	B20020905247					X
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B20020905247					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

8				12
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Sub-Total this Column	Category 1	2	3	4	5
					20
Sub-Total from Column 1	8				12
<b>TOTAL</b>	<b>8</b>				<b>32</b>

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details

**2** **8**

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Shenbin Work Hours: 10 Day: Wed Date: 1/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>920050905910</u>	X				
0715-0730	<u>920050905925</u>					
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>920020905247</u>					X
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>920020905007</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 8 12

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: NS

	Category	1	2	3	4	5
Sub-Total this Column						<u>20</u>
Sub-Total from Column 1		<u>8</u>				<u>12</u>
TOTAL		<u>8</u>				<u>32</u>

2 8

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Schenker Work Hours: 0 Day: Thurs Date: 11/28/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (see reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					20
<b>TOTAL</b>					40

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_



## Child Abduction Time Study Weekly Individual Totals

Employee: Campagnolo

Week of: 11/22/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					
Tuesday					.5
Wednesday					.5
Thursday					
Friday					
Saturday					
Sunday					

TOTAL					1.0
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SB  
 1d

# Child Abduction Time Study Worksheet

Employee: CAMPANELLO Work Hours: 0700-1600 Day: Tue Date: 11/23/04  
DAVIS

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

				2
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Category 

1	2	3	4	5
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 Sub-Total this Column 

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 Sub-Total from Column 1 

				2
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 TOTAL 

				2
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

*re-visited for Linda at mtg*

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_  
277

# Child Abduction Time Study Worksheet

Employee: CAMPANELLO Work Hours: 0700 Day: WED Date: 11/24/04  
DAVID

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						✓
0745-0800						✓
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

				2
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1	2				
<b>TOTAL</b>	2				

*He filed info in haka*

Employee Signature: *[Signature]*

Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Weekly Team Totals

Week of: Nov 29 through Dec 3, 2004

		Total Hours for the Week by Category					Total Hours Working Child Abduction	Total Hours Leave	Total Hours Worked*	Percentage of Worked Hours on Child Abduction
		1	2	3	4	5				
<i>Sub *</i>	<b>Bytheway, Glenn</b> Investigator	18.5	0	0	0	23.75	18.5	0	44	42%
	<b>Cardot, Patrice</b> Investigator	21.5	15.25	0	0.5	6.5	37.25	0	44	85%
	<b>Evans, Linda</b> Senior Investigator	7	0	0	0	37	7	37	7	100%
	<b>Fracoli, Bob</b> Lieutenant	8	0	0	0	34	8	0	42	19%
	<b>Gallardo, Martha</b> Paralegal	26.5	0	0	0	17	25.5	0	42.5	80%
	<b>Syva, Julianne</b> Deputy District Attorney	4.75	24	0	0	13.5	28.75	0	44	85%
	<b>Weidner, Patty</b> Legal Clerk	30.5	0	0	0	14.5	30.5	0	45	88%
	<b>Schembri, Mike</b> Investigator	5.5	0	0	0		5.5			
	<b>Campagnolo, Dave</b> Senior Investigator	0.5	0	0	0		0.5			

<b>TOTAL</b>	121.75	39.25	0	0.5	146.25	181.5	37	288.5
Percentage of Worked Hours on Child Abduction:	45%	15%	0%	0%				

\*Includes scheduled lunch break which is reflected in category 5 time.  
 Include lunch time in any scheduled time off, as appropriate.

<b>Bytheway</b>	1 hour X 4 days
<b>Cardot</b>	1 hour X 4 days
<b>Evans</b>	1 hour X 4 days
<b>Fracoli</b>	.5 hour X 4 days
<b>Gallardo</b>	.5 hour X 5 days
<b>Syva</b>	1 hour X 4 days
<b>Weidner</b>	1 hour X 5 days
<b>Schembri</b>	.5 hour X 4 days

# Child Abduction Time Study Weekly Team Totals

Week of 11/29/04 through 12/3/04

Total Hours for the Week by Category

		1	2	3	4	5	
* Bytheway, Glenn	Investigator	18.5				23.75	
Cardott, Patrice	Investigator	37.25	15.25		.5	6.5	
Evans, Linda	Senior Investigator					40	42
Fracoli, Bob	Lieutenant	8				39	42.5
Gelfardo, Martha	Paralegal	25.5				17	42.25
Sylva, Julianne	Deputy District Attorney	4.75	24	0	0	13.5	
Weidner, Patty	Legal Clerk	30.5				14.5	
Schumbri	Inv.	6.5				34.5	
Campagnolo	(Inv. II - substitute)					.5	
TOTAL		129.5	39.25			184.25	

## Child Abduction Time Study Weekly Individual Totals

Employee: Bytheway

Week of 11/29/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					
Tuesday	7.25	<del>7.25</del>			3.75
Wednesday	8.25				2.0
Thursday	3.0				8.0
Friday					10.0
Saturday					
Sunday					
TOTAL	18.5				23.75

# Child Abduction Time Study Worksheet

Employee: BUTTERWAY

Work Hours: 6:30-17:30 Day: Tue

Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715	20040906184					
0715-0730						
0730-0745	20041006461					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	MEETING					
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 

21				3
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Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	20040905605					
1315-1330						
1330-1345	20041006240					
1345-1400						
1400-1415						
1415-1430	ADMIN					
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1645						
1545-1600	COMP					
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-					8	12
-						
-						
-						

	Category 1	2	3	4	5
Sub-Total this Column	8				12
Sub-Total from Column 1	21				3
<b>TOTAL</b>	<b>29</b>				<b>15</b>

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Byrtheway      Work Hours: 6:30-1:30      Day: Wed      Date: 12/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	20041006240					
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
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--						
--						
--						

Sub-Total 

17				2
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	20041006139					
1330-1345	6139					
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630	1006240					
1630-1645						
1645-1700	Admin					
1700-1715						
1715-1730						
1730-1745						
1745-1800						
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Category 

1	2	3	4	5
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Sub-Total this Column 

16				6
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Sub-Total from Column 1 

17				2
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TOTAL 

33				8
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Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: B. Phewray

Work Hours: \_\_\_\_\_

Day: Thurs

Date: 12 12 104

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645		✓				
0645-0700		✓				
0700-0715		✓				
0715-0730		✓				
0730-0745		✓				
0745-0800		✓				
0800-0815		✓				
0815-0830		✓				
0830-0845						✓
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030						✓
1030-1045						✓
1045-1100						✓
1100-0015						✓
1115-1130						✓
1130-1145		✓				✓
1145-1200		✓				
-						
-						
-						
-						

Sub-Total 10 12

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		✓				
1215-1230		✓				
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						✓
1645-1700						✓
1700-1715						✓
1715-1730						✓
1730-1745						✓
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	2				20
Sub-Total from Column 1	10				12
<b>TOTAL</b>	<b>12</b>				<b>32</b>

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: B. Heway

Work Hours: \_\_\_\_\_

Day: Fr

Date: 2.13.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
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Sub-Total 

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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: \_\_\_\_\_

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
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--						
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Category 

1	2	3	4	5
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Sub-Total this Column 

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 Sub-Total from Column 1 

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**TOTAL**

				10
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Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Weekly Individual Totals

Employee: Cardott

Week of 11/29/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	3	5			2.75
Tuesday	6	3.25			1.75
Wednesday	4	5.5		.5	1
Thursday	8.5	1.5			1
Friday					
Saturday					
Sunday					

TOTAL	37	15.25		1.5	6.5
	21.5				

# Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: MON. Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	B20041107170		T			
0845-0900	F [REDACTED]					
0900-0915	EMERGENCY					
0915-0930	SCREENING					
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100	B20041106790		T			
1100-0015	T [REDACTED]					
1115-1130	EXPLAIN TO					
1130-1145	PARTIES - OPTIONS					
1145-1200	"					
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	B20041107170					
1330-1345	F [REDACTED]					
1345-1400	EMERGENCY					
1400-1415	SCREENING					
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700	ADDRESS E-MAILS					
1700-1715	& PHONE USES					
1715-1730						
1730-1745	B20041106998					
1745-1800	E [REDACTED]					
-						
-						
-						
-						

Sub-Total 

3	10			6
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Supervisor Signature: \_\_\_\_\_

Category	1	2	3	4	5
Sub-Total this Column	9	10			5
Sub-Total from Column 1	3	10			6
<b>TOTAL</b>	<b>12</b>	<b>20</b>			<b>11</b>

## Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: THURS Date: 11, 30, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715	B20041106998	I				
0715-0730	G [redacted] / S [redacted]	I				
0730-0745						
0745-0800	B20040906173	I				
0800-0815	K / A [redacted]	I				
0815-0830						
0830-0845						
0845-0900						
0900-0915	UNIT	I				
0915-0930	MEETING	I				
0930-0945						
0945-1000						
1000-1015	B20041106998		I			
1015-1030	G [redacted] / S [redacted]		I			
1030-1045	ADDRESS E-MAILS	I				
1045-1100	4 MSGS.	I				
1100-0015	B20040805342	I				
1115-1130	L [redacted] / G [redacted]	I				
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 

18	2			
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						I
1215-1230	LUNCH					I
1230-1245						I
1245-1300						I
1300-1315						I
1315-1330						I
1330-1345						I
1345-1400	B20040805139				I	
1400-1415	M [redacted] / N [redacted]				I	
1415-1430						I
1430-1445	B20041106998				I	
1445-1500	G [redacted] / S [redacted]				I	
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645	B2003 1104848				I	
1645-1700	F [redacted] / G [redacted]				I	
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 

1	2	3	4	5
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 Sub-Total this Column: 

6	11			7
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 Sub-Total from Column 1: 

18	2			8
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 TOTAL: 

24	13			7
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Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: WED

Date: 12/01/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041106998	↑				
0715-0730	G / S	↑				
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845		↓				
0845-0900	B20040906173		↑			
0900-0915	K / A		↑			
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130			↓			
1130-1145	ADDRESS E-MAILS	↑				
1145-1200	A PHONE MSGS	↓				
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230						↑
1230-1245						↑
1245-1300						↑
1300-1315	TEAM MEETING					↑
1315-1330						↓
1330-1345	B20041106790		↑			
1345-1400	T		↑			
1400-1415	V / S		↑			
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545	B20040805139		↑			
1545-1600	M / N		↑			
1600-1615			↓			
1615-1630	B20041107124		↑			
1630-1645	S / S		↑			
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800			↓			
-						
-						
-						
-						

Sub-Total 

9	11			
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Supervisor Signature: \_\_\_\_\_

Category	1	2	3	4	5
Sub-Total this Column	7	11		2	4
Sub-Total from Column 1	9	11		2	4
<b>TOTAL</b>	<b>16</b>	<b>22</b>		<b>2</b>	<b>4</b>

# Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS

Date: 12, 2, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20040906173	↑				
0715-0730	K / A	↓				
0730-0745						
0745-0800						
0800-0815	B20041106998	↑				
0815-0830	G / S	↓				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030	B20041106790	↑				
1030-1045	T / V	↓				
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 20

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	LUNCH					↑
1230-1245						
1245-1300						↓
1300-1315	ADDRESS E-MAILS	↑				
1315-1330	& PHONE MSGS.	↓				
1330-1345	B20041107124	↑				
1345-1400	S / S	↓				
1400-1415						
1415-1430						
1430-1445	B20041107124					↑
1445-1500	S / S					
1500-1515						
1515-1530						
1530-1545						
1545-1600						↓
1600-1615	B20040906173	↑				
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	14	6			4
Sub-Total from Column 1	20	0			0
TOTAL	34	6			4

Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Weekly Individual Totals

Employee: L. Crossi

Week of: 11/30/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5	
<u>Monday</u>						
<u>Tuesday</u>					2:00-5	<i>sick</i>  <i>Out rest of week</i>
<u>Wednesday</u>						
<u>Thursday</u>						
<u>Friday</u>						
<u>Saturday</u>						
<u>Sunday</u>					↓	
<b>TOTAL</b>						



## Child Abduction Time Study Weekly Individual Totals

Employee: BOB FRACOLLI

Week of: 11/29/04 through 12/05/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	1				9.5
Tuesday	2.75				7.75
Wednesday	1.5				9
Thursday	2.75				7.75
Friday	0				0
Saturday	0				0
Sunday	0				0
TOTAL	8				34

# Child Abduction Time Study Worksheet

10.5

Employee: BOB FRACOLI

Work Hours: 0630-1700

Day: MON

Date: 11 129 107

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645					X	
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	Admin/Brief	X				
0815-0830						
0830-0845					X	
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615	Admin/Meeting	X				
1615-1630						
1630-1645						X
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

2				20
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: *Bob Fracoli*

Category	1	2	3	4	5
Sub-Total this Column	2				18
Sub-Total from Column 1	2				20
<b>TOTAL</b>	<b>4</b>				<b>38</b>

1 9.5

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700 Day: TUE

Date: 11 13 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	ADMIN BZIEF	X				
0645-0700		↓				
0700-0715						X
0715-0730						↓
0730-0745						↓
0745-0800	TRAINING -	X				
0800-0815	ARREST CONTROL	↓				
0815-0830	TACTICS (MANDATORY)	↓				
0830-0845						
0845-0900		↓				
0900-0915						
0915-0930						X
0930-0945						↓
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130		↓				
1130-1145						
1145-1200						↓
-						
-						
-						
-						

Sub-Total 8 14

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: Bob Fracoli

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						
1245-1300						↓
1300-1315	TRAINING -		X			
1315-1330	FIRST AID (MANDATORY)		↓			
1330-1345						X
1345-1400						↓
1400-1415						
1415-1430						↓
1430-1445						X
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						↓
1645-1700	ADMIN		X			
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

	Category 1	2	3	4	5
Sub-Total this Column	3				17
Sub-Total from Column 1	8				14
<b>TOTAL</b>	<b>11</b>				<b>31</b>

2.75                      7.75

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI Work Hours: 0630-1700 Day: WED Date: 12/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	ADMIN/MISC	X				
0645-0700		↓				
0700-0715						X
0715-0730						↓
0730-0745						↓
0745-0800						↓
0800-0815						↓
0815-0830						↓
0830-0845						↓
0845-0900						↓
0900-0915	COMMAND STAFF	X				
0915-0930	MEETING	↓				
0930-0945						X
0945-1000						↓
1000-1015						↓
1015-1030						↓
1030-1045						↓
1045-1100						↓
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓
-						
-						
-						
-						

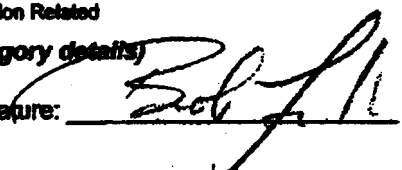
Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						↓
1245-1300						↓
1300-1315						↓
1315-1330						↓
1330-1345						↓
1345-1400						↓
1400-1415						↓
1415-1430						↓
1430-1445						↓
1445-1500						↓
1500-1515						↓
1515-1530	BRIEF ADMIN	X				
1530-1545						X
1545-1600						↓
1600-1615						↓
1615-1630						↓
1630-1645						↓
1645-1700	ADMIN		X			
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

4				18
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: 

Category	1	2	3	4	5
Sub-Total this Column	2				18
Sub-Total from Column 1	4				18
TOTAL	6				36

1.5                      9

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

Work Hours: 0630-1700 Day: THUR

Date: 12/2/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645					X	
0645-0700	ADMIN	X				
0700-0715					X	
0715-0730					↓	
0730-0745	MEET w/ [REDACTED]	X				
0745-0800		↓				
0800-0815					X	
0815-0830					↓	
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945					↓	
0945-1000	MGMT EPIS	X				
1000-1015		↓				
1015-1030						
1030-1045		↓				
1045-1100					X	
1100-0015					↓	
1115-1130					↓	
1130-1145						
1145-1200					↓	
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						↓
1500-1515	MGMT EPIS	X				
1515-1530		↓				
1530-1545						X
1545-1600						↓
1600-1615						
1615-1630						↓
1630-1645	ADMIN	X				
1645-1700		↓				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 7    15

- Category 1 Contact with children and other persons involved.
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column	4				16
Sub-Total from Column 1	7				15
<b>TOTAL</b>	<b>11</b>				<b>31</b>

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

2.75

7.75

## Child Abduction Time Study Weekly Individual Totals

Employee: MARTHA GALLARDO

Week of: 11/29/04 through 12/4/04

Total Hours for the Week by Category

	1	2	3	4	5
<b>Monday</b>					1.5
<b>Tuesday</b>					8.5
<b>Wednesday</b>	8.5				
<b>Thursday</b>	8.5				
<b>Friday</b>	8.5				
<b>Saturday</b>					
<b>Sunday</b>					
<b>TOTAL</b>	25.5				17

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: MON Date: 11, 29, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						X
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

				3.5
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Category	1	2	3	4	5
Sub-Total this Column					5
Sub-Total from Column 1					3.5
<b>TOTAL</b>					<b>8.5</b>

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: TURS. Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						X
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						V
-						
-						
-						
-						

Sub-Total 

				35
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: *Martha Gallardo*

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						V
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 

1	2	3	4	5
---	---	---	---	---

  
 Sub-Total this Column 

				5
--	--	--	--	---

  
 Sub-Total from Column 1 

				3.5
--	--	--	--	-----

  
 TOTAL 

				8.5
--	--	--	--	-----



Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: Maite GALLARDO Work Hours: 8:30-5 Day: Wed Date: 12/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830		X				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 3.5

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	3.5				
TOTAL	3.5				

Employee Signature: Maite Gallardo Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: THURS. Date: 12/2/10

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830		X				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 35

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	35				
<b>TOTAL</b>	<b>35</b>				

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details

Employee Signature: Martha Gallardo Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Fri. Date: 12/13/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830		X				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 3.5

Category	1	2	3	4	5
Sub-Total this Column:	5				
Sub-Total from Column 1	3.5				
TOTAL	3.5				

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Weekly Individual Totals

Employee: Sylva

Week of: 11/29/04 through 12/2/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	3.75	5.0	0	0	2	10.75
Tuesday	0	5.5	0	0	5	10.5
Wednesday	0	8.25	0	0	1.75	10
Thursday	1.0	5.25	0	0	4.75	11
Friday						
Saturday						
Sunday						
TOTAL	4.75	24.	0	0	13.5	42.25



# Child Abduction Time Study Worksheet

Employee: Silva

Work Hours: 10

Day: Jul 1

Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645			✓			
0645-0700			✓			
0700-0716			✓			
0716-0730			✓			
0730-0745						
0745-0800	<i>Tray</i>					
0800-0815						
0815-0830						
0830-0845	<i>Review</i>					
0845-0900	<i>docs,</i>					
0900-0915	<i>translate</i>					
0915-0930	<i>Spanish;</i>					
0930-0945	<i>prepared</i>					
0945-1000	<i>for filing</i>					
1000-1015	<i>communicated</i>					
1015-1030	<i>w- LATA</i>					
1030-1045	<i>re-filing</i>					
1045-1100	<i>case,</i>					
1100-0015	<i>warrant on</i>					
1115-1130	<i>Lisa J. King</i>					
1130-1145	<i>filed</i>					
1145-1200						
-						
-						
-						
-						

Sub-Total 

5	5			
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: *Silva*

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1316						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						✓
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 

1	2	3	4	5
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Sub-Total this Column 

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 Sub-Total from Column 1 

5	5			5
---	---	--	--	---

  
 TOTAL 

5	5			5
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Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Lynna

Work Hours: 10

Day: Wed

Date: 12/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	Voice mail		✓			
0645-0700	email		✓			
0700-0715	Discus		✓			
0715-0730	phone calls		✓			
0730-0745	W- Patty		✓			
0745-0800	→ update		✓			
0800-0815	Linda Evans		✓			
0815-0830	+ Martha		✓			
0830-0845						✓
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030	TC with		✓			
1030-1045	[redacted]		✓			
1045-1100	(FBI - [redacted])		✓			
1100-0015	[redacted]		✓			
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.75 1.75

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Lynna

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	TC W:		✓			
1215-1230	[redacted]		✓			
1230-1245	W- [redacted]		✓			
1245-1300	[redacted] - [redacted]		✓			
1300-1315	No phone access		✓			
1315-1330	TC from		✓			
1330-1345	[redacted]		✓			
1345-1400	re: 2424-		✓			
1400-1415	child being		✓			
1415-1430	interviewed		✓			
1430-1445			✓			
1445-1500	TC from		✓			
1500-1515	[redacted]		✓			
1515-1530	[redacted]		✓			
1530-1545	delivered -		✓			
1545-1600	on psychotropic		✓			
1600-1615	meds. →		✓			
1615-1630	w/ withholding		✓			
1630-1645	not from S.C.E.		✓			
1645-1700			✓			
1700-1715			✓			
1715-1730			✓			
1730-1745			✓			
1745-1800			✓			
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column	0	4.5	0	0	0
Sub-Total from Column 1	0	3.75	0	0	1.75
<b>TOTAL</b>		<b>8.25</b>			<b>1.75</b>

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Thurs.

Date: 12/2/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645			✓			
0645-0700			✓			
0700-0715			✓			
0715-0730			✓			
0730-0745			✓			
0745-0800			✓			
0800-0815			✓			
0815-0830			✓			
0830-0845			✓			
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030						✓
1030-1045						✓
1045-1100						✓
1100-0015						✓
1115-1130						✓
1130-1145						✓
1145-1200						✓
-						
-						
-						
-						

Sub-Total 

22.5				3.25
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345	meeting @		✓			
1345-1400	various		✓			
1400-1415	children's		✓			
1415-1430	Alliance re:		✓			
1430-1445	case:		✓			
1445-1500	[redacted] inv.		✓			
1500-1515	[redacted] inv.		✓			
1515-1530	TL from		✓			
1530-1545	[redacted]	✓	✓			
1545-1600	she sent letter	✓	✓			
1600-1615	+ her 14 y.o.	✓	✓			
1615-1630	da. is under	✓	✓			
1630-1645	sister's care -	✓				
1645-1700	frst for		✓			
1700-1715	guardian's		✓			
1715-1730	papers sent		✓			
1730-1745	letters mailed		✓			
1745-1800						
-						
-						
-						
-						

Category 

1	2	3	4	5
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 Sub-Total this Column 

1	3.0	0	0	1.5
---	-----	---	---	-----

  
 Sub-Total from Column 1 

0	2.25	0	0	3.25
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 TOTAL 

0	5.25			
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Supervisor Signature: \_\_\_\_\_



✓

### Child Abduction Time Study Weekly Individual Totals

Employee: Weidner

Week of: 11/29/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	5				4	9 - 1.5
Tuesday	7				2	9
Wednesday	4.5				4.5	9
Thursday	7				2	9
Friday	7				2	9 - 1
Saturday						
Sunday						
TOTAL	30.5				14.5	

# Child Abduction Time Study Worksheet

Employee: Patty Weidner Work Hours: 8-5 Day: Mon Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800	[Redacted]					
0800-0815	[Redacted]					
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030	B2004110135					
1030-1045	[Redacted]					
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	B2004110135					
1515-1530	Good Co					
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
1800-1815						
1815-1830						
1830-1845						
1845-1900						
1900-1915						
1915-1930						
1930-1945						
1945-2000						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	Lunch					
1215-1230						
1230-1245						
1245-1300						
1300-1315	[Redacted]					
1315-1330	[Redacted]					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	B2004110135					
1515-1530	Good Co					
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
1800-1815						
1815-1830						
1830-1845						
1845-1900						
1900-1915						
1915-1930						
1930-1945						
1945-2000						

Category 1: [Redacted]

Category 2: [Redacted]

Category 3: [Redacted]

Category 4: [Redacted]

Category 5: Non-Abduction Related

(See reverse for Category details)

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Patty Work Hours: 8-5 Day: Tue Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	[Redacted]					
0815-0830	[Redacted] phone					
0830-0845	[Redacted] phone					
0845-0900	[Redacted]					
0900-0915	Self					4
0915-0930	Meeting					4
0930-0945	Break					5
0945-1000						5
1000-1015						
1015-1030						
1030-1045	[Redacted]					
1045-1100	[Redacted] phone					
1100-0015						
1115-1130						
1130-1145						
1145-1200	[Redacted]					

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	[Redacted]					
1330-1345	[Redacted] phone					
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615	B20040906137					
1615-1630						
1630-1645						
1645-1700	[Redacted]					
1700-1715						
1715-1730						
1730-1745						
1745-1800						

- Category 1: Contact with child(ren)
- Category 2: Seeking compliance with court orders
- Category 3: Physically recovering child(ren)
- Category 4: Training
- Category 5: Non-Abduction Related

(See reverse for Category details)

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Wed

Date: 12.1.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	M					
0815-0830	S					
0830-0845	PT					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100	B2004187124					
1100-1115						
1115-1130	S					
1130-1145	PT					
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430	Left					
1430-1445	PT					
1445-1500						
1500-1515	In apt					
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

- Category 1: ...
  - Category 2: ...
  - Category 3: Physically Recovered Children
  - Category 4: ...
  - Category 5: Non-Abduction Related
- (See reverse for Category details)

TOTAL	1	2	3	4	5
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Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Patty Work Hours: 8-5 Day: Thurs Date: 12-12-04

Time	Class # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	B2004120 1292					
0815-0830						
0830-0845						
0845-0900	Grade					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030	B2004120 1129					
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400	B2004120 1314					
1400-1415	Good Care					
1415-1430						
1430-1445						
1445-1500						
1500-1515	B2004120 1314					
1515-1530	Good Care					
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
Total						

Time	Class # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	Lunch					
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400	B2004120 1314					
1400-1415	Good Care					
1415-1430						
1430-1445						
1445-1500						
1500-1515	B2004120 1314					
1515-1530	Good Care					
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
Total						

Category 1: Spelling and handwriting with  
 Category 2: Physical Recovery (children)  
 Category 3: Home  
 Category 4: Non-Abduction Related  
 (reverse for Category details)

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_  
 312

# Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: FRI

Date: 12.13.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1: Personal (covering check)

Category 2: Home

Category 3: Non-Abduction Related

(see reverse for Category details)

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Weekly Individual Totals

Employee: Hebri

Week of 11/21/08 through 12/1/08

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	.5				9.5	10
Tuesday	1.25				8.75	10
Wednesday	2				8	10
Thursday	1.75				8.25	10
Friday						
Saturday						
Sunday						
TOTAL	5.5				34.5	

# Child Abduction Time Study Worksheet

Employee: Scheni

Work Hours: 10

Day: Mon

Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>D-2002090-5247</u>					↑
0715-0730						↓
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						↓
0845-0900						
0900-0915	<u>Meeting @ [redacted]</u>	X				
0915-0930	<u>10-0-0278</u>	↓				
0930-0945	<u>B-2002090-5247</u>					X
0945-1000						↓
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓
-						
-						
-						
-						

Sub-Total 2 18

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: \_\_\_\_\_

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>Duty Officer</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 20  
 Sub-Total from Column 1 2 18  
 TOTAL

15 9.5

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: Sheldon Work Hours: 10 Day: Tue Date: 1/20/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>B2002090 5247</u>					X
0715-0730						↓
0730-0745						↓
0745-0800						↓
0800-0815						↓
0815-0830						↓
0830-0845						↓
0845-0900	<u>Meeting</u>	R				
0900-0915		↓				
0915-0930		↓				
0930-0945		↓				
0945-1000		↓				
1000-1015	<u>B2002090 5247</u>					X
1015-1030						↓
1030-1045						↓
1045-1100						↓
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓
-						
-						
-						
-						

Sub-Total 

5				15
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>B2002090 5247</u>					X
1215-1230						↓
1230-1245						↓
1245-1300						↓
1300-1315						↓
1315-1330						↓
1330-1345						↓
1345-1400						↓
1400-1415						↓
1415-1430						↓
1430-1445						↓
1445-1500						↓
1500-1515						↓
1515-1530						↓
1530-1545						↓
1545-1600						↓
1600-1615						↓
1615-1630						↓
1630-1645						↓
1645-1700						↓
1700-1715						↓
1715-1730						↓
1730-1745						↓
1745-1800						↓
-						
-						
-						
-						

Category 

1	2	3	4	5
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 Sub-Total this Column 

				20
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 Sub-Total from Column 1 

5				15
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 TOTAL 

5				35
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1.25 8:25

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Shunbu

Work Hours: 10 hrs Day: Wed

Date: 2/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>02002 D90 SZ47</u>					<u>K</u>
0715-0730						<u> </u>
0730-0745						<u> </u>
0745-0800						<u> </u>
0800-0815						<u> </u>
0815-0830						<u> </u>
0830-0845						<u> </u>
0845-0900						<u> </u>
0900-0915						<u> </u>
0915-0930						<u> </u>
0930-0945						<u> </u>
0945-1000						<u> </u>
1000-1015						<u> </u>
1015-1030						<u> </u>
1030-1045						<u> </u>
1045-1100						<u> </u>
1100-0015						<u> </u>
1115-1130	<u>Team Meeting</u>	<u>K</u>				
1130-1145		<u> </u>				
1145-1200						
-						
-						
-						
-						

Sub-Total 

<u>3</u>				<u>17</u>
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details!

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		<u> </u>				
1215-1230		<u> </u>				
1230-1245		<u> </u>				
1245-1300		<u> </u>				
1300-1315		<u> </u>				
1315-1330	<u>02002 D90 SZ47</u>					<u>K</u>
1330-1345						<u> </u>
1345-1400						<u> </u>
1400-1415						<u> </u>
1415-1430						<u> </u>
1430-1445						<u> </u>
1445-1500						<u> </u>
1500-1515						<u> </u>
1515-1530						<u> </u>
1530-1545						<u> </u>
1545-1600						<u> </u>
1600-1615						<u> </u>
1615-1630						<u> </u>
1630-1645						<u> </u>
1645-1700						<u> </u>
1700-1715						<u> </u>
1715-1730						<u> </u>
1730-1745						<u> </u>
1745-1800						<u> </u>
-		<u>5</u>				<u>5</u>
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 

<u>5</u>				<u>5</u>
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 Sub-Total from Column 1 

<u>3</u>				<u>17</u>
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 TOTAL 

<u>8</u>				<u>22</u>
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2 8

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Schenker      Work Hours: Ohio      Day: Thu      Date: 12/2/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>B20020905247</u>					K
0715-0730						↓
0730-0745						↓
0745-0800						↓
0800-0815						↓
0815-0830						↓
0830-0845						↓
0845-0900						↓
0900-0915						↓
0915-0930						↓
0930-0945						↓
0945-1000						↓
1000-1015						↓
1015-1030						↓
1030-1045						↓
1045-1100						↓
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓
-						
-						
-						
-						

Sub-Total 

				<u>20</u>
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: W.F.S.

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>B20020905247</u>					K
1215-1230						↓
1230-1245						↓
1245-1300						↓
1300-1315						↓
1315-1330						↓
1330-1345						↓
1345-1400						↓
1400-1415	<u>92-0-0778</u>	K				↓
1415-1430						↓
1430-1445						↓
1445-1500						↓
1500-1515						↓
1515-1530						↓
1530-1545						↓
1545-1600	<u>B20020905247</u>					K
1600-1615						↓
1615-1630						↓
1630-1645						↓
1645-1700						↓
1700-1715						↓
1715-1730						↓
1730-1745						↓
1745-1800						↓
-						
-						
-						
-						

Sub-Total this Column 

<u>7</u>				<u>13</u>
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 Sub-Total from Column 1 

				<u>20</u>
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 TOTAL 

<u>7</u>				<u>33</u>
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13/4      20/4

Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Weekly Individual Totals

Employee: Campagnolo

Week of: 11/29/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
<b>Monday</b>					.5
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					
<b>Saturday</b>					
<b>Sunday</b>					
<b>TOTAL</b>					.5

# Child Abduction Time Study Worksheet

Employee: Cambridge Work Hours: 0700-1800 Day: M Date: 11/25/04  
*David*

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						✓
0745-0800						✓
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

				2
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

*attended Meeting for Linda so Non-Abduction*

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					2
<b>TOTAL</b>					<b>2</b>

Employee Signature: *David*

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Weekly Team Totals

Week of 12/6/04 through 12/10/04

Total Hours for the Week by Category

		1	2	3	4	5
Bytheway, Glenn	Investigator	27.75	4.25			12.50
Cardott, Patrice	Investigator	29.5	3 <sup>⑤</sup>			9.5
Evans, Linda	Senior Investigator	25.5	4.75			(13.75) 17.
Fracoli, Bob	Lieutenant	9.5				32.5
Gallardo, Martha	Paralegal	39.5				5.0
Sylva, Julianne	Deputy District Attorney	9.75	19.00			15.5
Weidner, Patty	Legal Clerk	31.0				13.75
<i>Schaenbri</i>	<i>JUV.</i>	5.00				35.0

TOTAL	176.5	31.			135.75
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(33)

(135.50)

## Child Abduction Time Study Weekly Team Totals

Week of 12/6/04 through 12/10/04

Total Hours for the Week by Category

		1	2	3	4	5
Bytheway, Glenn	Investigator	27.25	4.25			12.50
Cardott, Patrice	Investigator	29.5	5			9.5
Evaris, Linda	Senior Investigator	25.5	4.75			14.
Fracoli, Bob	Lieutenant	9.5				32.5
Gallardo, Martha	Paralegal	39.5				3.0
Sylva, Julianne	Deputy District Attorney	9.25	19.00			15.5
Weidner, Patty	Legal Clerk	31.0				13.75
Schweigert, Jm.	Inv.	5.00				35.0
TOTAL		176.5	31.			135.75

# Child Abduction Time Study Weekly Team T 118

Week of 12/6/07 through 12/10/07

Total Hours for the Week by Category

		1	2	3	4	5	
Bytheway, Glenn	Investigator	27.75	4.25			12.50	44
Cardott, Patrice	Investigator	29.5	3.5			9.5	44
Evans, Linda	Senior Investigator	25.5	4.75			13.75 14	44
Fracoli, Bob	Lieutenant	9.5				32.5	42
Gallardo, Martha	Paralegal	39.5				3.0	42.5
Sylva, Julianne	Deputy District Attorney	9.25	19.00			15.5	43.75
Weidner, Patty	Legal Clerk	31.0				13.75	44.75
Schervilani	Inv.	5.00				35.0	40
TOTAL		176.5	31			135.75	



## Child Abduction Time Study Weekly Individual Totals

Employee: Pytheony

Week of: 12, 7, 04 through 12, 10, 04

Total Hours for the Week by Category

	1	2	3	4	5
<b>Monday</b>					
<b>Tuesday</b>	7 <sup>3</sup> / <sub>4</sub>				3 <sup>1</sup> / <sub>4</sub>
<b>Wednesday</b>	6 <sup>1</sup> / <sub>4</sub>	1			3 <sup>3</sup> / <sub>4</sub>
<b>Thursday</b>	4 <sup>1</sup> / <sub>2</sub>	3 <sup>1</sup> / <sub>4</sub>			3 <sup>1</sup> / <sub>4</sub>
<b>Friday</b>	8 <sup>3</sup> / <sub>4</sub>				2 <sup>1</sup> / <sub>4</sub>
<b>Saturday</b>					
<b>Sunday</b>					
<b>TOTAL</b>	27 <sup>1</sup> / <sub>4</sub>	4 <sup>1</sup> / <sub>4</sub>			12 <sup>1</sup> / <sub>2</sub>

# Child Abduction Time Study Worksheet

Employee: Rytniewicz

Work Hours: 1630-1730

Day: TUE

Date: 12, 7, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						1
0700-0715	20041006461	1				
0715-0730		1				
0730-0745		1				
0745-0800		1				
0800-0815	20041006240	1				
0815-0830		1				
0830-0845		1				
0845-0900		1				
0900-0915		1				
0915-0930	20040906139	1				
0930-0945		1				
0945-1000		1				
1000-1015		1				
1015-1030		1				
1030-1045						1
1045-1100						1
1100-0015						1
1115-1130						1
1130-1145	9703075	1				
1145-1200	13	1				
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						1
1215-1230						1
1230-1245		1				
1245-1300		1				
1300-1315						
1315-1330						1
1330-1345						1
1345-1400						1
1400-1415	9703075	1				
1415-1430		1				
1430-1445		1				
1445-1500		1				
1500-1515		1				
1515-1530	20040704189	1				
1530-1545		1				
1545-1600		1				
1600-1615		1				
1615-1630		1				
1630-1645		1				
1645-1700		1				
1700-1715						1
1715-1730						1
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 16 6

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

	Category	1	2	3	4	5
Sub-Total this Column		15				7
Sub-Total from Column 1		16				6
<b>TOTAL</b>		<b>31</b>				<b>13</b>

7 1/4 3 1/4

Employee Signature: Rytniewicz

Supervisor Signature: \_\_\_\_\_

325

# Child Abduction Time Study Worksheet

Employee: BRYAN E WY

Work Hours: 0630-1730


Day: WED

Date: 12 8, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						1
0645-0700						1
0700-0715		1				
0715-0730	9803177	1				
0730-0745						
0745-0800	9703075	1				
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						1
0915-0930						1
0930-0945						1
0945-1000						1
1000-1015		1				
1015-1030		1				
1030-1045						
1045-1100						
1100-0015		1				
1115-1130						1
1130-1145						1
1145-1200						1
-						
-						
-						
-						

Sub-Total 13    9

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: 

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						1
1215-1230						1
1230-1245						
1245-1300						1
1300-1315	20041006240		1			
1315-1330	P [REDACTED]		1			
1330-1345	20040905604		1			
1345-1400						
1400-1415			1			
1415-1430	20041207431		1			
1430-1445						
1445-1500	9703075		1			
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						1
1715-1730						1
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 12 4   6  
 Sub-Total from Column 1 13    9  
 TOTAL 25 4   16

6 1/4 1 3 3/4

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: By T. Wong

Work Hours: 0630-1730

Day: TU+UR

Date: 12, 9, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 13

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	Fam Ct					
1315-1330	20041006240					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615	20041207432					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total this Column	Category 1	Category 2	Category 3	Category 4	Category 5
5	13				4
Sub-Total from Column 1	13				4
TOTAL	18	13			13

4 1/2    3 1/4    3 1/4

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: B. THEW

Work Hours: 0630-1730

Day: FRI

Date: 12/10/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630					1	
0630-0645						
0645-0700	2004/207432	1				
0700-0715	INTERVIEW					
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930	2004/207431					
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015		1				
1115-1130						1
1130-1145						1
1145-1200						
-						
-						
-						
-						

Sub-Total 18 5

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						1
1230-1245						
1245-1300						
1300-1315						
1315-1330	2004/207432	1				
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645	CALL Admin					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 17 4  
 Sub-Total from Column 1 18 5  
 TOTAL 35 9

8 3/4 2 1/4

Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Weekly Individual Totals

Employee: CARDOTT, PATRICE

Week of: 12/06/04 through 12/09/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	3.75	1.25	—	—	6
Tuesday	9.75	—	—	—	1.25
Wednesday	8.25	1.75	—	—	1
Thursday	7.75	2	—	—	1.25
Friday					
Saturday					
Sunday					
TOTAL	29.5	3			9.5

(5)

# Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: MON.

Date: 12/6/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						↑
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230	LUNCH					
1230-1245						
1245-1300						↓
1300-1315	B20041107124					↑
1315-1330	S [redacted] / S [redacted]					
1330-1345						
1345-1400						
1400-1415						↓
1415-1430	B20041107124					↑
1430-1445	JUDGE CARP'S					
1445-1500	DEPT.					↓
1500-1515	B20041106790					↑
1515-1530	T [redacted] / D [redacted]					
1630-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						↓
1715-1730	RETURN CALLS					↑
1730-1745	E-MAILS					
1745-1800						↓
-						
-						
-						
-						

Sub-Total 

				20
--	--	--	--	----

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Category	1	2	3	4	5
Sub-Total this Column	15	5			4
Sub-Total from Column 1	0	0			20
<b>TOTAL</b>	<b>15</b>	<b>5</b>			<b>24</b>

11 Hrs

Supervisor Signature: L. Swan

# Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: TUES Date: 12/07/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041207330	↑				
0715-0730	L [REDACTED]	↓				
0730-0745						
0745-0800						
0800-0815	TEAM MTG.	↑				
0815-0830		↓				
0830-0845						
0845-0900						
0900-0915	B20041207330	↑				
0915-0930	L [REDACTED]	↓				
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200		↓				
-						
-						
-						
-						

Sub-Total 20

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	[REDACTED]					↑
1215-1230	LUNCH					↓
1230-1245						
1245-1300						
1300-1315	ANSWER E-MAIL	↑				
1315-1330	4 TELE. MSGS.	↓				
1330-1345	B20041006489	↑				
1345-1400	V [REDACTED] E [REDACTED]					
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						↓
1630-1645						
1645-1700	B20041106255	↑				
1700-1715	S [REDACTED] B [REDACTED]					
1715-1730						
1730-1745						
1745-1800						↓
-						
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 19 5  
 Sub-Total from Column 1 20 4  
 TOTAL 39 5



11/hrs

Supervisor Signature: L. Swans



## Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: WED Date: 12/8/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715	B20041106255	↑				
0715-0730	[REDACTED]	↑				
0730-0745		↓				
0745-0800		↓				
0800-0815		↓				
0815-0830		↓				
0830-0845		↓				
0845-0900		↓				
0900-0915	"		↑			
0915-0930			↓			
0930-0945			↓			
0945-1000	B20041207413	↑				
1000-1015	M [REDACTED]	↑				
1015-1030		↓				
1030-1045		↓				
1045-1100		↓				
1100-0015		↓				
1115-1130		↓				
1130-1145	LUNCH					↑
1145-1200						↓
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	LUNCH					↑
1215-1230						↓
1230-1245	B20041207413	↑				
1245-1300	M [REDACTED]	↑				
1300-1315		↑				
1315-1330		↑				
1330-1345		↑				
1345-1400		↑				
1400-1415		↑				
1415-1430		↓				
1430-1445	"		↑			
1445-1500			↓			
1500-1515			↓			
1515-1530			↓			
1530-1545	B20041207330	↑				
1545-1600	L [REDACTED]	↑				
1600-1615		↑				
1615-1630		↓				
1630-1645	RETURN E-MAILS	↑				
1645-1700	& PHONE CALLS	↓				
1700-1715	B20041107161	↑				
1715-1730	M [REDACTED]	↑				
1730-1745	D [REDACTED]	↑				
1745-1800		↓				
-						
-						
-						
-						

Sub-Total 

15	3			2
----	---	--	--	---

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Category	1	2	3	4	5
Sub-Total this Column	18	4			2
Sub-Total from Column 1	15	3			2
<b>TOTAL</b>	<b>33</b>	<b>7</b>			<b>4</b>

11 Hrs

Supervisor Signature: L. Evans

# Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS

Date: 12/09/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041006255	T				
0715-0730	S [REDACTED]	T				
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	EMAILS &	T				
0915-0930	PHONE CALLS	T				
0930-0945	B20041107161	T				
0945-1000	M [REDACTED]	T				
1000-1015	D [REDACTED]	T				
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130	B20041107161		T			
1130-1145	M [REDACTED]		T			
1145-1200	[REDACTED]			T		
-						
-						
-						
-						

Sub-Total 17 3

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						T
1215-1230	LUNCH					T
1230-1245						
1245-1300						
1300-1315	B20041207413	T				
1315-1330	M [REDACTED]	T				
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						X
1530-1545	B20041207413		T			
1545-1600	M [REDACTED]		T			
1600-1615						
1615-1630						
1630-1645						
1645-1700	B20040906173	T				
1700-1715	K/A [REDACTED]	T				
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	14	5			5
Sub-Total from Column 1	17	3			6
TOTAL	31	8			5

11 hrs

Supervisor Signature: L. Evans

✓

### Child Abduction Time Study Weekly Individual Totals

Employee L. Evans

Week of: 12/6/09 through 12/10/09

Total Hours for the Week by Category

	1	2	3	4	5	
Monday						
Tuesday	8.25				8.75	17
Wednesday	4.75	4.5			1.75	11
Thursday	9.25				1.75	11
Friday	9.25	.25			1.5	11
Saturday						
Sunday						
TOTAL	25.5	4.75			14/13.75	49

# Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6am-5pm Day: Tues

Date: 12/7/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CAU Case	↓				
0615-0630	Met. Log					
0630-0645	B20041207330					
0645-0700	1106926					
0700-0715	1107006					
0715-0730	0905673					
0730-0745		↓				
0745-0800	UNIT MTG	↓				
0800-0815						
0815-0830						
0830-0845						
0845-0900		↓				
0900-0915	B20041106962	↓				
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200		↓				
-		24				
-						
-						
-						

Sub-Total 24 - - - -

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						↓
1230-1245						
1245-1300						↓
1300-1315	B20041107258	↓				
1315-1330						
1330-1345		↓				
1345-1400						↓
1400-1415						↓
1415-1430						↓
1430-1445	CAU Admin	↓				
1445-1500	B20041106960	↓				
1500-1515	010062					
1515-1530	1207316					
1530-1545	1207315					
1545-1600	1207416					
1600-1615	0704789					
1615-1630	1006489					
1630-1645	1006255					
1645-1700	1107161	↓				
1700-1715	1107124					
1715-1730	1107170					
1730-1745	1207330					
1745-1800	1106961					
-						
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 13 - - - 7  
 Sub-Total from Column 1 24 - - - -  
 TOTAL 37 - - - 7

TOTAL 11 HRS

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6am-5pm Day: Wed

Date: 12/8/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	Case Mtg	.				
0615-0630	B20041207431	.				
0630-0645	B20041207432	.				
0645-0700	B20041107151	.				
0700-0715	1107179	:				
0715-0730	1107250	:				
0730-0745	1107169	.				
0745-0800	1107218	:				
0800-0815		:				
0815-0830		.				
0830-0845		.				
0845-0900		✓				
0900-0915	UNIT MTG	1				
0915-0930		1				
0930-0945		1				
0945-1000		✓				
1000-1015	CR ORDERS PAID	.	1			
1015-1030	on 12/18	1	1			
1030-1045	B20041006436	1	1			
1045-1100		1	1			
1100-0015		1	1			
1115-1130		1	1			
1130-1145		1	1			
1145-1200		1	1			
-						
-						
-						
-						

Sub-Total 16 8 - - -

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						1
1215-1230						1
1230-1245						1
1245-1300						✓
1300-1315	B20041006436	1				
1315-1330	BC Doc's	1				
1330-1345	Prep.	1				
1345-1400		1				
1400-1415		1				
1415-1430		1				
1430-1445		1				
1445-1500		1				
1500-1515		1				
1515-1530		1				
1530-1545	CPS re Hague	1				
1545-1600	compliance	1				
1600-1615		1				
1615-1630	12/18 - after CR	1				1
1630-1645		1				1
1645-1700		1				1
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	3	10	-	-	7
Sub-Total from Column 1	16	8	-	-	-
TOTAL	19	18	-	-	7

11HRD

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: J. Evans

Work Hours: 6am - 5pm Day: Thurs

Date: 12/9/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	B20040905881					↓
0615-0630						↓
0630-0645						↓
0645-0700						↓
0700-0715						↓
0715-0730						↓
0730-0745						↓
0745-0800						↓
0800-0815						↓
0815-0830						↓
0830-0845	B20040902638	↓				↓
0845-0900		↓				↓
0900-0915		↓				↓
0915-0930		↓				↓
0930-0945		↓				↓
0945-1000	B2004106963	↓				↓
1000-1015		↓				↓
1015-1030	Audit					↓
1030-1045						↓
1045-1100						↓
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓
-		7				17
-						
-						
-						

Sub-Total 7    17

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: J. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↓
1215-1230						↓
1230-1245						↓
1245-1300						↓
1300-1315						↓
1315-1330	[Redacted]					↓
1330-1345	CPS Report					↓
1345-1400	After Ct					↓
1400-1415						↓
1415-1430						↓
1430-1445						↓
1445-1500						↓
1500-1515						↓
1515-1530						↓
1530-1545						↓
1545-1600	B20041207998	↓				↓
1600-1615		↓				↓
1615-1630	Duty officer					↓
1630-1645						↓
1645-1700						↓
1700-1715						↓
1715-1730						↓
1730-1745						↓
1745-1800						↓
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 2    18

Sub-Total from Column 1 7    17

TOTAL 9    35

11/12

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: J. Evans

Work Hours: 6am-5pm Day: FRI

Date: 12/10/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CAU Admin					
0615-0630	B20040906137					
0630-0645	1006564					
0645-0700	0906169					
0700-0715	1006212					
0715-0730	1006380					
0730-0745	0906167					
0745-0800	0906004					
0800-0815	0906002					
0815-0830	1006381					
0830-0845	0906170					
0845-0900	0805218					
0900-0915	0905673					
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 21

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: J. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						1
1215-1230						
1230-1245						
1245-1300						
1300-1315	CAU Admin					
1315-1330	B20040905810					
1330-1345	B2004050316					1
1345-1400	B200403525					
1400-1415	B20041207523					
1415-1430	1207521					
1430-1445	0503389					
1445-1500	0805242					
1500-1515	0805204					
1515-1530	0905847					
1530-1545	1006542					
1545-1600						
1600-1615						
1615-1630						
1630-1645	B2004106963					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	13	1			6
Sub-Total from Column 1	24				
TOTAL	37	1			6

11 Hrs.

Supervisor Signature: \_\_\_\_\_

✓ **Child Abduction Time Study Weekly Individual Totals**

Employee: BOB FRACOM

Week of 12/6/04 through 12/10/04

**Total Hours for the Week by Category**

	1	2	3	4	5
Monday	2				6.5
Tuesday	3.5				7
Wednesday	2				8.5
Thursday	2				8.5
Friday					
Saturday					
Sunday					
<b>TOTAL</b>	<b>9.5</b>				<b>32.5</b>

42 -



# Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

Work Hours: 0630 - 1700 Day: MON

Date: 12/6/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	<u>Admud/misc</u>	X				
0645-0700		↓				
0700-0715					X	
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 2 20

- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	<u>Admud/STATS</u>	X				
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						X
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 6 14  
 Sub-Total from Column 1 2 20  
 TOTAL 8 34

Supervisor Signature: [Signature]

# Child Abduction Time Study Worksheet

Employee: BOB FZAKOLLI Work Hours: 0630-1700 Day: TUE Date: 12.17.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	ADMIT / SITB	X				
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	STAFF MEET	X				
0915-0930						X
0930-0945						
0945-1000						
1000-1015	CA TIME ALIBET	X				
1015-1030						X
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 12 10

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Bob Fzakolli

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	MGMT RPT	X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445	BRIEF	X				
1445-1500						
1500-1515	VACATION RPT					
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 2 18  
 Sub-Total from Column 1 12 10  
 TOTAL 14 28

3.5 7

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

Work Hours: 0630-1700 Day: THUR

Date: 12-19-04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700						X
0700-0715	REVIEW - ADMIN	X				
0715-0730		↓				
0730-0745						
0745-0800						X
0800-0815						↓
0815-0830						↓
0830-0845						↓
0845-0900						↓
0900-0915						↓
0915-0930						↓
0930-0945						↓
0945-1000						↓
1000-1015						↓
1015-1030						↓
1030-1045						↓
1045-1100						↓
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						↓
1245-1300						↓
1300-1315						↓
1315-1330						↓
1330-1345						↓
1345-1400						↓
1400-1415	EXERCISE / MEETING	X				
1415-1430	INT - INFORMAL	↓				
1430-1445						
1445-1500						
1500-1515						X
1515-1530						↓
1530-1545						↓
1545-1600						↓
1600-1615						↓
1615-1630						↓
1630-1645						↓
1645-1700	ADMIN	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

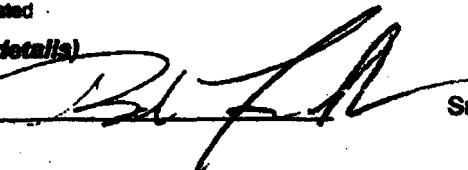
Sub-Total 

3				19
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Category	1	2	3	4	5
Sub-Total this Column	5				15
Sub-Total from Column 1	3				19
<b>TOTAL</b>	<b>8</b>				<b>34</b>

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: 

Supervisor Signature: \_\_\_\_\_

2                      8.5

## Child Abduction Time Study Weekly Individual Totals

Employee: MARITHA GALLARDO

Week of: 12,6,04 through 12,10,04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	8.5				
Tuesday	8.5				
Wednesday	8.5				
Thursday	5.5				3
Friday	8.5				
Saturday					
Sunday					
TOTAL	39.5				3

# Child Abduction Time Study Worksheet

Employee: MARTHA GOLLARDO Work Hours: 8:30-5 Day: MON Date: 12/6/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 5

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Category 

1	2	3	4	5
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 Sub-Total this Column 5  
 Sub-Total from Column 1 5  
 TOTAL 5

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gollardo Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: TUES. Date: 12, 17, 104

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830		1				
0830-0845		1				
0845-0900		1				
0900-0915		1				
0915-0930		1				
0930-0945		1				
0945-1000		1				
1000-1015		1				
1015-1030		1				
1030-1045		1				
1045-1100		1				
1100-0015		1				
1115-1130		1				
1130-1145		1				
1145-1200		1				
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		1				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700		1				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 3.5

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	3.5				
<b>TOTAL</b>	<b>3.5</b>				

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Wed Date: 12, 8, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 35

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total this Column 5  
 Sub-Total from Column 1 35  
 TOTAL 40

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: THURS. Date: 12/9/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 5 3

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	15				3
TOTAL	5.5				3

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: FRI Date: 12, 10, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 3.5

Category	1	2	3	4	5
Sub-Total this Column	<u>5</u>				
Sub-Total from Column 1	<u>3.5</u>				
<b>TOTAL</b>	<u>8.5</u>				

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martina Gallardo Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Weekly Individual Totals

Employee: Seyla

Week of: 12/6/04 through 12/11/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	3.25	4.25	0	0	2.50
Tuesday	2.25	2.30	0	0	5.25
Wednesday	3.00	3.50	0	0	3.50
Thursday		4.50	0	0	5.75
Friday	.75	4.25			.50
Saturday					
Sunday					

TOTAL 9.25 19.80 0 0 15.50 43.75

# Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Mon.

Date: 12/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	[Redacted]		✓			
0645-0700	[Redacted]		✓			
0700-0715	[Redacted]		✓			
0715-0730	[Redacted]		✓			
0730-0745	(into Dk by)		✓			
0745-0800	email and		✓			
0800-0815	telephone		✓			
0815-0830	calls w.		✓			
0830-0845	Patty Wisdener		✓			
0845-0900	Time Sheets	✓	X			
0900-0915	calculations	✓	X			
0915-0930	[Redacted]		✓			
0930-0945	info only		✓			
0945-1000	Time sheets	✓	X			
1000-1015	Hi-P/W.					
1015-1030	Response					
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3 11

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Sylvia

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245	[Redacted]					
1245-1300	[Redacted]					
1300-1315						
1315-1330	[Redacted]					
1330-1345	Telephone					
1345-1400	call)					
1400-1415	filling	T				
1415-1430	Time					
1430-1445	sheets					
1445-1500	for					
1500-1515	3 week					
1515-1530	period					
1530-1545	collecting					
1545-1600	time					
1600-1615	sheets					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	10	6			2
Sub-Total from Column 1	3	11			
TOTAL	13	17	0	0	2

2.25 4.25 .5

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Sylvia Work Hours: 10 Day: Tues Date: 12/7/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0845	[Redacted]		✓			
0845-0700	[Redacted]		✓			
0700-0715	(Hague)		✓			
0715-0730			✓			
0730-0745			✓			
0745-0800	SNL-		✓			
0800-0815	[Redacted]		✓			
0815-0830	(review w/		✓			
0830-0845	Linda		✓			
0845-0900	Evans)		✓			
0900-0915	Unit report	✓				
0915-0930	to Evans	✓				
0930-0945		✓				
0945-1000		✓				
1000-1015	Meet w/	✓				
1015-1030	Auditor	✓				
1030-1045	+ review	✓				
1045-1100	timesheets	✓				
1100-0015		✓				
1115-1130						✓
1130-1145						✓
1145-1200						✓
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

9	10			3
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column					18
Sub-Total from Column 1	9	10			3
<b>TOTAL</b>	<b>9</b>	<b>10</b>			<b>21</b>

225 2.5 525

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Sylvia Work Hours: 10 Day: Wed Date: 12-18-04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						✓
0645-0700						✓
0700-0715	Review		✓			
0715-0730	Telephone		✓			
0730-0745	Messages +		✓			
0745-0800	emails +		✓			
0800-0815	mail		✓			
0815-0830			✓			
0830-0845			✓			
0845-0900			✓			
0900-0915	Team mtg.	✓				
0915-0930	re. case	✓				
0930-0945	Talked	✓				
0945-1000	to LBP	✓				
1000-1015	to [redacted]	✓				
1015-1030		✓				
1030-1045		✓				
1045-1100	Discussed	✓				
1100-0015	Audit w.	✓				
1115-1130	[redacted]	✓				
1130-1145		✓				
1145-1200		✓				
-						
-						
-						
-						

Sub-Total 12 8   2

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315	TCF Sally @					✓
1315-1330	CFS re: [redacted]					✓
1330-1345	[redacted]					✓
1345-1400	dated in trouble					✓
1400-1415	Reviewed		✓			
1415-1430	doc. w.		✓			
1430-1445	M.S. re:		✓			
1445-1500	[redacted]		✓			
1500-1515	in Colo.		✓			
1515-1530			✓			
1530-1545						✓
1545-1600						✓
1600-1615	TCF [redacted]					✓
1615-1630	M [redacted]					✓
1630-1645	Major [redacted]					✓
1645-1700	msg. to [redacted] re: recording.					✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column		6			12
Sub-Total from Column 1	12	8			2
<b>TOTAL</b>	<b>12</b>	<b>14</b>			<b>14</b>

3 3.5 3.5

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Syha

Work Hours: 10

Day: Thurs

Date: 12 19 104

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						✓
0630-0645						✓
0645-0700						✓
0700-0715						✓
0715-0730						✓
0730-0745						✓
0745-0800						✓
0800-0815						✓
0815-0830						✓
0830-0845						✓
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030						✓
1030-1045						✓
1045-1100						✓
1100-0015						✓
1115-1130						✓
1130-1145						✓
1145-1200						✓
-						
-						
-						
-						

Sub-Total 

				23
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: Syha

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	TCF					✓
1215-1230	[REDACTED]					✓
1230-1245	[REDACTED]					✓
1245-1300	[REDACTED]					✓
1300-1315	B2 0041 006436					✓
1315-1330	2 packages					✓
1330-1345	address					✓
1345-1400	re: W					✓
1400-1415	case -					✓
1415-1430	psych consult					✓
1430-1445	attty for child					✓
1445-1500	Reservat					✓
1500-1515	W					✓
1515-1530	update					✓
1530-1545	parent					✓
1545-1600	Assemble					✓
1600-1615						✓
1615-1630						✓
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 

18				
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 Sub-Total from Column 1 

				23
--	--	--	--	----

  
 TOTAL 

18				23
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45                      5.75

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Sybra Work Hours: \_\_\_\_\_ Day: Fri Date: 12/10/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>M</u>		✓			
0915-0930	<u>B2004/1006-434</u>		✓			
0930-0945	<u>prepare</u>		✓			
0945-1000	<u>address</u>		✓			
1000-1015			✓			
1015-1030	<u>Get rpt. to</u>		✓			
1030-1045	<u>auditor</u>		✓			
1045-1100			✓			
1100-0015	<u>meeting re:</u>	✓				
1115-1130	<u>audit</u>	✓				
1130-1145			✓			
1145-1200		✓				
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245	<u>B2004 120297</u>		✓			
1245-1300	<u>Review</u>		✓			
1300-1315	<u>papers filed</u>		✓			
1315-1330	<u>by LAPD</u>		✓			
1330-1345			✓			
1345-1400	<u>prepare</u>		✓			
1400-1415	<u>papers</u>		✓			
1415-1430			✓			
1430-1445	<u>LWTC from</u>		✓			
1445-1500	<u>Maria's atty</u>		✓			
1500-1515	<u>in LA.</u>		✓			
1515-1530			✓			
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 3 9

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Category	1	2	3	4	5
Sub-Total this Column		12			2
Sub-Total from Column 1	3	9			
<b>TOTAL</b>	<b>3</b>	<b>21</b>			<b>2</b>

Supervisor Signature: \_\_\_\_\_



## Child Abduction Time Study Weekly Individual Totals

Employee: Weidner

Week of: 12/6/04 through 12/11/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	.3				5.75
Tuesday	7.0				2.00
Wednesday	7.0				2.00
Thursday	7.0				2.00
Friday	7.0				2.00
Saturday					
Sunday					
TOTAL	31				13.75

# Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-12

Day: Mon

Date: 12.16.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	<u>W</u>					
0815-0830	<u>PHONE</u>	✓				
0830-0845		✓				
0845-0900	<u>B200412074116</u>					
0900-0915	<u>wood case</u>	✓				
0915-0930	<u>break</u>					✓
0930-0945		✓				✓
0945-1000		✓				✓
1000-1015		✓				
1015-1030		✓				
1030-1045		✓				
1045-1100		✓				
1100-1115		✓				
1115-1130		✓				
1130-1145		✓				
1145-1200		✓				

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 16 3

Category 1 2 3 4 5

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

Sub-Total this Column	<u>0</u>				<u>0</u>
Sub-Total from Column 1	<u>38</u>				<u>3</u>
TOTAL					

(see reverse for Category details)

Employee Signature: Patty Weicher

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Tue

Date: 12.17.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	B20041207258					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000	Break 1/2 hr					
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	Lunch					
1215-1230						
1230-1245						
1245-1300						
1300-1315	B20041207431					
1315-1330	open CIA					
1330-1345						
1345-1400						
1400-1415						
1415-1430	[Redacted]					
1430-1445	[Redacted]					
1445-1500						
1500-1515	B20041207432					
1515-1530	open CIA					
1530-1545	Break					
1545-1600						
1600-1615	B20041207413					
1615-1630	B20041207432					
1630-1645	B20041207431					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 

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Category 

1	2	3	4	5
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Category 1: Contact with children and other persons involved

Sub-Total this Column 

35				
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Category 2: Securing compliance utilizing court action

Sub-Total from Column 1 

35				
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Category 3: Physically recovering child(ren)

TOTAL 

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Category 4: Training

Category 5: Non-Abduction Related

See reverse for Category details)

7.0

Employee Signature: Patty Weidner

Supervisor Signature: \_\_\_\_\_

30-2/174

# Child Abduction Time Study Worksheet

Employee: \_\_\_\_\_

Work Hours: 8.5

Day: Wed

Date: 12 18 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	B20041207432 Phone					
0845-0900						
0900-0915						
0915-0930	break					
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430	B20041107101 B20040704789					
1430-1445	B20041006205					
1445-1500	B20041006487					
1500-1515	B20041107124 B20041107170					
1515-1530	B20041207330					
1530-1545						
1545-1600						
1600-1615	B20041207413					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Lunch

computer

break

Sub-Total

Category 1 2 3 4 5

Category 1 Contact with children and other persons involved

Sub-Total this Column

Category 2 Securing compliance utilizing court action

Sub-Total from Column 1

Category 3 Physically recovering child(ren)

TOTAL

Category 4 Training

Category 5 Non-Abduction Related

(Reverse for Category details)

Employee Signature: Patty Weidner

Supervisor Signature: \_\_\_\_\_

7

# Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8.5

Day: Thurs Date: 12.19.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	B20041207431					
0815-0830	B20041207432					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015	B20041207498					
1015-1030	GOOD CAUSE					
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	M [redacted] G [redacted]					
1330-1345	(phone)					
1345-1400						
1400-1415	B20041207413					
1415-1430	NCIC ENTRIES					
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545	S [redacted] A [redacted]					
1545-1600	(phone)					
1600-1615						
1615-1630	[redacted]					
1630-1645	(phone)					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 

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Category 

1	2	3	4	5
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- Category 1 Contact with children and other persons involved
  - Category 2 Securing compliance utilizing court action
  - Category 3 Physically recovering child(ren)
  - Category 4 Training
  - Category 5 Non-Abduction Related
- (see reverse for Category details)

Sub-Total this Column	7.5				
Sub-Total from Column 1	8.5				
TOTAL	7				

Employee Signature: Patty Weidner

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: FRI

Date: 12, 10, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	B20041207432 phone					
0830-0845						
0845-0900	B20041207413 sio					
0900-0915						
0915-0930	Break					
0930-0945						
0945-1000						
1000-1015						
1015-1030	[Redacted]					
1030-1045						
1045-1100						
1100-1115	[Redacted]					
1115-1130	[Redacted]					
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	Lunch					
1230-1245						
1245-1300						
1300-1315						
1315-1330	B2104207431					
1330-1345	B20041207432 computer					
1345-1400						
1400-1415						
1415-1430	B20041207523					
1430-1445	B20041207521					
1445-1500	Good Campers					
1500-1515	Break					
1515-1530						
1530-1545	Closed out files					
1545-1600						
1600-1615						
1615-1630	B20041207407					
1630-1645	B20041207409					
1645-1700	B20041207432					
1700-1715	NCIC ENTRY					
1715-1730						
1730-1745						
1745-1800						

Sub-Total 

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Category 1 2 3 4 5  
 Sub-Total this Column 

55				
----	--	--	--	--

  
 Sub-Total from Column 1 

20				
----	--	--	--	--

  
 TOTAL 

75				
----	--	--	--	--

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

Employee Signature: Patty Weidner

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Weekly Individual Totals

Employee: Schembri

Week of 12, 6, through 12, 9,

Total Hours for the Week by Category

	1	2	3	4	5
Monday					10
Tuesday					10
Wednesday	5				5
Thursday					10
Friday					
Saturday					
Sunday					
TOTAL	5				35

# Child Abduction Time Study Worksheet

Employee: Scheer, Bui

Work Hours: 10

Day: Mon

Date: 12 16 10

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>90-D-0778</u>	X				
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 20

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>90-D-0778</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 20  
 Sub-Total from Column 1 20  
 TOTAL 20

Supervisor Signature: L. Ewan



# Child Abduction Time Study Worksheet

Employee: Jheremi Work Hours: 10 hrs Day: 12-7-04 Date: Tues

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>187 Case</u>					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						X
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>187 Case</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						X
-						
-						
-						
-						

Sub-Total 

					X
--	--	--	--	--	---

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

	Category	1	2	3	4	5
Sub-Total this Column						90
Sub-Total from Column 1						90
<b>TOTAL</b>						<u>180</u>

(See reverse for Category details)  
Employee Signature: [Signature]

Supervisor Signature: L. Evans

# Child Abduction Time Study Worksheet

Employee: Schenbi

Work Hours: 10 hrs

Day: Wed

Date: 12, 8, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>IST Case</u>					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 

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10

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>IST Case</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615	<u>Comp Time</u>					X
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category 

1	2	3	4	5
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 Sub-Total this Column 

				<u>20</u>
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 Sub-Total from Column 1 

				<u>10</u>
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 TOTAL 

				<u>40</u>
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Supervisor Signature: [Signature]

# Child Abduction Time Study Worksheet

Employee: Schubert      Work Hours: 10 hr      Day: Thurs      Date: 12/9/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745	<u>157</u>					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>187</u>					
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

--	--	--	--	--

Category 1 2 3 4 5  
Sub-Total this Column 

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Sub-Total from Column 1 

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TOTAL 

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)  
Employee Signature: [Signature]

10 hr out  
Supervisor Signature: [Signature]

**Tab 7**

3D/11.2

6/9/08

# County of Santa Clara

Office of the District Attorney

County Government Center, West Wing  
70 West Hedding Street  
San Jose, California 95110  
(408) 299-7400  
www.santacleara-da.org



**Dolores A. Carr**  
District Attorney

June 17, 2008

Jim L. Spano, Chief  
Compliance Audits Bureau  
Division of Audits  
California State Controller's Office  
P.O. Box 942850  
Sacramento, CA 94258-5874

RE: Child Abduction and Recovery Program  
FY 2003-04 Use of Time Study as Support for Reasonableness

Dear Mr. Spano:

Your audit of the Santa Clara County Child Abduction and Recovery Program administered by the Office of the District Attorney began on Monday, 6/16/2008. This audit covers the period of FY 2003-04 through FY 2006-07. This memorandum refers specifically to the computation of hours worked for FY 2003-04 only. This period utilized a negative time reporting system. Based upon the findings of the previous audit of the program completed in March 2006, this office converted to a contemporaneous time capture system beginning with FY 2004-05. Therefore the only period being currently audited that still utilized a negative time reporting system was FY 2003-04.

In order to provide additional support to the reasonableness of the FY 2003-04 claim a time study was conducted over the period of November 15, 2004 through December 9, 2004. The results of that time study are attached and include annualized projections and comparisons to the hours claimed. The entire study, including the signed plan and proposal, was submitted to your office in conjunction with your previous audit of this program covering FY 1999-00 through FY 2001-02. Copies of the time logs have been re-submitted to your auditor in conjunction with this current ongoing audit. This memorandum serves to summarize the finding and describe why they constitute a support for the reasonableness of the claim for FY 2003-04.

Please note that this time study is not intended to replace the figures in the FY 2003-04 claim, but rather to simply support the reasonableness of the hours claimed. The claim for FY 2003-04 reflected charges for 7,783 hours worked on the program. The time study showed an annualized number of hours attributable to the program of 8,274.50. This comparison shows that the claim

*To provide a copy of the letter  
attached to time study.*

30/11.3  
4/17/07

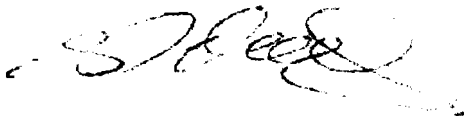
was potentially too low by 491.50 hours. However, since this time study was submitted as support for the reasonableness of the claim, not as replacement data, the claim should stand as originally submitted.

I would also like to respond to your findings regarding this time study from your March 2006 Audit Report because we disagree with the rationale used in rejecting it's usage previously. Finding 2 cited three reasons for rejecting the time study. Our responses to those reasons are as follows:

- Finding stated that the time study plan and proposal submitted for the 2006 audit did not explain how the period studied was a representative subset of the entire fiscal year. The period studied is indeed representative of a full fiscal-year because there were no substantial changes in staffing levels or workload within the program. With constant staffing levels over the audit period as compared to the time study period it is logical to extrapolate the results for any four-week period to the entire fiscal year. Since the time study extrapolation actually results in more hours spent on the program than claimed, it is reasonable to accept the claimed hours as justifiable.
- The previous audit finding stated that the time study was not summarized. While I believe the results were indeed summarized originally, the attached summary, extrapolation, and comparison to claimed hours is attached for your review and consideration. *see 3D/11.1*
- It was also stated that a time study is not appropriate due to varying levels of effort. As stated above, we disagree with this finding because the workload and staffing levels are constant with very limited variability.
- You may also notice that the time study covers all the activities attended to during the study disclosing the time spent on child abduction activities and other activities and for the purpose of the claim only the hours worked on child abduction are taken to justify the claimed costs.

It should be noted that beginning in FY 2004-05, this office began using a formal contemporaneous time sheet system to avoid these audit disagreements going forward and this contemporaneous time keeping methods are the same as those used in the time study in 2004 and the documents used then. I believe this should serve as clear supporting documentation for admitting the costs claimed.

Sincerely



George P. Doorley  
Administrative Services Manager III  
Santa Clara County District Attorney's Office

### Child Abduction Time Study

November 15, 2004 - December 9, 2004

Staff	Job Title/Classification	1	2	3	4	5	Total Hrs Working CA (Col 1-4)	Annualized Time Study		
		Contact w/ children or persons	Process-civil or criminal court action	Physically recovering child(ren)	Training- CA related, Other mandatory investigator	Non-CA time, incl V,SL, breaks, lunch		Working Hrs / 4 x 52)	2003-04 Claimed Hrs	Diference Claimed vs Time Studied Hrs
Bytheway, Glen	Investigator	70.75	7.75	3.00	11.50	93.25	93.00	1,209.00		
Cardott, Patrice	Investigator	71.75	29.25	2.50	10.75	57.75	114.25	1,485.25		
Evans, Linda	Senior Investigator	45.50	8.75	2.50	12.50	111.25	69.25	900.25		
*Fracolli, Bob	Lieutenant	28.25	0.00	0.00	0.00	139.75	28.25	367.25		
Schembri, Mike	Investigator	19.75	0.00	0.00	0.00	0.00	19.75	256.75		
*Campagnolo, Dave	Senior Investigator	1.50	0.00	0.00	0.00	0.00	1.50	19.50		
<b>Subtotal Investigators</b>		<b>237.50</b>	<b>45.75</b>	<b>8.00</b>	<b>34.75</b>	<b>402.00</b>	<b>326.00</b>	<b>4,238.00</b>	<b>4,788.00</b>	<b>(550.00)</b>
Gallardo, Martha	Paralegal	89.00	0.00	0.00	16.00	23.50	105.00	1,365.00		
*Weidner, Patty	Legal Clerk	97.00	0.00	0.00	0.00	71.75	97.00	1,261.00		
<b>Subtotal Clerical Support</b>		<b>186.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>95.25</b>	<b>202.00</b>	<b>2,626.00</b>	<b>1,624.50</b>	<b>1,001.50</b>
Sylva, Julianne	Deputy District Attorney	20.75	66.25	0.00	21.50	60.00	108.50	1,410.50		
<b>Subtotal Attorney</b>		<b>20.75</b>	<b>66.25</b>	<b>0.00</b>	<b>21.50</b>	<b>60.00</b>	<b>108.50</b>	<b>1,410.50</b>	<b>1,370.50</b>	<b>40.00</b>
<b>Total</b>		<b>444.25</b>	<b>112.00</b>	<b>8.00</b>	<b>72.25</b>	<b>557.25</b>	<b>636.50</b>	<b>8,274.50</b>	<b>7,783.00</b>	<b>491.50</b>

\* These employees were not included on the FY 2003-04 claim. 3D/2

08-22-09  
SJR

6/17/2008

to 8/1/09

3D/110

**DECLARATION OF SERVICE BY EMAIL**

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On December 31, 2014, I served the:

**SCO Revised Comments on IRC**

*Child Abduction and Recovery Program, 12-4237-I-03*

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;

Penal Code Sections 277, 278, and 278.5;

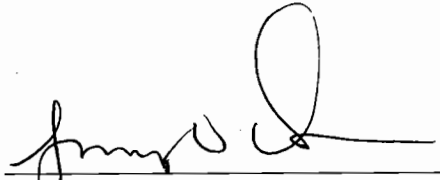
Welfare and Institutions Code Section 11478.5

Fiscal Years: 2003-2004, 2004-2005, 2005-2006, and 2006-2007

Santa Clara County, Claimant

By making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on December 31, 2014 at Sacramento, California.



Lorenzo Duran  
Commission on State Mandates  
980 Ninth Street, Suite 300  
Sacramento, CA 95814  
(916) 323-3562



# COMMISSION ON STATE MANDATES

## Mailing List

**Last Updated:** 11/19/14

**Claim Number:** 12-4237-I-03

**Matter:** Child Abduction and Recovery Program

**Claimant:** County of Santa Clara

### TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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