

# PERSONNEL SYSTEM



**SOUTH EAST SALES, INC.**

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*Committed to Excellence*

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The **South East Sales** Personnel system is composed of three individual modules which all use the same Officer/Personnel data. They may be purchased separately or as a group. The database is secured against unauthorized intrusion, and further secured for IAD records. The system can function as a unit for a single administrator, or as a network database that allows employees to enter their own time and activity reporting, for further review by a supervisor. The system allows the agency to track accrued Vacation, Sick, Personal Leave, and Comp time. If used as a network module, it provides the current accrued amounts for each employee when they log in, reducing the amount of questions directed at the agency administrative section. The unique features of this system include:

**TIME AND ACTIVITY REPORTING** provides for Time and Activity Reporting, either by employee input at a workstation on the LAN, or by batch input by the administrator. Maintains accruals; allows for one-time adjustments; supervisor approvals, and full reporting. Employee Performance reviews commendations, etc may be tracked in the Performance section.

**TRAINING** includes data tracking for both employee training and weapons qualification. Employee training employs a "class roster capability" that allows the Training supervisor to set up a class and assign individual employees to it, and record results and needed re-certification, and post to the individual employees record, all with one entry. The same is true for the Weapons Qualification module. Qualification courses can be set up, officers assigned, and results (including off – duty weapons) recorded, then posted to the employee record with one entry.

**INTERNAL AFFAIRS** module is secured for access only by IAD personnel. It allows for tracking an incident from inception (complaint) to resolution, including narrative information, case investigation, officers and civilians involved, and multiple stages of the ongoing investigation.

**SYSTEM FEATURES** includes:

- Standardized reports
- Automatic posting of accruals
- Full personnel jacket information
- Tracking of training for hours required including in-service hours
- Weapons certification listings available at the touch of a button
- Full investigations jacket for IAD
- Early warning indicators in the Performance module
- User customizable to fit your agency
- Runs on standard Microsoft supported Operating Systems

## **PLATFORMS SUPPORTED:**

- Workstation : Win7 Pro, Win 8
- Server: Microsoft Server

All software is written in Visual Basic