

CHAPTER 6
CALIFORNIA HIGHWAY PATROL YOUTH MENTOR PROGRAM

REVISED DECEMBER 2025

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CHAPTER 6

CALIFORNIA HIGHWAY PATROL YOUTH MENTOR PROGRAM

1. PURPOSE. This chapter establishes policies and procedures for the California Highway Patrol (CHP) Youth Mentor Program and provides the reporting forms and requirements developed to monitor ongoing mentor activity by members of this Department. The Department is committed to developing programs designed to make a difference in the lives of California's youth. To this end, the CHP Youth Mentor Program reaffirms the Department's community outreach commitment by developing a support system for at-risk groups. Employees and the community will benefit from this strengthened partnership.
2. BACKGROUND. In 1994, Governor Wilson issued Executive Order W-77-94, which created the California State Commission (CSC). The CSC was created in response to President Clinton's National and Community Service Trust Act of 1993, which required the governor of each state to create and appoint a commission to administer the AmeriCorps program. The purpose of the CSC was to serve as California's lead agency for community service and volunteerism, informing the public of the value of, and need for, greater community service and volunteerism in California, calling upon all Californians to become involved, and challenging public and private institutions to create and support community service and volunteer opportunities. In December 2006, Governor Schwarzenegger signed Executive Order S-24-06, renaming the organization California Volunteers. Additionally, to increase public awareness of the need for volunteer mentors and offer recognition and gratitude to the countless individuals who donate their time as mentors throughout California, in 2004, January was designated as "California Mentoring Month."
3. POLICY. The Department shall continue its efforts to make a difference in the future of California's youth, providing departmental employees opportunities to volunteer with a quality assurance mentoring organization. The CHP Youth Mentor Program was established in response to Governor Wilson's 1996 California Mentor Initiative (CMI), which was created to expand the number of adult mentors who provide guidance and support to at-risk youth within the state. The CMI defines mentoring as a "relationship" between two or more people where older, wiser, more experienced individuals provide support and guidance to a minor whose environment increases their chances of exposure to teen pregnancy, academic failure, gangs and violence, use of alcohol and drugs, and other at-risk behaviors. The California Department of Human Resources defines approved mentoring activities as "focused on the needs of at-risk children or youths, organized through a bona fide mentoring organization. A bona fide mentoring organization is generally defined as an organization whose function includes mentoring

services for children and youth." If employees need assistance finding a qualified youth mentor program, a directory of organizations that meet the quality assurance standards can be found at <https://www.mentoring.org/take-action/become-a-mentor/>.

4. YOUTH MENTORING PROGRAM ROLES AND RESPONSIBILITIES. The responsibility for the safety of juveniles and California's youth is a shared responsibility among all members of this Department. The following are specific roles and responsibilities for the Youth Mentor Program:

- a. Program Administrator. The Community Outreach and Marketing Section (COMS) commander serves as the Department's designated program administrator, is responsible for the effectiveness of the Youth Mentor Program within the Department, and is responsible for any reporting requirements to the Office of the Commissioner.
- b. Program Coordinator. The COMS program coordinator provides overall coordination of this program. The COMS program coordinator implements the Department's Youth Mentor Program activities, attends all state mentoring coordinator meetings, creates reporting formats, gathers statistical data, and the necessary reports submitted by Division mentor coordinators, and is responsible for any reporting requirements to the Governor's office. The COMS program coordinator provides staff services to the Commissioners and Division and Area commanders for Youth Mentor Program activities.
- c. Division Commanders. The Division commander is responsible for program implementation and reporting at the Division level. The Division commander shall select a Youth Mentor Program coordinator.
- d. Division Coordinators. The Division coordinator is responsible for promoting and coordinating the Youth Mentor Program at the Division level. The Division coordinator is also responsible for consolidating information from Area quarterly reports for the Division quarterly report. Division quarterly reports shall be sent to the COMS program coordinator no later than 30 days after each quarterly reporting period ends.
- e. Area Commanders. The Area commander appoints an Area mentor coordinator and promotes the Youth Mentor Program within the command and community.
- f. Area Mentor Coordinators. The Area Youth Mentor Program coordinator organizes and oversees the Youth Mentor Program at the Area level. This includes recruiting volunteers, distributing and collecting Youth Mentor Program reporting forms and logs, and overseeing, assessing, and tracking mentor activities and hours to ensure commitments are being met.

(1) Area mentor coordinators are also responsible for consolidating Area quarterly reports for Division quarterly reports. Area quarterly reports are to be sent to the Division coordinator no later than 15 days after the end of each reporting period.

(2) An Explorer Post Advisor may also function as the Area's Youth Mentor Program Coordinator. Area Youth Mentor Program coordinators are strongly encouraged to contact local quality assurance mentoring organizations to match interested employees with mentor programs. Coordinators can also network with the appropriate local organizations not listed in the online mentor directory to establish new partnerships if they follow the guidelines in paragraph 6.d. of this manual.

5. PROCEDURES.

a. Mentor Leave Eligibility. To be eligible for mentor leave, an employee must:

(1) Have a permanent appointment (Bargaining Unit [BU] 7 employees, in addition to being permanent, must have a full-time appointment).

(2) Have completed their initial probationary period.

(3) Have committed to mentoring a child or youth through a mentoring organization that meets the quality assurance standards for at least one school year. (Most programs align with the child's regular school year. Department management may make exceptions to the school's one-year commitment based on the mentor program that was selected.)

(4) Any appeals and/or disputes regarding this section shall be managed in accordance with the complaint procedure specified in the BU 5 Memorandum of Understanding (MOU) and BU 7 MOU. Other eligible employees' appeals and/or disputes regarding this section shall be handled in accordance with the complaint procedure specified in their BU's MOU.

(5) Permanent part-time and permanent intermittent employees may receive a prorated amount of mentoring leave based on the employee's time base. For example, half-time employees are eligible for 20 hours of mentoring leave per calendar year. In contrast, an intermittent employee must work a qualifying monthly pay period (equivalent to 160 hours) to earn 3.3 hours of mentoring leave. Any appeals and/or disputes regarding this section shall be handled in accordance with the complaint procedure specified in Article 6 of BU 1 MOU.

b. Mentoring Leave. Per each BU MOU, eligible employees may qualify for mentoring leave.

(1) Eligible employees may receive up to 40 hours of mentoring leave per calendar year to participate in mentoring activities. Employees must first accrue 40 hours of youth mentor time by utilizing personal leave banks or on a regular day off, which shall be verified at the command level. A supervisor will verify the time with a completed CHP 177A, Daily Mentoring Activity Log. A memorandum and a copy of the CHP 177A will be routed through channels to the Human Resources Section (HRS). The HRS will then update the leave section of the Activity Tracking System (ATS) CHP 415, Daily Field Record, to reflect 40 hours of youth mentor time for uniformed employees. Mentoring leave is paid leave time, which may only be used by an employee to mentor. This leave does not count as time worked for overtime purposes. Mentoring leave may not be used for travel to and from the mentoring location.

(2) An employee must use 40 verified hours of their personal time (annual leave, vacation, personal leave, personal holiday, or compensated time off [CTO] credits during the workday and/or personal time during nonworking hours) before requesting mentoring leave.

(a) For example, if an employee requests two hours of mentoring leave, they must have already used 40 verified youth mentor hours of their own personal time before receiving approval for the mentoring leave.

(b) Mentoring leave does not have to be requested in the same week or month as the personal time is used. However, it needs to be requested and used before the end of the calendar year.

(3) Before requesting mentoring leave and in accordance with departmental policy, an employee shall provide their supervisor with verification of personal time spent mentoring from the mentoring organization. These are verified using the CHP 177A (refer to Annex B) and CHP 177B, Employee Quarterly Mentor Activities (refer to Annex C).

(4) Requests for approval of vacation, CTO, and/or annual leave for mentoring activities are subject to approval requirements in the applicable BU MOU and departmental policy.

c. Reporting and Timekeeping. Any mentoring performed by employees, excluded or represented, during work hours or while off-duty, compensated or not, including activities related to the Explorer Program, should be recorded on the activity forms and quarterly reports. All forms in this chapter, except the ATS CHP 415, are available under Forms on the CHP Intranet site.

(1) All employees are required to submit all mentoring activities and hours on a CHP 177A and CHP 177B. Commanders shall ensure all employees submit CHP 177A and CHP 177B every quarter and track the time utilized for

mentoring. This will ensure employees do not use more than the maximum 40 hours available for mentoring leave.

(2) The CHP 177As and CHP 177Bs are due no later than ten days after the end of each quarter to the Area Youth Mentor Program coordinator. Area Youth Mentor Program coordinators shall, in turn, consolidate all data onto the CHP 177, CHP Mentor Program Quarterly Report (refer to Annex A) and forward it to the Division coordinator. The Division coordinator shall consolidate all of the information on the Area Youth Mentor Program and forward it to the COMS program coordinator within 30 days after the end of each quarter. Negative reports (reports without mentoring time) are required.

(3) The CHP 177A and CHP 177B were developed to assist coordinators and employees in recording, tracking, and reporting mentor hours and activities. A CHP 177A shall be completed by employees who are mentoring during work hours as well as off-duty.

(a) The CHP 177A tracks all hours of mentoring, including any time spent on Explorer Program activities or functions. In addition, the CHP 177A allows eligible employees to record all mentoring leave hours.

(b) Area Youth Mentor Program coordinators shall maintain a file with all Area employees' mentoring activities, including the CHP 177A.

(4) Eligible employees shall document all reimbursable mentor leave hours used on the ATS 415 in the Daily Field Record section, Leave/Detail/Type/ Mentoring Leave, on a day-by-day basis. The mentor time accrued will be tracked by HRS and reflected in the Leave Time drop-down menu. Details of mentoring activities shall be accurately documented in the Officer Comments/Community Engagement sections of the ATS 415. Area Youth Mentor Program coordinators shall maintain a file with all employees' mentoring activities, including any ATS 415s with mentoring information.

(5) Eligible employees who utilize the CHP 71, Attendance Report, to record attendance should indicate mentor leave in the "MISC. OFF" column with "Mentor" noted in the "REMARKS" column (refer to Annex E).

(6) Although employees in Work Week Group (WWG) E and SE classifications are not required to maintain an hourly accounting of their time, to track mentoring leave hours, WWG E and SE employees should record their use of mentoring leave, even if the leave utilized is less than 8-hour increments. The purpose of this additional documentation is to record the hours used under the mentoring leave provisions provided for in CMI.

6. QUALITY ASSURANCE PROGRAMS. The Department currently has a CHP Explorer Program, an affiliate of Learning for Life. The Explorer Program was implemented in 1991 to provide positive role models, guidance, and counseling for young men and women. For purposes of CMI, this program falls under the Quality Assurance Standards and has been accepted as a quality-assured mentoring function.

a. The use of mentoring leave eligibility is restricted to one advisor per Explorer Post. This restriction is outlined in Highway Patrol Manual 70.5, Explorer Program Manual.

b. Approving mentoring programs can be time-consuming for Division and Area Youth Mentor Program coordinators. Therefore, coordinators are encouraged to align with their local mentor coalitions and compile a pre-approved list of locally qualified youth mentor programs.

c. Examples of other mentoring programs are Big Brothers/Big Sisters Organizations, School Buddy, Civil Air Patrol, Adopt a Friend, and School Partnership Programs.

d. For purposes of CMI, quality mentoring volunteer programs should fall under, but are not limited to, the following guidelines:

(1) A statement of purpose and a long-range plan.

(2) A recruitment plan for both mentors and mentees.

(3) An orientation for mentors and mentees.

(4) Eligibility screening for mentors and mentees, which includes an application process and review.

(5) A readiness and training curriculum for all mentors and mentees.

(6) A strategy to match mentors and mentees.

(7) A process to monitor the development of the relationship.

(8) Steps for closure of the mentor/mentee relationship.

(9) An evaluation process that includes an outcome analysis of the program and relationship.

e. It is CHP's continued commitment to expand its community outreach efforts by strengthening its mentor involvement and, therefore, continuing to make a difference in the communities it serves. The Department encourages all employees

to become mentors. Interest, time, and experience can make a difference in a child's life.

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ANNEX A

CHP 177, CHP MENTOR PROGRAM QUARTERLY REPORT

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CHP MENTOR PROGRAM QUARTERLY REPORT
CHP 177 (Rev. 9-11) OPI 013

| | | |
|-----------------|-----------|-------------------------|
| CHP COMMAND | | LOCATION CODE |
| Inland Division | | 801 |
| EMPLOYEE NAME | ID NUMBER | REPORTING PERIOD (YEAR) |
| Jane Doe | 12345 | 2025 |

Division Report (Due to Program Coordinator 30 days after end of each quarter)
 Quarter Reporting:
 January - March
 July - September

Section/Area Report (Due to Division Coordinator 15 days after end of each quarter)
 April - June
 October - December

The intent of this report is to capture as many hours from as many sources of mentoring activity by all departmental employees. Therefore, data in this report should include mentoring activity of all employees, excluded and represented, performed during work hours and/or outside of work hours, and any Explorer advisor activity.

| | |
|---|-------|
| Number of employees that <i>expressed an interest</i> in mentoring during the reporting period. _____ | 8 |
| Number of CHP employees mentoring during the reporting period. _____ | 2 |
| Total mentoring hours worked. (Do NOT include mentoring leave hours used). _____ | 48.00 |
| Total of mentoring leave hours used. _____ | 10.00 |
| Total number of referrals to local mentor programs during the reporting period. _____ | 0 |
| Number of employees that were matched with a mentee(s) during the reporting period. _____ | 1 |
| Number of <u>male</u> mentees served during the reporting period. _____ | 2 |
| Number of <u>female</u> mentees served during the reporting period. _____ | 0 |

LIST PARTICIPATING MENTORING PROGRAMS/ORGANIZATIONS

Area 840: Explorer Post 840 under Learning for Life
Area 860: Boy Scouts of America Troop 585, LDS youth group

SUMMARY OF MENTORING ACTIVITIES CONDUCTED DURING REPORTING PERIOD

Area 840: Explorer Post 840 participated in several events such as NASCAR, auto club, Black History Month Parade, and the Inland Division PAT.
Area 860: Addiction avoidance, self worth activities, character building, and religious studies.

SUCCESSES ACHIEVED BY MENTORS AND MENTEES

Area 840: Explorer John Doe achieved the rank of Explorer Captain. Explorers Jane Doe and John Doe achieved the rank of sergeant.
Area 860: Attended multiple youth group meetings to discuss spiritual growth and development. Conducted a presentation.

(If space is not adequate for any of the above, attach additional sheets.)

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ANNEX B

CHP 177A, DAILY MENTORING ACTIVITY LOG

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
DAILY MENTORING ACTIVITY LOG
CHP 177A (Rev. 12-11) OPI 035

EMPLOYEE NAME
John Doe

COMMAND NAME AND LOCATION NUMBER
Riverside/840

| YEAR | 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 | M* | M** TTL | MLI | MLI TTL | | | | |
|-----------|---|---|---|---|---|---|---|---|------|----|----|----|----|----|----|----|------|----|----|----|----|------|----|----|----|----|----|----|----|----|----|----|------------|------|------------|------|--|--|--|
| 2025 | | | | | | | | | 10.0 | | | | | | | | 10.0 | | | | | 10.0 | | | | | | | | | | | 30.0 | 30.0 | 10.0 | 10.0 | | | |
| January | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| February | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| March | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| September | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| October | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| November | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| December | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

M* = Mentoring Hours Worked - Record all mentoring hours worked during the current month either during work hours or while off duty, compensated or not. Do NOT include in this column mentoring leave hours used.

M** TTL = Year-to-date total of mentoring hours worked.

MLI = Mentoring Leave Hours - Record all mentoring leave hours used during the current month.

MLI TTL = Year-to-date total of mentoring leave hours used.

NOTE: Employees must use an equal number of hours of their personal time prior to requesting mentoring leave.

Mentoring leave hours used should be recorded on this activity log AND the appropriate form normally used by the employee to record time off from work. A maximum of 40 mentoring leave hours may be used in a calendar year. Unused mentoring leave balances may not be carried over to the following year.

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ANNEX C

CHP 177B, EMPLOYEE QUARTERLY MENTOR ACTIVITIES

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

EMPLOYEE QUARTERLY MENTOR ACTIVITIES

CHP 177B (Rev. 9-11) OPI 035 *(If space is not adequate for any of the below, attach additional sheets.)*

| | | | |
|---------------|--|-----------|---------------|
| EMPLOYEE NAME | | ID NUMBER | AREA/SECTION |
| Jane Doe | | 12345 | Riverside 840 |

REPORTING PERIOD (QUARTER/YEAR)
1st Quarterly/2025

ORGANIZATION(S) THAT I MENTOR FOR:
Explorer Post 840

Were you referred to a mentor organization by your Area/Section coordinator? YES NO

SUMMARY OF MENTORING ACTIVITIES CONDUCTED DURING THE QUARTER:
Explorers provided hands-on assistance at NASCAR event, auto club booth, and the Inland division PAT. Distributed pamphlets, helped set up booths, carried supplies, and were available as needed by CHP staff.

SUMMARY OF SUCCESSES ACHIEVED BY MENTORS AND/OR MENTEES:
Explorer John Doe achieved the rank of Explorer Captain. Explorers Jane Doe and John Doe achieved the rank of Explorer Sergeant.

Number of **male** mentees served each month in reporting quarter:

| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 10 | 0 | 0 | | | | | | | | | |

Number of **female** mentees served each month in reporting quarter:

| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 0 | 0 | 0 | | | | | | | | | |

I agree to keep a record of volunteer hours used and to provide verification of volunteer activities from the mentoring organization (s) listed above to my supervisor upon request.

| | |
|---------------------------------------|--------------------|
| EMPLOYEE SIGNATURE <i>Jane Doe</i> | DATE 04/08/2025 |
|---------------------------------------|--------------------|

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ANNEX D

CHP 415, DAILY FIELD RECORD

Calendar
☰
👮 Add Activity for 014567 on 01/22/2021 Regular

Daily Field Record

Activity Information

Primary Activity

Activity Start

Leave

Leave Type

Time (HHMM) Details

Add

| Hours Used | Leave Type | Detail | Beat | Claim # | Action |
|------------|------------|--------|------|---------|--------|
| | | | | | |

FLSA Activity Time Patrol Time Overtime Activity
112.00 / 171.0 06:00 03:00 00:00 (00:00)

ANNEX D
CHP 415, DAILY FIELD RECORD (continued)
REIMBURSED MENTOR LEAVE

End of Shift for 014567 on 01/22/2021 Regular

Regular Miles Driven: Partner ID:

No Section G Categories Specified for this Month.

Officer Comments

Community Engagement

Youth Mentor Program leave used - 3 hours/ Approved by S-3
1/22/2021 - 1430
Liberty Junior High School Youth Mentor Program
2 students mentored

Services

Activity

Note

Premium Pay **Overtime/Standby to CTO**

FTO: OIC: Alt Motor Rider: Standby Pay Time:

ANNEX E

CHP 71, ATTENDANCE REPORT

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
ATTENDANCE REPORT
CHP 71 (Rev. 7-20) OPI 086

SOCIAL SECURITY NO. / NAME (LAST, FIRST, M. I.)
123-45-6789 / SMITH, EMILY

CLASS / SERIAL / CBID / WWS / LOCATION CODE / PAY PERIOD
5393/711 / R01 / 2 / 013 / 01/2021

OVER 11 CONSECUTIVE WORKING DAYS OFF PAY IN TWO CONSECUTIVE QUALIFYING PAY PERIODS.
(Check this box if employee worked 11 days but was paid 11 days this period, but not consecutive days on dock which began last pay period and ended this pay period totals more than 88 hours.)

SHIFT START TIME:
8:00:00 AM

SKILL PAY

PERMANENT EVENING SHIFT

PERMANENT NIGHT SHIFT

PARTIAL SHIFT
(E-OP IN SKILL PAY COLUMN)

BILINGUAL

WORKWEEK (indicate one)

REGULAR WORKWEEK
(M - F, 8 HOUR SHIFTS)

IREG. WORKWEEK
(OTHER THAN SAT./SUN. OFF)

ALT. WORKWEEK
(REFER TO HPM 10.3, CH. 28)

4/10 (DAY OFF):)

9/80 (DAY OFF):)

9/140 (HALF DAY):)

3/12 (DAY OFF):)

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| DATE | R.T. | S.L. | VAVAL | INL | C.T.O. | EX. OFF | OFF. PAY | MISC. OFF. | TOTAL | PAD. O.T. | C.T.O. | EX. ON | MISC. ON | SKILL PAY | REMARKS |
|------|--------|------|-------|-----|--------|---------|----------|------------|--------|-----------|--------|--------|----------|-----------|--|
| 1H | 8.00 | | | | | | | | 8.00 | | | | | | ENW |
| 2 | X | X | | | | | | | X | | | | | | |
| 3 | X | X | | | | | | | X | | | | | | |
| 4 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 5 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 6 | 6.00 | 2.00 | | | | | | | 8.00 | | | | | | |
| 7 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 8 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 9 | X | X | | | | | | | X | | | | | | |
| 10 | X | X | | | | | | | X | | | | | | |
| 11 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 12 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 13 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 14 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 15 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 16 | X | X | | | | | | | X | | | | | | |
| 17 | X | X | | | | | | | X | | | | | | |
| 18H | 8.00 | | | | | | | | 8.00 | | | | | | |
| 19 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 20 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 21 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 22 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 23 | X | X | | | | | | | X | | | | | | |
| 24 | X | X | | | | | | | X | | | | | | |
| 25 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 26 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 27 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 28 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 29 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 30 | X | X | | | | | | | X | | | | | | |
| 31 | X | X | | | | | | | X | | | | | | |
| TTL | 166.00 | | 2.00 | | | | | | 168.00 | | | | | | TOT. USG. SKILL S. (TYPE FSL IN RANKS) |

COMMENTS:
2 HOURS PERSONAL TIME USED FOR MENTORING

Personal Holiday(s) Used: No Yes

Professional Development Day(s) Used: #1 No Yes #2 No Yes #3 No Yes #4 No Yes #5 No Yes

(BU 2):

INITIALS OF PERSON PREPARING FORM: ES

CERTIFICATE OF APPOINTING AUTHORITY: I hereby certify that to the best of my knowledge and belief, this attendance report is true and correct and that the person listed hereon has not been assigned duties inconsistent with the law and Department regulations.

COMMANDING OFFICER'S SIGNATURE

ANNEX E

CHP 71, ATTENDANCE REPORT (continued)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
ATTENDANCE REPORT
CHP 71 (Rev. 7-20) OPI 086

SOCIAL SECURITY NO. NAME (LAST, FIRST, M.I.) I.D. NUMBER
123-45-6789 SMITH, EMILY A12345

CLASS / SERIAL CRID WWSG LOCATION CODE PAY PERIOD
5393/711 R01 2 013 03/2021

OVER 11 CONSECUTIVE WORKING DAYS OFF PAY IN TWO CONSECUTIVE QUALIFYING PAY PERIODS.
(Check this box if employee was paid 11 days last pay period and 11 days this pay period, but not consecutive days on dock which began last pay period and ended this pay period totals more than 88 hours.)

SHIFT START TIME: 8:00:00 AM

SKILL PAY

PERMANENT EVENING SHIFT

PERMANENT NIGHT SHIFT

PARTIAL SHIFT
(E-OR-F IN SKILL PAY COLUMN)

BILINGUAL

WORKWEEK (Indicate one)

REGULAR WORKWEEK
(M-F, 8 HOUR SHIFTS)

IRREG. WORKWEEK
(OTHER THAN SAT./SUN. OFF)

ALT. WORKWEEK
(REFER TO HPM 10.3, CH. 28)

4/10 (DAY OFF):)

9/180 (DAY OFF):)

9/140 (HALF DAY):)

3/112 (DAY OFF):)

Original - Human Resources Section
Copy - Employee
Copy - File

| DATE | R.T. | S.L. | VVAL | INL | C.T.O. | EX OFF | OFF PAY | MISC. OFF | TOTAL | PAD O.T. | C.T.O. | EX ON | MISC. ON | SKILL PAY | REMARKS |
|------|--------|------|------|-----|--------|--------|---------|-----------|--------|----------|--------|-------|----------|-----------|-------------------------------------|
| 2 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 3 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 4 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 5 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 6 | X | X | | | | | | | X | | | | | | |
| 7 | X | X | | | | | | | X | | | | | | |
| 8 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 9 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 10 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 11 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 12 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 13 | X | X | | | | | | | X | | | | | | |
| 14 | X | X | | | | | | | X | | | | | | |
| 15 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 16 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 17 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 18 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 19 | 6.00 | | | | | | | 2.00 | 8.00 | | | | | | MENTOR LEAVE |
| 20 | X | X | | | | | | | X | | | | | | |
| 21 | X | X | | | | | | | X | | | | | | |
| 22 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 23 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 24 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 25 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 26 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 27 | X | X | | | | | | | X | | | | | | |
| 28 | X | X | | | | | | | X | | | | | | |
| 29 | 8.00 | | | | | | | | 8.00 | | | | | | |
| 30 | 8.00 | | | | | | | | 8.00 | | | | | | HRW |
| 31H | 8.00 | | | | | | | | 8.00 | | | | | | |
| TTL | 174.00 | | | | | | | 2.00 | 176.00 | | | | | | TOT. HRS. FAM. N. (P/F FSL IN P/MS) |

COMMENTS:
2 HOURS APPROVED - YOUTH MENTOR LEAVE

Personal Holiday(e) Used: No Yes
Professional Development Day(e) Used: #1 No Yes #2 No Yes #3 No Yes #4 No Yes #5 No Yes

INITIALS OF PERSON PREPARING FORM: ES

CERTIFICATE OF APPOINTING AUTHORITY: I hereby certify that to the best of my knowledge and belief, this attendance report is true and correct and that the person listed herein has not been assigned duties inconsistent with the law and Department regulations.

COMMANDING OFFICER'S SIGNATURE