



# Drug Recognition Expert (DRE) Time and Activity Quick Reference Card

Activity Codes	Leave Codes	Work Schedule Indicators	
<p><b>2100 General Management</b></p> <p><b>2110 Field Supervision</b></p> <p><b>2217 DRE Training Given</b> Time spent providing formal instruction to include class and report preparation and travel associated with the training. <i>Number</i> Number of Students Taught <i>Field 1</i> Course Phase ARIDE Advance Roadside Impaired Driving Enforcement DID Drug that Impair Driving DRE Drug Recognition Expert DITEP Drug Impairment Training for Educational Professionals  SFST Standardized Field Sobriety Testing <i>Field 2</i> Course Type CJ Other Criminal Justice Agency CO Community Group LE Law Enforcement Agency MIX Mixed Group WSP WSP Employees O Other</p> <p><b>2218 DRE Training Received</b> <i>Field 1</i> Location A Academy O Other BAC Breath Test Training <i>Field 2</i> Type of Training ARIDE Advance Roadside Impaired Driving Enforcement DID Drugs that Impair Driving DRE Drug Recognition Expert DITEP Drugs Impairment Training for Educational Professionals  SFST Standardized Field Sobriety Test INST Instructor Development <i>Field 3</i> Sponsor DEC Drug Evaluation &amp; Classification WSP WSP CJTC CJTC O Other</p> <p><b>2220 Trooper Observation/Counseling</b> <i>Field 1</i> Activity Type 1 Observation/Riding 2 Observation/Collision 3 Observation/Court 4 Trooper Counseling 5 Cadet Counseling <i>Field 2</i> Trooper's Badge Number</p> <p><b>2320 Technology Installation/Maintenance</b> <i>Field 1</i> Activity Type <i>Field 2</i> Type of Equipment <i>Field 3</i> Customer</p>	<p><b>2700 Court</b> All activities relating to court attendance. This includes federal, superior, district and juvenile court, 242 hearings, phone hearings, prosecutor/attorney contacts and travel time associated with court, unless returning to duty from court. Refer to the TAR Manual for proper recording of court types. When attending court in an overtime status, a copy of the subpoena requiring the officer's attendance must be attached to the TAR. <i>Field 1</i> Case # (If applicable)</p> <p><b>9511 Court Call Out On Day Off or a day of Annual Leave</b> <i>Field 1</i> Case # (If applicable)</p> <p><b>3170 Drug Recognition</b> Time spent by DRE when responding to or conducting investigation of drug impaired violators. For cases where narcotics are found, refer to the '4 Hour Rule' <i>Number</i> Number of DRE Evaluations Activity statistic codes are required <i>Field 1</i> Phase E Full Evaluation Conducted A Assist C Coordinator P Preliminary Evaluation Only <i>Field 2</i> Disposition CE Completed Evaluation with Enforcement IE Incomplete with Enforcement I Incomplete with No Enforcement RE Refused with Enforcement R Refused with No Enforcement MRE Medical Rule-out with Enforcement MR Medical Rule-out with No Enforcement N Not Impaired <i>Field 3</i> Initiator A Allied Agency Request S Self Initiated W WSP Employee Request CID CID <i>Field 4</i> Toxicological Sample Collected B Blood O Other R Refused U Urine</p>	<p>9100 Bereavement Leave (Civil Service Employees) 9102 *Comp – Bereavement 9017 *Comp – Unforeseen Family 9153 *Comp – Parental 9169 *Comp – in Lieu of Sick 9016 *Comp – Inclement Weather 9069 *Compensatory Time 9019 *Exchange Time 9070 Holiday Credits 9021 Inclement Weather 9072 Legal/Designated Holiday 9037 LWOP – Education 9030 LWOP – Inclement Weather 9031 LWOP – Military 9033 LWOP – Other 9032 LWOP – Parental 9034 LWOP – Unauthorized 9043 Military Leave 9022 Miscellaneous Leave – Interview 9023 Miscellaneous Leave – Jury Duty 9013 Miscellaneous Leave - Life Giving 9063 Miscellaneous Leave – State Exam 9504 Miscellaneous Leave Taken 9047 *Personal Holiday – Shift 9502 Scheduled Day Off 9050 *Sick – Bereavement 9061 *Sick – Unforeseen Family 9051 *Sick – Contagious Jeopardy 9174 *Sick – Family Care 9057 *Sick – Inclement Weather 9058 *Sick – Parental 9060 *Sick – Preventive Care Self 9054 *Sick – Relative/Household Member 9056 *Sick – Self-Illness/Injury 9075 *Sick – Preventive Care (Relative/Household) 9003 *Vacation 9007 *Vacation – Inclement Weather 9006 *Vacation – in Lieu of Sick 9009 *Vacation – Unforeseen Family</p> <p><i>* Must have appropriate leave balance to use.</i></p> <p><i>* Refer to your appropriate collective bargaining agreement regarding leave usage.</i></p> <p><i>Refer to the TAR manual for additional leave codes and definitions.</i></p>	<p>1 Mon/Fri 8 Hrs 2 Tue/Sat 8 Hrs 3 Wed/Sun 8 Hrs 4 Thurs/Mon 8 Hrs 5 Fri/Tue 8 Hrs 6 Sat/Wed 8 Hrs 7 Sun/Thurs 8 Hrs 8 Mon/Thurs 10 Hrs 9 Tue/Fri 10 Hrs 10 Wed/Sat 10 Hrs 11 Thurs/Sun 10 Hrs 12 Fri/Mon 10 Hrs 13 Sat/Tue 10 Hrs 14 Sun/Wed 10 Hrs 99 Use only if other WSI N/A</p> <p style="text-align: center;">See TAR Manual or WSI Quick Reference Card for additional codes.</p> <div style="background-color: #f2f2f2; text-align: center; padding: 2px;"><b>Acting Pay Codes</b></div> <p>S Sergeant L Lieutenant C Captain F Field Training Officer P Acting Sergeant and Field Training Officer (Troopers Only) Q Acting Lieutenant and Field Trng Officer (Sergeants Only) A Deputy Chief M Motors</p> <div style="background-color: #f2f2f2; text-align: center; padding: 2px;"><b>OT Types</b></div> <p>CX Commute Extension CO Call-out EX Shift Extension HW Holiday Worked SA Shift/Schedule Adjustment</p> <div style="background-color: #f2f2f2; text-align: center; padding: 2px;"><b>OT Pay Codes</b></div> <p>C Comptime H Holiday Credit Hours P Pay E Exchange Time</p> <div style="background-color: #f2f2f2; text-align: center; padding: 2px;"><b>Note</b></div> <p><i>Refer to the Bargaining Agreements/ Civil Service Rules for use of acting pay, overtime, leave and compensatory time.</i> <i>Refer to the TAR Manual for additional codes and/or explanation of codes.</i></p>