

August 2011

**A REVIEW TO ASSESS COMPLIANCE WITH  
ESTABLISHED ERIE COUNTY PERSONNEL POLICIES  
AND PROCEDURES FOR RECORDING ATTENDANCE**

As of June 30, 2011



**MARK C. POLONCARZ**  
**ERIE COUNTY COMPTROLLER**

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Michael R. Szukala, MBA, CIA

Deputy Comptroller - Audit & Control

To the Honorable Erie County Legislature:

On September 30, 2009, the Erie County Comptroller's Office issued an audit report of the Department of Personnel regarding the County's payroll records. One of our major findings was the absence of recording of time worked. This report is a follow-up to review the current status of similar payroll records and to assess compliance with established Erie County Personnel Policies and Procedures for recording attendance. We examined records found on the County's ESS system, often referred to as the "Swipe" system.

## **OBJECTIVES**

The objectives of our review were to:

- Determine how many County departments are not currently utilizing the ESS system.
- Determine how many employees are not utilizing the ESS system contrary to Erie County Personnel Policies and Procedures, Chapter 6, Section 1.

## **BACKGROUND**

In 2008, the County began implementation of the employee self service "swipe card" timekeeping system ("ESS") to replace the paper "sign-in, sign-out" sheets. The ESS system was touted as a means to both save time and minimize abuse. Allegedly, ESS would remove much of the labor involved in the processing of the County's payroll by eliminating most of the data entry work. Under the previous system, payroll clerks entered payroll data for all employees. The ESS system, which compels employees to record their own time through "swipes" of an ID card and enter their own payroll time off, was intended to eliminate nearly all payroll clerk tasks. Additionally, the use of swipe cards purportedly would reduce fraudulent payroll entries.

It should be noted that Erie County Personnel Policies and Procedures require all "employees [to] accurately record their attendance at work by swiping their employee identification badge[s]." The only exceptions to this policy are for employees who work in County Departments that have not currently transitioned to the swipe card system or are unable to adopt the swipe system due to the nature or location of their work done and all elected officials (county executive, comptroller, clerk, district attorney, sheriff and legislators), who must record work hours over a three consecutive month period in order to estimate the hours worked for a full year.

This review does not discuss the savings from implementing the ESS system and does not touch on the purported reduction in fraudulent payroll entries. Our review was limited to the objectives stated above.

For an employee to record his or her time in ESS, that employee uses a specially coded County ID card. The card is waved near an ESS sensor. This act, called "swiping," records the time the employee arrived and left for the day, and the employee's departure and return from lunch.

When an employee fails to record the requisite number of swipes in a day (two: In, Out; or four: In, Lunch Out, Lunch In, Out) the system records the exception “Unauthorized Unpaid Leave,” which must be changed to one of a number acceptable types of leave and then submitted to their direct supervisor for approval before that time will count towards their bi-weekly pay.

Not all County buildings have installed ESS sensors, and not all County ID’s are coded for the ESS system.

Please note that the ESS system is independent of the County’s access controls over secure areas. It is possible to have an ID activated to allow access to a County secure area but not have that ID activated for the ESS payroll system.

## **FINDINGS**

1. As of June 30, 2011, eight departments (divisions) are still not utilizing the County’s ESS system. In our initial review back in 2009, thirteen (13) departments (divisions) were not using the ESS system. Since 2009, five of those departments received access to ESS and began “swiping.” Those departments (divisions) that are swiping and those that are not are listed in Schedule A.

**WE RECOMMEND** that the County finalize the implementation of the ESS system and take the necessary steps required to provide the ESS attendance recording capabilities to the remaining departments or divisions.

2. Our 2009 audit also showed that certain department heads and deputies were not utilizing the swipe system while all other employees within their departments were. Of the nineteen (19) such employees not swiping in 2009, five are still not swiping today. In addition, two other department heads and one senior staff member have also not been swiping. Schedule A shows those individuals not currently swiping.

Chapter VI, Section 1, of the Erie County Personnel Policies and Procedures Manual (effective as of April 14, 2009) states that “employees must accurately record their attendance at work by swiping their employee identification badge at their designated employee swipe card reader(s).”

**WE RECOMMEND** that the County take the appropriate action to ensure that these eight employees and **all** such other County employees are in compliance with this established County policy.

3. We briefly reviewed SAP payroll records and listed employees that were not swiping when either swiping capabilities existed at their work location and/or other employees within their cost center were swiping. Forty-seven (47) employees were noted as not swiping as of June 30, 2011. Eight of the Forty-seven (47) employees were the department heads/senior staff previously noted. Twenty-three (23) employees had swipe capabilities at their work location but did not have ID cards that were activated for swiping. The remaining sixteen (16) individuals were active employees that were not swiping for reason(s) unknown. (See Schedule B)

**WE RECOMMEND** that the County take whatever steps are required to activate the swipe cards for those twenty-three (23) employees in question. Further, **WE RECOMMEND** that the County determine why the other sixteen (16) employees are not swiping and take the appropriate steps to commence swiping as required.

4. We expanded our review of departments in Finding 1 and listed the various locations within the departments from Schedule A that did not have swipe capabilities. To the best of our knowledge, there are still at least sixty-three (63) separate locations in Erie County that are not swiping (See Schedule C). While we acknowledge that the possibility exists that certain locations may not be able to readily adopt the ESS system due to a variety of reasons, we believe every reasonable effort should be made to provide the ability to swipe at every location.

**WE RECOMMEND** that the County take the appropriate and timely steps as necessary to place swipe card readers at these locations so that employees may begin swiping in accordance with the intentions of County management. Obviously, implementation should not be considered at remote locations where the costs would outweigh the benefits.

#### ERIE COUNTY COMPTROLLER'S OFFICE

CC: Hon. Christopher Collins, County Executive  
John Greenan, Commissioner of Personnel  
Erie County Fiscal Stability Authority

**SWIPING BY DEPARTMENT**

**SCHEDULE A**

<u>DEPARTMENT</u>	<u>SWIPE 2009</u>	<u>DATE STARTED</u>	<u>COMMENTS &amp; EXCEPTIONS</u>	<u>SWIPE 2011</u>	<u>DATE STARTED</u>	<u>COMMENTS &amp; EXCEPTIONS</u>
Board of Elections	No	N/A		No	N/A	
Budget and Management	Yes	8/17/2009		-	-	
Central Police Services	No	N/A		Yes	12/3/2010	Commissioner not swiping
County Attorney	Yes	11/9/2009	Former County Attorney not swiping	-	-	Current County Attorney is swiping
County Clerk	No	N/A		No	N/A	
County Comptroller	Yes	2/17/2009		-	-	
County Executive	Yes	8/17/2009	Former Deputy County Executive not swiping	-	-	Current Deputy County Executive and Sr Exec Asst CE not swiping
District Attorney	No	N/A		No	N/A	
DISS	Yes	1/20/2009		-	-	
DPW - Administration	Yes	9/29/2008	Commissioner and Deputies(2) not swiping until November 2009	-	-	
DPW Highway Districts	No	N/A		No	N/A	
DSS	Yes	Jan-09	Commissioner not swiping	-	-	Commissioner not swiping
EEO	Yes	9/29/2008	Director not swiping until November 2009	-	-	
E&P	Yes	Feb-09	Commissioner and former Deputy not swiping	-	-	Commissioner not swiping; current Deputy swiping
Emergency Services	No	N/A		Yes	12/6/2010	
Health	Yes	Mar-09	Commissioner not swiping	-	-	Commissioner not swiping
Labor Relations	Yes	10/7/2008	Commissioner not swiping	-	-	Commissioner started swiping Jan 2010
Legislature	No	N/A		No	N/A	
Library	No	N/A		No	N/A	
Mental Health	Yes	1/20/2009		-	-	
Office of Disabled	Yes	7/27/2009	Executive Director not swiping	-	-	Executive Director not swiping
Parks and Recreation - Admin	Yes	12/23/2008	Commissioner not swiping until November 2009	-	-	
Park and Forestry Locations	No	N/A		No	N/A	
Personnel	Yes	9/29/2008	Commissioner not swiping until November 2009	-	-	
Probation	No	N/A		Yes	11/8/2010	Commissioner not swiping
Purchase	Yes	1/21/2009	Director not swiping until November 2009	-	-	
Real Property	Yes	1/20/2009	Director not swiping until November 2009	-	-	
Senior Services	Yes	12/22/2008	Commissioner not swiping until November 2009	-	-	
Sheriff	No	N/A		No	N/A	
SOW	No	N/A	Commissioner not swiping	Yes	2/1/2010	Commissioner started swiping Feb 2010
Stop DWI	No	N/A		Yes	12/7/2010	
Veterans	Yes	4/24/2009	Former Veterans Svc Officer not swiping	-	-	Current Veterans Svc Officer is swiping
Youth Services	Yes	Mar-09		-	-	

NOTE: For those employees not swiping, the possibility exists for using exception sheets or supplemental time sheets. However, where swiping can be used and it is avoided, the employee is not in compliance with established County policies and procedures.

Emp #	Employee	Bus. Area	Erie County Department Name	Department / Division	Title	Work Location	Comments	Work Status	Swipe Reader Available
	<b>Dept heads not swiping</b>								
17718	Jeffrey F Hart	101	County Executive	County Executive	Deputy County Executive	Rath Bldg. Room 1600	did not swipe in 2011	FT - Active	YES
15813	Carol M Dankert	120	Social Services	DSS	Commissioner	Rath Bldg. Room 811	did not swipe in 2011	FT - Active	YES
8087	Brian J McLaughlin	126	Probation	Probation Admin & Operations	Commissioner of Probation	1 Niagara Plaza, Room 112	did not swipe in 2011	FT - Active	YES
4249	Anthony Billittier	127	Health	Health	Commissioner	Rath Bldg. Room 910	did not swipe in 2011	FT - Active	YES
14711	Susan V Sizemore	161	Personnel	Office of Disabled	Executive Director	Rath Bldg. Room 626	did not swipe in 2011	FT - Active	YES
11762	Kathy Konst	162	Environment & Planning	E&P	Commissioner	Rath Bldg. Room 1012	did not swipe in 2011	FT - Active	YES
15033	Peter M Vito	165	Central Police Services	CPS	Commissioner	CPS 45 Elm St. Room 206	did not swipe in 2011	FT - Active	YES
	<b>Active employees not swiping</b>								
6541	Christopher M Grant	101	County Executive	County Executive	Sr Executive Asst	Rath Bldg. Room 1600	did not begin swiping until 7/18/11, however irregularities still exist	FT - Active (LWOP 3/7/11-6/16/11)	YES
17206	Michael Sluberski	106	Bureau of Purchase	Div. of Purchase	Surplus Assets & Warehouse Worker	Rath Bldg. Room 1254	did not swipe in 2011	RPT - Active (returned from Military Leave 6/5/11)	YES
1778	Janet M Buchanan	120	Social Services	Financial Records & Services	Senior Clerk	Rath Bldg. Room 480	did not swipe in 2011	FT - Active	YES
6124	Jeffrey J Wightman	120	Social Services	Welfare to Work (Employment Assessment)	Workforce Trainer	Rath Bldg.	did not swipe in 2011	FT - Active	YES
13532	Tara L Karoleski	124	Mental health	Adult Mental Health Services	Coordinator Adult Single Point of Access & Accountability	Rath Bldg. Room 1231	did not swipe in 2011	FT - Active	YES
6615	Molly J Stalker	126	Probation	Probation Services-Adult	Probation Officer	1 Niagara Plaza, Room 236	did not swipe in 2011	FT - Active	YES
13569	Peter N Sukmanowski	127	Health	Environmental Health Administration	Enforcement Officer PT	Public Health Lab 503 Kensington Ave	did not swipe in 2011	PT - Active	Not Known
13570	Gregory J Butcher	127	Health	Environmental Health Administration	Enforcement Officer PT	Public Health Lab 503 Kensington Ave	did not swipe in 2011	PT - Active	Not Known

Emp #	Employee	Bus. Area	Erie County Department Name	Department / Division	Title	Work Location	Comments	Work Status	Swipe Reader Available
17429	Thomas C Dewey II	127	Health	Environmental Health Administration	Enforcement Officer PT	Public Health Lab 503 Kensington Ave	did not swipe in 2011	PT - Active	Not Known
4083	William L Scott	163	Senior Services	Area Agency Services	Community Service Aide PT	Rath Bldg. Room 384	did not swipe in 2011	PT - Active	YES
5899	Sharon K Thayer	163	Senior Services	Area Agency Services	Dietitian Consultant	Rath Bldg. Room 1329	did not swipe in 2011	FT - Active	YES
7540	Karen E Adamo	163	Senior Services	Area Agency Services	Case Manager-Senior Svcs	Rath Bldg. Room 1304	did not swipe in 2011	FT - Active	YES
9774	Thomas N. Melson	163	Senior Services	Area Agency Services	Community Service Aide PT	Rath Bldg. Room 1348	did not swipe in 2011	PT - Active	YES
16380	Karin L Gruber	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
16448	Christopher R Edmunds	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
17572	Walter Pieczynski	167	Emergency Services	Fire Safety	Fire Instructor PT	Public Safety Campus 45 Elm Street	did not swipe in 2011	PT - Active	YES
14	William P Bernacik	180	Public Works	DPW Dist Admin.	Principal engineer Assistant	Rath Bldg. Room 1032	Swipes recorded 1/3/11-3/11/11, nothing after	FT - Active	YES
	ID cards not activated								
3570	*Donald H Ehinger	103	Labor Relations	Dept. of Labor Relations	Assistant Director - Labor Relations (PT)	Rath Bldg. Room 604	did not swipe in 2011	PT - Active	YES
8831	*Daniel M Beres	120	Social Services	Employment Assessment	Work for Relief Supervisor	Rath Bldg. - Sub Basement	did not swipe in 2011	FT - Active	YES
603	*James F Haas	163	Senior Services	Area Agency Services	Community Service Aide PT	Rath Bldg. Room 1348	did not swipe in 2011	PT - Active	YES
2088	*Colleen B Eder	163	Senior Services	Area Agency Services	Dietitian Consultant	Rath Bldg. Room 1329	did not swipe in 2011	FT - Active	YES
3139	*James M Strusienski	163	Senior Services	Area Agency Services	Assist.Project Dir (Nutrition Prog.Elderly)	Rath Bldg. Room 1329	did not swipe in 2011	FT - Active	YES
4733	*Janice K Nowak	163	Senior Services	Area Agency Services	Dietitian Consultant	Rath Bldg. Room 1329	did not swipe in 2011	FT - Active	YES
17470	*Nicole Kmicinski	163	Senior Services	Area Agency Services	Dietitian Consultant PT	Rath Bldg. Room 1329	did not swipe in 2011	PT - Active	YES
2091	*Denise G Szymura	163	Senior Services	Senior Svcs AreaAgencySvcs	Chief Dietician	Rath Bldg. Room 1329	did not swipe in 2011	FT - Active	YES

Emp #	Employee	Bus. Area	Erie County Department Name	Department / Division	Title	Work Location	Comments	Work Status	Swipe Reader Available
5312	*Joseph A Sajdak	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
5336	*Darci L Hultquist	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
5337	*Gregory M Hayden	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
5338	*Michael J Graczyk	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
5342	*Robert A Trask	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
8002	*Broc A Dehn	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
16297	*Mark P. O'Brien	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
17250	*Tairra A. Whitis	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
17251	*Kimberly P. Geniti	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
17660	*Thomas A Gilray Jr.	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
17661	*Michael J. Barberio Jr.	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
18165	*Timothy R. Max Jr	165	Central Police Services	E-911 Services	Dispatcher (Sheriff)	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
8771	*Gregory W Skibitsky	167	Emergency Services	Emergency Services	Commissioner	Public Safety Campus 45 Elm Street	did not swipe in 2011	FT - Active	YES
16697	*Gregory M Pierce	167	Emergency Services	Fire Safety	Fire Instructor PT	Public Safety Campus 45 Elm Street	did not swipe in 2011	PT - Active	YES
2163	*John M Orlando (1)	180	Public Works	DPW Dist Oper.	Sewer Inspector	Lancaster Sewers 3789 Walden Ave.	did not swipe in 2011	FT - Active	YES

\* Employees do not have "Smart" ID badges, their County ID is not configured to the swipe system.

(1) This employee is a union Rep, and works full time on union business

7	Dept heads/Sr staff not swiping
17	Active employees not swiping
23	ID cards not activated
47	



## LOCATIONS WHERE COUNTY DEPARTMENTS/DIVISIONS ARE NOT SWIPING

Departments and Locations noted in red do not have swipe capabilities

	<u>LOCATION</u>	<u>DEPARTMENT/DIVISION</u>	<u>COMMENTS</u>
Akron 1715 Bedell Rd. 9475 Boston State Rd 1860 Bowen Rd. 3359 Broadway 5466 Broadway 13280 Broadway	Akron Falls	Parks-Akron Falls Park Library-Grand Island Library-Boston Library-Elma	Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed
5466 Broadway 13280 Broadway Buffalo 102 Buffalo St. 11637 Bullis Rd. 18 Chapel St. 1929 Clinton St. 10 Delaware Ave. 25 Delaware Ave.	Cheektowaga Fire Academy Grover Cleveland Golf Course	EMS Training- Fire Academy Library-Lancaster District Library-Alden Parks-Grover Cleveland Golf Course Library-Hamburg Library-Marilla Library-Concord Library-East Clinton Branch Sheriff-Administration	Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed
40 Delaware Ave.	Erie County Court Bldg.	Appeals District Attorney-Administration Grand Jury Lower Courts Special Programs Superior Courts	Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed
40 Delaware Ave.	Holding Center	Jail Management-Administration Jail Management-Buffalo Lockup Jail Management-Court Security Jail Management-Food Service Jail Management-HC Medical Services Jail Management-Jail Medical Services Jail Management-Programs-HC Jail Management-Security-HC Jail Management-Transportation	Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed
2351 Delaware Ave. 160 Delaware Road 2901 E. Church St. 1187 E. Delevan Ave. East Concord 119 Ellicott Rd. 45 Elm St.	Public Safety Bldg	Library-North Park Branch Library-Kenmore Library-Eden Library-East Delevan Branch Parks-Forestry East Aurora Highway District E-911 Services	Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system installed, but Sheriff's employees do not swipe
Elma 633 Elmwood Ave. 726 Exchange St. Rm 200 92 Franklin	Old County Hall	Parks-Elma Meadows Park Library-Crane Branch Community Medicaid Legislature-Majority Legislature-Minority County Clerk-Actions/Proceedings County Clerk-Pistol Permits County Clerk-Recording County Clerk-Administration Auto	Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed
95 Franklin St.	Rath Building	County Clerk-Administration Auto County Clerk-Auto Buffalo Branch Rath Patrol Welfare to Work	Swipe system not installed even though in Rath Bldg Swipe system not installed even though in Rath Bldg Sheriff Dept. employees do not swipe Only one employee is assigned to this location and he does not swipe
2122 George Urban Blvd. Glenwood 1080 Harlem Rd. 2580 Harlem Rd. 770 Hopkins 1324 Jefferson Ave. 350 JJ Audubon Pkwy. 1 Lafayette Sq.	Sprague Brook Park Central Library	County Clerk-Auto East Branch Parks-Sprague Brook Park Lancaster Highway District Library-Reinstein Memorial Library-Clearfield Library-Merriweather Branch Library-Audubon Library-Borrowers Services Library-Business Office Library-Cent & City Branch Maintenance Library-Central Public services Library-Childrens Services Library-Creative & Prod Library-Develop and Comm	Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed Swipe system not installed

**LOCATIONS WHERE COUNTY DEPARTMENTS/DIVISIONS ARE NOT SWIPING**

Departments and Locations noted in red do not have swipe capabilities

<u>LOCATION</u>	<u>DEPARTMENT/DIVISION</u>	<u>COMMENTS</u>
	Library-E Branch	Swipe system not installed
	Library-Human Resources	Swipe system not installed
	Library-Info Tech and Tech Support	Swipe system not installed
	Library-Info Tech and Tech Support	Swipe system not installed
	Library-Library Services Admin	Swipe system not installed
	Library-Outreach Services	Swipe system not installed
	Library-Security	Swipe system not installed
	Library-Shipping and Receiving	Swipe system not installed
	Library-Special Collections	Swipe system not installed
	Library-Technical Services	Swipe system not installed
	Library-Technical Support	Swipe system not installed
S 4867 Lake Shore Road Lancaster	Library-Lake Shore	Swipe system not installed
1030 Losson Rd.	Parks-Como Lake Park	Swipe system not installed
33 Main St.	Library-Julia Boyer Reinstein	Swipe system not installed
333 Main St.	Library-Newstead	Swipe system not installed
478 Main St.	Library-City of Tonawanda	Swipe system not installed
	Erie County Works	Swipe system installed at location - all 4 EC Works employees do not swipe
550 Main St.	Library-Aurora	Swipe system not installed
2341 Main St.	Library-Collins	Swipe system not installed
4622 Main St.	Library-Eggertsville-Snyder	Swipe system not installed
5571 Main St.	Library-Williamsville	Swipe system not installed
318 Montrose Ave.	Library-Kenilworth	Swipe system not installed
34 N. Main St.	Library-Angola	Swipe system not installed
Orchard Park	Parks	Swipe system not installed
180 Porter Ave.	Library-Niagara Branch	Swipe system not installed
560 Ridge Rd	Library-Lackawanna	Swipe system not installed
5105 Salt Rd.	Clarence Highway District	Swipe system not installed
2095 School St.	Library-North Collins	Swipe system not installed
9125 Sibley Road	East Concord Highway District	Swipe system not installed
S 4770 South Buffalo	Library-Orchard Park	Swipe system not installed
2010 South Park Ave.	Library-Dudley Branch	Swipe system not installed
South Wales	Emery Park	Swipe system not installed
820 Tonawanda	Library-Riverside Branch	Swipe system not installed
Tonawanda	Parks-Ellicott Creek Park	Swipe system not installed
Tonawanda	Parks-Isle View Park	Swipe system not installed
3 Towne Pl.	Library-Clarence	Swipe system not installed
1300 Union Rd.	Library-West Seneca	Swipe system not installed
various	Community Programs	Sheriff Dept. employees do not swipe
various	County Clerk-Auto Satellite/Mobile	Swipe system not installed
various	Employment Assessment	Of the 68 employees in this dept, 4 are in areas where the swipe system is not installed, 5 are in areas with swiping capability, but are not swiping, and the balance of 59 employees are swiping
various	Investigative Service	Sheriff Dept. employees do not swipe
various	Leg District Office Staff	Swipe system not installed
various	Police Patrol Service	Sheriff Dept. employees do not swipe
various	Police Support Service	Sheriff Dept. employees do not swipe
120 W. Eagle St.	Health-Adult Mental Health Services	Swipe system not installed The 2 employees who work in the Rath Bldg. do not swipe
134 W. Eagle St.	Board of Elections	Swipe system not installed
	Civil Process	Swipe system not installed
11581 Walden Ave.	Jail Management-CF Medical Services	Swipe system not installed
	Jail Management-Food Service-CF	Swipe system not installed
	Jail Management-Programs-CF	Swipe system not installed
	Jail Management-Security-CF	Swipe system not installed
50 West Ave.	Hamburg Highway District	Swipe system not installed
608 William St.	Health-Refugee Outreach	Swipe system not installed
	Health-TB Outreach	Swipe system not installed

**LOCATIONS WHERE COUNTY DEPARTMENTS/DIVISIONS ARE NOT SWIPING**

Departments and Locations noted in **red** do not have swiipe capabilities

**LOCATION**

**DEPARTMENT/DIVISION**

**COMMENTS**