

**INSTRUCTIONS:** Complete in duplicate on the 5th day of each period.  
 Submit original to the Office of the First Deputy Superintendent, forward copy to the Deputy Superintendent of your bureau.

|                         | <b>BUDGETED<br/>(1)</b> | <b>ASSIGNED<br/>(2)</b> | <b>DETAILED IN<br/>(3)</b> | <b>DETAILED OUT<br/>(4)</b>            | <b>ACTUAL<br/>(2) + (3) - (4)</b> |
|-------------------------|-------------------------|-------------------------|----------------------------|--|-----------------------------------|
| <b>EXEMPT</b>           |                         |                         |                            |  |                                   |
| <b>CAPTAINS</b>         |                         |                         |                            |  |                                   |
| <b>LIEUTENANTS</b>      |                         |                         |                            |  |                                   |
| <b>SERGEANTS</b>        |                         |                         |                            |  |                                   |
| <b>INV., Y.O., ETC.</b> |                         |                         |                            |  |                                   |
| <b>P.O.</b>             |                         |                         |                            |  |                                   |
| <b>TOTAL SWORN</b>      |                         |                         |                            |  |                                   |
| <b>CIVILIANS</b>        |                         |                         |                            |  |                                   |
|                         |                         | <b>ACTUAL<br/>(5)</b>   | <b>BUDGETED<br/>(6)</b>    | <b>BUDGETED VARIANCE<br/>(5) - (6)</b> |                                   |
| <b>TOTAL SWORN</b>      |                         |                         |                            |  |                                   |
| <b>TOTAL CIVILIANS</b>  |                         |                         |                            |  |                                   |

**LIST DETAILED PERSONNEL \* \***

| <b>RANK</b> | <b>NAME</b> | <b>ASSIGNMENT</b> | <b>DATE OF DETAIL</b> | <b>DETAILED FROM</b> | <b>DETAILED TO</b> |
|-------------|-------------|-------------------|-----------------------|----------------------|--------------------|
|-------------|-------------|-------------------|-----------------------|----------------------|--------------------|