

EL CERRITO POLICE DEPARTMENT

Executive Assistant Manual



The El Cerrito Police Department is committed to service, safety, and enhancing the public trust through professionalism and leadership.

Payroll

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Payroll
Guidelines.pdf



Instructions for
Approving e-timesheet



Updating Payroll
Logs.pdf

Permits

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Police Permits.pdf



ABC Permit
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Street Closure
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Parade Permit
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Permit.docx



Application to
Solicit.doc



Bingo Permits.pdf



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Budget Account
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Firearms License
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New Hire Checklist

Comments:



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How to Use IA
Pro.pdf



One Call Now
Notification System.p

Ordering

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Ribbons.pdf



Business Cards.pdf

Personnel Orders & Memorandums

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Personnel Action Form (PAF).pdf

Swearing In Ceremony

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Petty Cash Policy.pdf

Other Tasks

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