

CAPITA

Origin Duty Management System

Origin Duty Management System (Origin DMS) is a comprehensive and flexible rota/shift management system, designed specifically to meet the needs of UK policing. It allows duty planners and resource managers to ensure that they have the right number of people, with the right skills, in the right place at the right time.

It delivers real time management and operational data, including feedback on whether demands are being met, whether your intended rosters adhere to rules and regulations and the likely cost of overtime

Whether you are tracking the duty status of an individual officer, or need to see the bigger picture and monitor team staffing levels to better manage your resources, Origin DMS enables you to analyse shift trends, manning levels and abstractions at any level.

In addition to tracking shift status it also provides for rest days, time off in lieu (TOIL), holidays, sickness, absence and the management of overtime.

Features include function rich 'professional' forms for duty planners and administrators, and an intuitive self service module for ease of interaction by the majority of the workforce.

Origin DMS can be implemented as a stand-alone duty management solution or as a fully integrated part of the wider Origin resource management system. It can be deployed locally into existing force IT infrastructure or, as a fully web-based solution, is well suited for Cloud based deployment, requiring only a certified web browser for client access.



Comprehensive information and tools for duty planning

Absence control facilities

Managing resources during periods of constraint such as during a major sporting event is fully supported in Origin DMS. Integration with leave request processing ensures that a temporary moratorium on leave booking can be automatically implemented – preventing leave booking during the period in question.

Minimum cover monitoring and alerts

When leave is booked by an officer, or an officer is absent through sickness, Origin DMS is updated in real time. As soon as actual or anticipated absences from duties put minimum cover levels at risk, the system flags this so that planners can make the necessary arrangements to guarantee cover. This feature also supports the monitoring of specific roles and skills, ensuring required skills can be made available as needed.

Tools for duty planners

For duty planners, Origin DMS has a breadth of features. These include:

- Shift planning to the nearest minute, enabling efficient and cost effective management of resources
- A 'tree diagram' tool to set up and maintain an accurate organisation structure chart
- Extensive automation of processes with workflow support, providing automation of time consuming, resource intensive and manual tasks to deliver end-to-end process efficiency gains
- Skills management capability provides focus to tactical and operational planning
- Archiving and automatic rolling forward of rosters, automating time consuming processes
- Overtime/TOIL processing, supporting policy and process and driving efficiency into overtime budget management
- Personnel and skills details
- Terms and conditions profiles
- Compliance with Working Time Regulations and Winsor Report

Library of shifts, roster and ARD patterns

Patterns can be created, added to a library and the relevant ones selected when planning duty rosters.

Email or printed duty notifications

The system can be set up to automatically send officers notifications of any changes to their rosters.

Full audit trail

A historical record is kept of who made changes, what they changed and when. This includes details of how much notice of duty changes was given to officers.

Dashboard information and reporting

Origin DMS has a user-friendly graphical interface that draws data from its relational database. This presents authorised personnel with management information relevant to their role, including any relevant KPIs in a dashboard format.

Static reports can also be set up to provide the information you require regularly, such as shift calendar, duty, sickness and leave. There is also capability for ad hoc reporting. A standard MG10 function for reporting on the availability of officers to act as witnesses in court is also included.

Self service access for booking on and off shift

Supporting the continuing drive to reduce administration and deliver efficiency gains, Origin DMS incorporates an intuitive self service system. This can be extended through Origin Mobile and allows staff to update time and attendance records in real time, report absence, update basic HR information, check duties and generate authorisation requests for any overtime worked.

Through integration with payroll, this real time data capture on actual hours worked can be fed direct to payroll (with appropriate authorisation steps defined) and can also be used to monitor against the Working Time Directive and for analysis such as planned vs actual overtime.

Regulations-compliant but configurable to local conditions

The standard build of Origin DMS is based on the Police Regulations and the Police Staff Handbook. It is also possible to configure the implementation around your force's local rules, regulations and processes.

Integration with other systems

As standard, Origin DMS can be integrated with a number of Capita (and third party) solutions:

- Origin Resource Management for HR, payroll and training administration
- Communication, command and control solutions and crime and custody to support resource planning
- Origin Mobile to support booking on and off capability from your chosen mobile device
- Oracle Business Intelligence – Capita provides this with the option of a DMS-specific dashboard