3-03/035.00 - Reporting Time

All deputies shall report to work at the time and location designated by the branch supervisor. Bailiffs shall report in Class "A" uniform and be prepared to perform certain pre-court duties, i.e., processing in-custody defendants and searching. Deputies shall report to their work location and begin their inspection of facilities and preparation of daily activities. All deputies shall sign in on the appropriate time sheet as designated by the branch supervisor.