

## **7-01/020.00 Day File**

The Day File is maintained in the Watch Sergeant's Office and includes court orders, JDIC messages, transportation requests, and memorandums concerning future operations or procedures. All incoming documents will be given to the Watch Sergeant for approval prior to being placed in the Day File. The Watch Sergeant shall indicate their approval by placing their initials in the upper right corner of the document. The Watch Sergeant shall record all court orders (refer to Section 7-02/020.00) in the Court Order Log before they are placed in the Day File.

The Watch Deputy for each shift shall remove from the Day File the transportation requests and court orders for his shift, and ensure that they are executed in a timely manner. Any unusual or questionable requests and court orders shall be brought to the attention of the Watch Sergeant and the Watch Commander who will decide whether they are appropriate for compliance.

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