7-02/110.30 Early Morning Watch Sergeant Mobile Digital Terminal Log and/or Trip Ticket Responsibilities

The Early Morning Watch Sergeant shall:

- Collect, review and process all Mobile Digital Terminal Logs and/or Trip Tickets for the last day's activities. Place all Mobile Digital Terminal Logs in crew order, followed by miscellaneous Trip Tickets that do not have crew numbers.
- Ensure that the Crew Log Sheets are complete and accurate.
- Be responsible for tracking missing or incomplete Mobile Digital Terminal Logs and/or Trip Tickets. Under no circumstances shall an original Mobile Digital Terminal Log be returned to a crew for correction. The crew shall be contacted and instructed to enter correction(s) in the Mobile Digital Terminal and/or on the Trip Ticket.
- Both incorrect and corrected Mobile Digital Terminal Logs, any corrected Trip Tickets and all other Mobile Digital Terminal Logs and/or Trip Tickets are to be forwarded to the Senior Systems Aide, for processing.
- If it is found that an error cannot be corrected or a missing log cannot be found or replaced, the Early Morning Watch Sergeant shall direct a memorandum of explanation to the Day Watch Sergeant. The Day Watch Sergeant shall follow up with the person assigned to the log. If this procedure cannot be completed before the Daily Log Package is forwarded to the Senior Systems Aide, a memorandum of explanation is to be included, detailing the problem.