

**Unit Order: 09-007**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-007**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

Daily Time Sheet / Sign-out Board

**Reference:**

MPP 3-02/330.00

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for the proper documentation of hours worked.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Each employee shall record his hours accurately on a daily basis and sign the time sheet at the conclusion of

the work week. The starting time shall be recorded immediately upon the start of the work day and the ending time shall be recorded prior to the employee leaving the work place at the end of the day.

Facilities Planning Bureau also maintains a sign in/out board. Employees whose duties require them to be away from the Facilities Planning Bureau office shall sign-out on the board listing the location where they can be contacted. The board shall be updated when the employee returns to the office.

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