

## **Unit Order: 09-008**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **ADMINISTRATIVE SERVICES DIVISION**

#### **FACILITIES PLANNING BUREAU**

**Unit Order: 09-008**

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

**Revision Date:**

**Subject:**

FPB Project Log Database – Daily Logs

**Reference:**

#### **PURPOSE OF ORDER:**

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

#### **SCOPE OF ORDER:**

This order shall apply to all planners, project managers, or others managing or acting as back-up on a Facilities Planning Bureau project.

#### **ORDER:**

On a daily basis, each employee shall prepare and document the activities, events, decisions, and other project related information in the Daily Log. Additionally, each employee shall accurately record in the Daily

Log, the number of hours worked per project, administrative function, and/or special assignment. Such hours recorded shall reflect a minimum project activity reporting of 90% of the total number of actual hours worked per day.

The Daily Log entry is a mandatory requirement for all staff members assigned to work on any project assigned to Facilities Planning Bureau. The respective section supervisor/manager, Assistant Director, or Director may conduct periodic reviews of staff's adherence to this policy.

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