6-35/113.10 Master Keeper Report

The supervisor or designee shall ensure that the Master Keeper Report is updated with a minimum of the following information as the case develops:

- Keeper relief - name, date and time.
- As applicable - estimates of resources.
- Monies taken.
- Any other notable information.

The office supervisor or designee shall monitor the available fees and ensure that the creditor is notified in a timely manner if it is determined that additional fees will be required.

The office personnel shall notify the serving office field supervisor in the event the keeper is released or any stays occur which will affect the levy. In this event, it is the responsibility of the office supervisor or designee to contact and release the keeper and notify the relief keeper as applicable.

If notified by the keeper that there is a problem at the location which cannot be resolved telephonically by the originating office, or if large quantities of cash have been collected, the office shall make arrangements with the serving office field supervisor to have sworn personnel respond to the location.