

## 3-05-055 Punctuality Policy

### **PURPOSE OF ORDER:**

To establish policy and expectation for punctuality at the Twin Towers Correctional Facility (TTCF).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at the TTCF.

### **ORDER:**

On-duty Custody Personnel shall not leave their assigned positions unless properly relieved and no earlier than fifteen (15) minutes prior to the end of shift, or at the direction of the Watch Commander or his/her designee. Custody personnel shall not leave the facility while on duty without the permission of the Watch Commander or his/her designee.

#### Proper Relief Defined:

On-duty personnel shall only be relieved by the incoming personnel assigned to the same position on the In-Service for the oncoming shift. For positions that do not have relief for the oncoming shift, i.e. Early Mornings Shift, which has reduced staff, on-duty personnel shall only leave their assignment once an adequate number of personnel assigned to the oncoming shift have arrived to the module, and no earlier than fifteen (15) minutes prior to the end of their shift.

On-duty personnel shall physically pass on to incoming personnel any issued key blocks, tools, weapons, or other sensitive items. On-duty personnel shall verbally notify incoming personnel of the count, pending movement, notable incidents, or any other pertinent information necessary in order to maintain safety and security in the facility.

Incoming personnel shall be at their assigned work stations no later than precisely at the beginning of their shift.

It shall be the Sergeant(s) or Senior Line Deputy(s) responsibility to determine if the tardiness of an employee warrants documentation and/or counseling. Information from other supervisors may be helpful in making a determination of adjudication.

If the Sergeant determines the tardiness warrants documentation, it shall be noted on a Unit Performance Log form.

Personnel whose tardiness is excessive may result in disciplinary actions.

#### Recommended Documentation and Disciplinary Actions

1. Verbal warning (Senior Line Deputy or Sergeant)
2. Verbal and written warning (Floor Sergeant and Performance Log Entry PLE)
3. Written and meeting with the Watch Commander (PLE & Counseling)

4. Disciplinary Action

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