

## **3-05-340 Daily In Service Report**

### **PURPOSE OF ORDER:**

To establish attendance accountability and a standard reporting procedure utilizing a Daily In-Service Report.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

### **ORDER:**

Recording the attendance of all line personnel assigned to the TTCF shall be accomplished by the use of a Daily In Service Report. The administrative staff (sworn and civilian) shall be accountable on a daily basis by initialing a Daily Time Sheet located in the Operations Office.

The Daily In Service Reports are generated by Scheduling Unit personnel. The report is divided by areas of assignment. Each assignment will be followed by an employee's name indicating where that employee is assigned for that day.

It is the responsibility of the shift Watch Deputy to retrieve a copy of the shift In-Service report from Scheduling and ensure that a copy of the Daily In Service Report is ready for the employees at least thirty minutes prior to the start of each shift. The Daily In Service Report shall be located in Facility Control. The Watch Deputy shall also make the necessary copies of the Daily In Service Report for each supervisor on that shift.

The Watch Deputy and/or designate, shall be responsible for verifying that all personnel are present in their assigned positions. Any miss-outs or changes/variances to the Daily In Service Report shall be reported to the Watch Sergeant and the supervisor of the assignment.

The Watch Sergeant will review the original Daily In Service Report, initial each page and stamp the front page with "Time Copy." The original Daily In-Service Report shall be given to the Unit Timekeeper, a copy returned to the Scheduling Office, a copy placed on an arch board in the Watch Commander's Office, and a copy forwarded to the Operations Office.

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