

2-2 WORK TIME ACCOUNTABILITY



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 2-2

Subject: WORK TIME ACCOUNTABILITY

Effective Date:	09/01/1995	Last Date Revised:	03/10/2021
Last Date Reviewed:	03/10/2021	Next Review Date:	03/10/2022

HOMICIDE BUREAU SIGN IN SHEET

The Homicide Bureau sign in sheet will be maintained by the team supervisor. All investigators assigned to Homicide Bureau will sign in at the beginning of their shift and sign out at the end of their shift. This may be accomplished by telephone. In addition, investigators will ensure that they are available to the Bureau either telephonically or via County cell phone.

Additional sign in sheets are provided for employees assigned to Operations, the Unsolved Unit, Missing Persons, Violent Criminal Apprehension Program (VICAP) and Secretariat for each working week. It is the responsibility of each employee to sign in and sign out each day.

The Operations Lieutenant and Team Lieutenants shall inspect unit sign in sheets to ensure proper compliance.

INVESTIGATOR'S DAILY REMINDER BOOK

All Homicide Bureau investigators will maintain a "daily reminder" or "red book," as provided by the Department.

These books will provide information as to the investigator's daily activities, including mileage, partners, and cases under investigation.

Each investigator shall record his/her work effort in the daily activity book. Information shall include, but not be limited to:

- Time on and off duty as reflected on official Departmental payroll documents.

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- Partners.
- Locations visited.
- File or code numbers investigated.
- Brief synopsis of activities (including call outs, arrests made, cases cleared).

It will be the responsibility of the Team Lieutenant to randomly examine and audit investigator's books on a monthly basis.

Additionally, these books shall be retained by the investigator as Departmental records for a period of one year after the last dated entry.
