

## 3-02/003.00 Punctuality

### PURPOSE OF ORDER:

The purpose of this order is to establish policy and expectations for punctuality at the Inmate Reception Center (IRC).

### SCOPE OF ORDER:

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

### ORDER:

On-duty custody personnel shall not leave their assigned position unless properly relieved and no earlier than fifteen (15) minutes prior to the end of their shift, or at the direction of the watch commander or their designee.

#### Proper Relief

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 (e.g., PM shift at the release area), on-duty personnel shall only leave their assignment once sufficient personnel assigned to the appropriate work location have arrived. Under no circumstances shall personnel leave earlier than fifteen (15) minutes before the end of their shift.

On-duty personnel shall verbally notify incoming personnel of the count, pending movement, notable incidents, and any other pertinent information necessary in order to maintain safety and security in the facility.

Incoming personnel shall be at their assigned work location no later than the start time of their shift.

Supervisor's Responsibilities

The floor sergeant and supervising line deputy shall determine whether an employee's tardiness warrants counseling and/or documentation.

If documentation is warranted, the floor sergeant shall make an entry in the unit Performance Log (PLE).

Personnel whose tardiness is excessive, even after counsel and documentation, may be subject to discipline.

Recommended Counseling/Documentation Steps

1. Verbal counseling with the floor sergeant
2. Counseling and unit PLE by the floor sergeant
3. Counseling and unit PLE the watch commander
4. Referral to operations for possible disciplinary action

**02/20/2026**

**08/03/2021**

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