

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 9

June 9, 2017

SUBJECT: DAILY SIGN IN SHEET – REVISED

PURPOSE: To improve compliance with procedures related to the completion of the Daily Sign In Sheet, Form 15.19.00, this Order further clarifies the utilization of the Daily Sign In Sheet.

PROCEDURE: This Order revises Department Manual Section 3/705.05, *Daily Sign In Sheet*. Attached is the revised Department Manual section with revisions indicated in italics.

AMENDMENT: This Order amends Section 3/705.05 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

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705.05 DAILY SIGN IN SHEET. Sworn administrative/investigative personnel who choose to extend their watch hours to take a meal break, must document the time of their meal break as well as their start and end-of-watch times using the Daily Sign In Sheet, Form 15.19.00.

Department employees (sworn and civilian) must **only** use the Daily Sign In Sheet, Form 15.19.00. The use of any improvised sign-in/sign-out sheet is not permitted. Employees who complete daily activities reports [e.g., Daily Field Activities Report, Form 15.52.00; Sergeant's Daily Report, Form 15.48.00; or Watch Commander's Daily Report, Form 15.80.00; or Officer's Daily Logbook (if required)] must use these forms to document the time of their *Code Seven (meal break/free time), when applicable.*

Note: Department employees who do not maintain Department-approved daily activities reports are required to document their start and end-of-watch times, including Code Seven (meal time/free time), when applicable, on the Daily Sign In Sheet.

An example of some assignments that must utilize the Daily Sign In Sheet are the Area kit room, front desk and any other fixed-post assignments.

Employee's Responsibilities. Department employees who are required to complete the Daily Sign In Sheet must:

- Complete all of the required boxes properly on the Daily Sign In Sheet for each working day;
- Accurately document their actual start of watch and end-of-watch times;
- Accurately document their meal break, if applicable, in the "Activity" box, including the "Out" and "In" times;
- Indicate their destination/reason in the "Activity" box, including the "Out" and "In" times. If a sworn employee leaves their primary destination, the employee must notify Communications Division or their supervisor of any subsequent destinations; and,

Note: The destination must be an address or the name of the destination (e.g., 304 South Broadway, Hollenbeck Station, USCMC Hospital, or Elysian Park Academy).

- Phone-in to their supervisor when out of the office, **every two hours**, to update their status.

Note: At the discretion of the commanding officer or his *or* her designee, the phone-in and the duration of the time requiring a phone-in may be modified.

Deployment Planning System User's Responsibilities. Deployment Planning System (*DPS*) Users or *DPS* Timekeepers must be responsible for the following:

- Ensure that the Daily Sign In Sheet is accurate and made available prior to the start of each employee's workday;

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- Ensure that the Daily Sign In Sheet is prepared for each day of the deployment period; and,
- Ensure that the Daily Sign In Sheet is completed, filed and the information is transferred to the Daily Worksheet in the DPS, in a timely manner.

Supervisor's Responsibilities. Supervisors must:

- *Immediately implement a Daily Sign In Sheet, if one does not exist;*
- Monitor the Daily Sign In Sheet for proper documentation and completeness;
- Ensure that the employee's meal break is documented on the Daily Sign In Sheet, if applicable;
- Determine whether the employee inadvertently omitted his *or* her meal break *from* the Daily Sign In Sheet. If a meal break *has been* omitted, promptly ensure *that* the time is documented on the Daily Sign In Sheet;
- Ensure *that* an employee taking a meal break properly accounts for such time on the Daily Sign In Sheet (e.g., extending End of Watch, submitting a deduction, or requesting vacation);
- Document the status, location, and the time the phone-in was made by the employee in the "Activity" box. The supervisor must also initial his *or* her name and serial number in the "Activity" box; and,
- Document any revisions to employee's work schedule on the Daily Sign In Sheet. The supervisor must also initial his *or* her name and serial number next to any change.

Commanding Officer's Responsibilities. Commanding officers must be responsible for ensuring that the Daily Sign In Sheet is properly completed, as mandated by the Fair Labor Standards Act (FLSA).