

**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

DISTRIBUTION "D"

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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).