

REPORTING FOR DUTY, REST PERIODS AND ENDING A SHIFT

AUTHORITY:	Memorandum of Understanding Administrative Directive
RESCINDS:	Procedure Manual Item 3-1-011 , dated 08/18/23
FORMS:	None
PURPOSE:	To provide facility staff with guidelines for reporting for shifts, taking rest periods/coffee breaks, and ending shift guidelines .

I. PROCEDURE

A. Reporting for Duty

1. Report to your assigned workstation on time and be prepared to assume responsibility for the unit.
2. Upon arrival at the workstation, enter your username and password into the Institutional Case Management System (ICMS) to sign in. You must designate your position.
3. Conduct a visual population check and enter the count in ICMS. Know the name and location of each **youth** who cannot be physically counted.
4. Perform an equipment check making a log entry to verify all applicable **unit equipment (i.e. scissors, nail clippers etc.) is accounted for at the beginning of your shift.**

B. Rest Periods

1. You are permitted one 15-minute rest period during each four consecutive hours of work performed. Rest periods may not be scheduled within one hour of the beginning or ending of a work shift.
2. Rest periods are considered work hours and employees may be required to perform duties during a rest period. In emergencies, rest periods may not be feasible. If a rest period cannot or is not taken, your workday or work week may not be shortened or adjusted as compensation.
3. Coordinate rest periods with coworkers so they know where you are in case of an emergency. Under no circumstances leave a unit or work crew unsupervised to take a rest period break.
4. When you leave your area of responsibility for a rest period/break, sign in and out of ICMS under the activity staff in/staff out.

C. Ending a Shift

1. Conduct a Roster Safety check prior to the end of your shift.
2. Do not leave the workstation until properly relieved. If the relief person has not arrived at the scheduled time, contact the Duty Officer for further direction.
3. Sign out on ICMS to designate the exact time of departure. Include your name and the population count.
4. Perform an equipment check, making a **ICMS** entry to verify all applicable **unit equipment (i.e. scissors, nail clippers etc.) is accounted for at the end of your shift.**

REFERENCES:

		Procedures: 3-1-005	Deputy	Probation
		Correctional Officer		
Policies:	C-4	Work Schedules, Overtime, Sick/Annual Leave and		
		Compensatory Time		
	C-16	Employee Conduct-On Duty		

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APPROVED BY: