

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 3.10	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-7D-13	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 23, 2015	
	REVISION DATE: December 23, 2015	
CHAPTER: Personnel	SUBJECT: Daily Attendance Report	

- I. **PURPOSE:** To establish policy and procedure for completing daily attendance reports.
- II. **POLICY:** Attendance reports at the Glenn E. Dyer Detention Facility (GEDDF) and the Santa Rita Jail (SRJ) shall be completed in accordance with their span of control.
- III. **PROCEDURE:** It shall be incumbent upon each supervisor to document the attendance of all personnel within their duty station.
- A. Each supervisor shall account for all personnel assigned under their span of control. Absences as well as personnel present shall be accounted for.
1. GEDDF Procedure:
- a. The Watch Sergeant shall complete, *review*, and submit Attendance Report(s) via the Detention and Corrections Personnel Application (DCPA), by the end of their shift, accounting for assigned personnel.
- b. The completed attendance report(s) shall be forwarded to the Watch Commander *for review and approval*.
- c. The Watch Commander shall forward the completed attendance report(s) to the Facility Commanding Officer's secretary prior to the end of the shift. *The completed attendance report will be routed to the facility Commanding Officer for final approval.*
2. SRJ Procedure:
- a. The Watch Sergeant and ancillary unit supervisor shall complete computer entries via DCPA of all assigned personnel. The Watch Sergeant will *review and* submit the DCPA attendance report by the end of his/her shift accounting for assigned personnel.
- b. The Watch Commander will review the attendance report and sign off when approved. The approval sign off verifies attendance and absences *and* is the authorizing signature for all overtime indicated on the report. Blue overtime cards do not require the Watch Commander's signature. The completed attendance report will then be routed to the facility Commanding Officer for final approval.

B. HOLIDAY ATTENDANCE:

1. The routine attendance report will use the same *process* and follow the same procedures for holiday attendance with the following exceptions:
 - a. The holiday report will not reflect staff members not actually working. Staff off on holidays, sick, extended leave, personal leave, or any other form of time off will not be included on the report.
 - b. The holiday report will not reflect any staff member on holiday off on their regular day off.
 - c. Staff working the holiday on blue card overtime will be reflected in the overtime portion of the report.
 - d. Staff working “Buff Card Overtime” on the holiday must have Watch Commander approval, and the card must have the Watch Commander’s signature on it.
 - e. “Buff Card Overtime” will be specifically shown in the Overtime portion of the Attendance Report(s) by adding “Buff Card” to the reason for Overtime.
2. The completed attendance report will be routed to the facility Commanding Officer for final approval.