

Sign-In Log

POST:

Prior to leaving your post each THURSDAY evening the post officer on duty:

- **MUST** fax the completed sign-in log to E-Fax number **(731) 256-0738**. Ensure that you see the "Completed Successfully" message on the fax.
- When a fax is NOT available or you are NOT able to fax successfully, take a picture of this log on your cell phone and email it to hr@psinorthamerica.org.
- A new Sign-In Log MUST be started on each Friday.

Date	Day of Week	Officer	Time – In	Time - Out