

## POPE SECURITY & INVESTIGATIONS, LLC-PSI

6949 Stage Rd, Suite 102

Memphis, TN 38133

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TITLE	:	Shift Paperwork & Reports
GENERAL ORDER NUMBER	:	008
ISSUE DATE	:	12/01/11
AREA OF CONTROL	:	Security Officers

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### I. PURPOSE

The purpose of this General Order is to establish guidelines, policy and procedure for Shift Paperwork and Reports in PSI operations.

### II. POLICY

Sign-in sheets (when used) must be turned in by 9:00 am every Friday. These are used to verify hours worked by the officer as well as to produce an invoice for the customer.

Shift Reports must be completed to keep a personal record of all activities during an officer's shift. Shift reports are mandatory for officers assigned to posts that do not use a Sign-In Sheet. Shift Reports must be turned in by 9:00 am every Friday.

The Sign-In Sheet or Shift Report is your time sheet. Therefore, there must be a start time and end time on each report turned in.

All paperwork must be complete, legible and written or typed in print using military time. When proper paperwork isn't received, PSI cannot invoice the client for payment resulting in un-available funds to cover payroll. If an officer does not turn in their shift reports on time, they will not be paid for the current pay period. Any un-paid hours worked will be forwarded to the next pay period resulting in the officer not receiving a pay- check for the current pay period. Therefore, all paperwork must be turned in for the officer to get paid on time.

### III. REVIEW OF PROCESS

1. The Command Staff conduct a periodic review of this Order to determine if it should be revised, cancelled or continued in its present form.
2. This order shall remain in effect until revoked or superseded by competent authority.