Bi - Weekly Staffing Work Sheet

Pay Period End Date:

Shift:	
Classification:	

All entries made in Staff Days **Dates:**

		Dates:													
	Entitlements	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	Total
1	Accident Leave														
2	Administrative Leave														
2B	Administrative Leave RRP														
2C	Administrative Leave COBR														
2D	Administrative Leave Cadre														
3	Annual Leave														
4	Bereavement Leave														
5	Compensatory Leave														
6	Court/Jury														
7	Death Sick Leave														
8	Family Medical Leave Act (FMLA)														
9	Holiday														
10	LWOP														
11	Military Leave														
12	Personal Leave														
13	Public Health Leave														
14	Sick Leave														
15	SWOP														
16	Trng. In-Service (Firearms)														
17	Trng. In-Service (Not Firearms)														
18	Trng.New Hire,Pre,OJT(Firearms)														
19	Trng.New Hire,Pre,OJT(Not Firearms)														
	Special Assignments														
20	Adjustments														
21	Armory														
22	ARP/IGO														
23	Audit Inspections														
24	Clerical (CO)														
25	Compassionate Leave														
26	Computer Security														
27	Construction														
28	Control Plans														
29	Corr. Transportation Unit														
30	Correctional Offcer Board Review														
31	Court Appearance (CO)														
32	Court Escort														
33	CSO (CO)														
34	Dietary (Support/Security)														
35	DNA														
36	Educational Programs														
37	Emergency Plans														

Dates:

		Dates:											 		
	Special Assignments	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	Total
38	Employee Health Program														
39	Emp. Program Participation														
40	Execution														
41	Fire Safety														
42	Housing Security, Additional														
43	ID														
44	Inmate Work Details														
45	Intakes (Inmates In)														
46	Investigations														
47	К-9														
48	Maintenance														
49	Medical, Primary (Contractor)														
50	Medical, Secondary (ER)														
51	Mental Health														
52	Managed Return to Work														
53	Packages														
54	Parole Hearings														
55	PCO														
56	Perimeter Security, Additional														
57	Personnel Hearings														
58	Recreation														
59	Searches and Lockdowns														
60	Special Program Activities														
61	MCE														
62	Support Services Security														
63	Tactical / SRT														
64	Traffic Office														
65	Training Instructor(Firearms)														
66	Training Instructor(Not Firearms)														
67	Training Manager (ITM)														
68	Transportation														
69	Union Activities														
70	Union Stewards														
71	Urinalysis (Inmate)														
72	Visiting														
73	Work Release Program														
74	Acting Capacity														
75	TDY														
76	OCMS														
77	ACA Accreditation														
Staffing Variations											 AVG				
80	Vacancy														
81	Collapsed Posts														
	Secretary's Directive Attachment #2											Revised	09-01-20	010	<u> </u>