Page 1 of 2

POST ASSIGNMENT WORKSHEET

Metropolitan Transition Center

SHIFT: DAY: DATE: Established 7 Day Posts Established 5 Day Posts Unavailable for Work ER OSL OT Officer's Name Officer's Name Post Name Post Name ER OSL O Accident Leave Adjustment OIC Administrative Leave х WWAB Tier 1 3 Adjustment Annual Leave Bereavement Leave WWAB Tier 2 3 Intake OIC 3 4 WWAB Tier 3 3 Intake 2 5 Compensatory Leave WWAB Tier 4 x 3 ID 2 6 Court/Jury Leave WWAB Tier 5 3 Laundry 2 7 Death Sick Leave: D Block Military Sgt WWBB OIC X 4 2 8 Family Sick Act: WWBB Tier 1 4 Outside Detail # 1 1 9 Holiday WWBB Tier 2 Outside Detail # 2 1 10 X WWBB Tier 3 Outside Detail # 3 Military Leave WWBB Tier 4 3 12 Transportation #3 Personal Leave: WWBB Tier 5 3 Transportation #4 Public Health Leave This is the total number of C Block OIC Х 4 Powerhouse Personal Sick Leave PINs assinged to the shift. C Block Tier 1 4 School SWOP C Block Tier 2 x 4 School/ Library In-Service Firearms Upper Level Back Gate C Block Tier 3 3 In-Service Upper Wagon Yard C Block Tier 4 18 Academy Firearms Number of C Block Staff to and from another Shift, Facility and possible oom PINs not 2 Scheduling Figures D Block rip Search from Non-Supervior to Supervisor insteand of using D Block roperty a TDY SAP code. Vacancy: 2 Lower C 1 Total: = 153 Upper d X 1 Unavailable for Work Upper Control # 2 3 Work Crew #1 (City) 2 Regular Relief: -Work Crew #2 xtra Staff to another facility: _obbv Extra Staff from another facility: + 2 Hospital O Special Assignment Posts, SAPs, are post Contractual Officers+ needed but not of the Facility Staffing Plan. Available: 2 These post MUST approved before using. 2 96 Posts Authorized ew #7 (City) Hospital Es Special Assignment: Hospital Sallyport Work Crew #8 (City) 2 Collapsed Posts: Visitor Registration 2 Total Needed: = 96 Front Gate 3/ Available: 157 Overtime: Master Control Cntr. 1 4 OSL Summary Master Control Cntr. 2 3 OSL # 1 3 Back Gate Lower Level 3 OSL # 2 36 Fraffic OIC 3 OSL # 3 31 Traffic 2 OSL # 4 19 A Building OIC 4 Notes A Building #2 Х 3 Established 5 Day Posts (NON-RELIEF Post Name Officer's Name o A Building #3 1 Post Name OSL OT A Building #4 4 Wall Post 3 3 Key Control 1 Lower Wagon Yard 3 Armory Quarter Master 1 Lower 3 Yard 3 1 Fire and Safety Х 3 1 4 Yard Fleet Х D Block Yard 2 nst. Training Spec Auditorium 1 2 Institutional Trainer 2 Auditorium 2 2 Security Ward OIC 4 **Special Assignments** ecurity Ward Control Cntr 4 Cat ER 2 Security Ward Escort 2 ecurity Ward Holding Area Security Ward Patrol 4 Kitchen # 1 3 (itchen # 2 3 Fransportation #1 2 Transportation #2 2

0	0
Duty Lieutenant	Shift Commander

SHIFT:		DAY:	0		DATE:	January 0, 1900	
Officer's Ei	ntitlements Type]	Supervision Senior Shift Supervisor	7 Day Posts		Supervisory Entitlements	
			Duty Lieutenant			1 Accident Leave:	0
]	Security Rounds			2 Administrative Leave:	0
						3 Annual Leave:	0
						4 Bereavement Leave:	0
					10/1	5 Compensatory Leave:	0
						6 Court/Jury Leave:7 Death Sick Leave:	0
			Supervision	5 Day Poets		7 Death Sick Leave:8 Family Sick Act:	0
			Shift Commander	Day Posis	├	9 Holiday:	0
			Administrative	\rightarrow	<u> </u>	10 LWOP:	0
			Hospital Manager		-	11 Military Leave:	0
			Inmate Work Crew Cord	1()/	-	12 Personal Leave:	0
			Investigation			13 Public Health Leave:	0
			Audit/Detail Supervisor			14 Personal Sick Leave	0
		1	Environmental/Fire & Safety			15 SWOP:	0
			Intelligence			16 In-Service Firearms	0
			Rey/Took			17 In-Service	0
			TimeReeper/Hospital Supervisor			18 Academy Firearms	0
		\ \	Unit Manager A Block			19 Academy , Pre- Ser., OJT	0
		b. >	Unit Manager B Block			Scheduling Figu	
	()		Unit Manager C Block			Authorized Positions	21
	7/		Unit Manager D Block		<u> </u>	Vacancy: -	2
					_	Total: =	19
/ (Dogular Dalief (Cert la 9 COIIIa)	-	Entitlements : -	0
			Regular Relief (Sgt. S & COII S)	-	Regular Relief: - To another shift/facility -	0
					-	From another shit/facility +	0
				1	<u> </u>	Available: =	19
					l	Supervisory	
						Entitlements / Regular Re	elief
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