



Bureau of Corrections

DAILY BUILDING KEEPER HEADCOUNT REPORT FORM

Document Reference Code NBP-PR-001-F010	
Revision No. 0	Effectivity Date 01/05/2018
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DAILY BUILDING KEEPER HEADCOUNT REPORT

Date: _____

12/8 Shift
BUILDING _____

DORM	RECEIVED				MOVEMENT	TURNED OVER			
Grand Total					Grand Total				

Keeper's Signature
Certified Correct:

Keeper's Signature

Building Keeper's Supervisor

Time		Activity
Start	End	
		Assumed duties and responsibilities
		Conducted physical head counting of inmates
		<input type="checkbox"/> All were accounted for
		<input type="checkbox"/> With missing inmate
		Conducted inspection of my area of responsibility
		On guard at my post
		Conducted inspection of my area of responsibility
		On guard at my post
		Conducted inspection of my area of responsibility
		<input checked="" type="checkbox"/> Recorded all events in logbook.
		Turned over accountability and responsibility
		Others/Remarks

8/4 Shift
BUILDING _____

DORM	RECEIVED				MOVEMENT	TURNED OVER			
Grand Total					Grand Total				

Keeper's Signature
Certified Correct:

Keeper's Signature

Building Keeper's Supervisor



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Time		Activity
Start	End	
		Assumed duties and responsibilities
		Conducted physical head counting of inmates
	<input type="checkbox"/>	All were accounted for
	<input type="checkbox"/>	With missing inmate
		Conducted inspection of my area of responsibility
		On guard at my post
		Conducted inspection of my area of responsibility
		On guard at my post
		Conducted inspection of my area of responsibility
	<input checked="" type="checkbox"/>	Recorded all events in logbook.
		Turned over accountability and responsibility
		Others/Remarks

4/12 Shift BUILDING

DORM	RECEIVED				MOVEMENT	TURNED OVER			
Grand Total					Grand Total				

Keeper's Signature
Certified Correct: _____

Keeper's Signature _____

Building Keeper's Supervisor

Time		Activity
Start	End	
		Assumed duties and responsibilities
		Conducted physical head counting of inmates
	<input type="checkbox"/>	All were accounted for
	<input type="checkbox"/>	With missing inmate
		Conducted inspection of my area of responsibility
		On guard at my post
		Conducted inspection of my area of responsibility
		On guard at my post
		Conducted inspection of my area of responsibility
	<input checked="" type="checkbox"/>	Recorded all events in logbook.
		Turned over accountability and responsibility
		Others/Remarks