

## **Bureau of Corrections**

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NBP-PR-001-F010

Revision No. Effectivity Date

0 01/05/2018

# DAILY BUILDING KEEPER HEADCOUNT REPORT FORM

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DAILY BUILDING KEEPER HEADCOUNT REPORT	DAILY	BUILDING	KEEPER	<b>HEADCOUNT</b>	REPORT
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			Date:	12/8 Shift BUILDING		
DOR	2M	RECE	IVED	MOVEMENT	TURNEI	OVER
C	rand '	<b>Fotal</b>		Grand T	otal	
					•	
		per's Signatı			Keeper's Signa	ature
	Cer	tified Correct				
		1	Building	Keeper's Supervisor		
Tin				Activity		
tart	End	Assumed du	ities and res	sponsibilities		
				ad counting of inmates		
	_	All were acc		ta counting of minaces		
		With missin	g inmate			
				f my area of responsibi	lity	
		On guard at				
				f my area of responsibi	lity	
		On guard at		f many among of many among ibi	1:4	
		Recorded all		f my area of responsibi	IIty	
	_			ility and responsibility		
		Others/Rem		<u></u>		
	1	,				
				8/4 Shift		
		<u> </u>		BUILDING		
DOF	RM	RECE	EIVED	MOVEMENT	TURNE	D OVER
	C	rand Total	·		Grand Total	
			<u>l</u>	<u> </u>		1
	Kee-	per's Signatı	ıre		Keeper's Signa	ature
	1700	per o orginace	110			acour c



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Tir	ne	Activity			
Start	End				
		Assumed duties and responsibilities			
Conducted physical head counting of inmates		Conducted physical head counting of inmates			
All were accounted for					
		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		On guard at my post			
Conducted inspection of my area of responsibility		Conducted inspection of my area of responsibility			
Re		Recorded all events in logbook.			
	Turned over accountability and responsibility				
	Others/Remarks				

#### 4/12 Shift BUILDING \_

DORM	RECI	EIVED	MOVEMENT	T	JRNED O	VER
Grand Total		Grand Total				

Keeper's Signature	Keeper's Signature
Certified Correct:	

Building Keeper's Supervisor

Tiı	ne	Activity			
Start	End				
		Assumed duties and responsibilities			
Conducted physical head counting of inmates		Conducted physical head counting of inmates			
		All were accounted for			
		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			
		Recorded all events in logbook.			
		Turned over accountability and responsibility			
		Others/Remarks			