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REPORTING FOR DUTY

I. REPORTING FOR DUTY

A. Hours of Duty

1. Corrections Division personnel shall have regular hours assigned for active duty and shall be punctual in reporting for duty and/or other assignments at the time and place designated.

B. Briefing

1. Corrections Division personnel must report to their assigned duty stations or posts in a timely manner in order to be briefed by the employee they are relieving. This briefing shall be utilized by personnel to advise of any facility information affecting the operations of their shift.

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