

EAST BATON ROUGE PARISH SHERIFF'S OFFICE EMERGENCY RESPONSE REPORTING FORM

Instructions: Report separately hours worked during a regularly scheduled tour of duty and hours worked in excess of a regular scheduled tour in the spaces provided for each date within the 2 week payroll week. Report all unit hours.

EMERGENCY RESPONSE EVENT

LAST NAME (please print)

FIRST NAME (please print)

REGULAR ASSIGNMENT

RANK

COMPUTER #

DATE	DESCRIPTION OF ASSIGNMENT	DUTY TIME		DUTY HOURS WORKED			UNIT NUMBER	MILEAGE		
		ON	OFF	REGULAR	EXTRA	TOTAL		BEGIN	END	TOTAL
6/2/2020	(Example) PATROL - EBR NORTH	8:00	20:00	8	4	12	1111	12450	12550	100

Deputy Signature: _____
Only authentic signature accepted

Date: _____

Supervisor Signature: _____
Only authentic signature accepted

Date: _____

** Do Not Use - Finance Only **	
Total DOT	_____
Total Backfill	_____
Processed	_____
Entered	_____

Description of Assignment

Storm Preparation - list specific task (ex. Sandbagging)	Site Security - (location)	Crowd Control - (Where)
Shelter Security - Location	POD - (Point of Distribution) - (location)	Prison Security
Road Hazard - Location & Task	EOC - Emergency Operation Center	Transportation of Inmates - (location)
Patrol - EBR (location)	Air Operations	Vehicle Maintenance - Disaster only
Communications - (location)	Logistics (What/Where)	Mobile Field Force - (location)
Maritime - (location) ex. Dock, Mississippi River	Command Post Operations (What/Where)	Other - must have specific details and location

****A SEPARATE TIMESHEET MUST BE COMPLETED FOR TASKS PERFORMED OUTSIDE OF THE PARISH OF EBR****
****THIS TIMESHEET DOES NOT REPLACE YOUR REGULAR BI-WEEKLY TIMESHEET****