



**PLEASE do not**  
**into the USB's to**  
**your PHONE/TA**

**SHU OIC'S -D/W-E/W-M/W**

**PLEASE VERIFY ALL THIS IS COMPLETED BY END OF SHIFT**

- Make sure round sheets are completed
- Check 292's
- Print out folder for new commits
- Print Detention order
- Name Tag on door
- Visual Search is Completed
- Update Truscope
- Update Sentry
- All equipment is back to locker and accounted for
- Have orderlies clean tiers and mpa, showers (sun,tues,thurs)
- **ALWAYS KEEP OUR AREA CLEAN**