## Sign In/Sign Out Procedure

Issued By: The Executive Director

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ECRF Clients are required to sign-out whenever they leave the ECRF, and to sign-in upon their return to the house.

Clients are not allowed to sign out before 07:00AM (as per house policy) unless they have early leave privileges approved by their Parole Officer (i.e. for Work, Police Reporting, etc).

Clients are not able to sign out until they have spent 7 consecutive hours inside the ECRF.

Clients who have an “Approved Outings List” are only able to sign out to those locations listed on that list, any other locations have to be pre-approved by their Parole Officer.

Clients have to call the ECRF for a Location Change every time they change a location. All location changes must be logged in the ECRF Duty Log Book.

The Procedure for signing in/signing out is as follows:

1. Upon coming on shift, the Staff will read the ECRF Duty Log,
2. Staff will be responsible for conducting a ECRF Client count upon shift change. A visual check must be made at the start of the morning shift and at the last curfew time for each Client who is marked as in the building. The Clients’ sign in/sign out sheets must verify this.
3. Clients will sign in and out in the presence of a Staff member, who will verify the destination.
4. The sign out sheet will be signed by staff and client.
5. When signing out Client needs to fill out the “sign in/sign out” sheet with a specific destination, date, time and signature.
6. Prior to signing the Client “sign in/sign out” sheet, staff should verify that client is not house confined or restricted and that his destination comply with the approved outing list and no-go zones. Staff should also verify that destination and times are logical (e.g. going to the mall or library at 7:00am)

During all hours, when a ECRF Client is signing in, the procedure is as follows:

1. If the ECRF Client is late for visuals or curfew, follow current policy and procedure on clients coming in after curfew or visuals. (See section 25.2)
2. The ECRF Client will be given the sign in/out sheet to sign in.
3. ECRF Staff will enter the times and date on the sign in/sign out sheet and ensure it is securely in the binder.