INDIANA STATE MUSEUM SECURITY DEPARTMENT CONTROL OFFICE COVERAGE 2015-2016 (MOCK SCHEDULE)

NAME	SUNDAY	MON.	TUES.	WED.	THURS.	FRI.	SAT.	Weekly TOTAL
OFFICER #1			4PM - 12AM	4PM – 12AM	12PM – 10PM	12PM – 12AM		38
OFFICER #2				4PM - 12AM	3PM - 12AM	3PM – 12AM	12PM –12AM	38
OFFICER #3	8PM – 8AM				12AM – 8AM	12AM – 8AM	10PM – 8AM	38
OFFICER #4	8AM – 8PM	4PM – 12AM	5PM – 11PM				8AM – 8PM	38
OFFICER #5	12PM -12AM	10PM – 8AM	12AM – 8AM	12AM – 8AM				38
OFFICER #6						12AM – 8AM	8PM – 8AM	20
TOTAL	36hrs	18hrs	22hrs	24hrs	27hrs	37hrs	46hrs	210

Veteran's Home

Schedule &Daily Post

Assignment 07/24/15-07/30/15

First shift	Friday 07/24/15	Saturday 07/25/15	Sunday 07/26/15	Monday 07/27/15	Tuesday 07/28/15	Wednesday 07/29/15	Thursday 07/30/15	Total Hours
Nick Kellogg	0700-1500 (8) Site Supervisor	OFF	OFF	0700-1500 (8) Site Supervisor	0700-1500 (8) Site Supervisor	0700-1500 (8) Site Supervisor	0700-1500 (8) Site Supervisor	40
Isaral Quintero	0600-1400 (8) SR/FP	0600-1400 (8) Shift Leader	0600-1400 (8) Shift Leader/ Operator	OFF	OFF	0600-1400 (8) FP/SR	0600-1400 (8) SR/FP	40
Kayla Kauffman	0600-1400 (8) Operator	0600-1400 (8) Operator	OFF	0600-1400 (8) Operator	0600-1400 (8) Operator	0600-1400 (8) Operator	0600-1400 (8) Operator/SR	48
Robert Charlesworth	0600-1400 (8) Smoke Room	0700-1500 (8) Floor Patrol	0700-1500 (8) Floor Patrol	0600-1400 (8) Floor Patrol	0600-1400 (8) Floor Patrol	OFF	OFF	40
Scott Kujuwa	OFF	0600-1400 (8) Smoke Room	0600-1400 (8) Smoke Room	0600-1400 (8) Smoke Room	0600-1400 (8) Smoke Room	OFF	OFF	32
Open	OFF	OFF	OFF	OFF	OFF	OFF	OFF	0
Second Shift	**Friday 07/24/15**	**Saturday 07/25/15**	**Sunday 07/26/15**	**Monday 07/27/15**	**Tuesday 07/28/15**	**Wednesday 07/29/15**	**Thursday 07/30/15**	**Total Hours**
Nick Longbons	1400-2200 (8) Shift Leader	1400-2200 (8) Shift Leader	1400-2200 (8) Shift Leader	1400-2200 (8) Shift Leader	OFF	OFF	1500-2300 (8) Shift Leader	40
Rhonda Jenkins	OFF	1400-2200 (8) Operator	1000-2200 (12) FP/Operator	1400-2200 (8) SR/FP	1500-2300 (8) FP/SR/Operator	OFF	OFF	36
Don Layton	1500-2300 (8) Smoke Room	1500-2300 (8) Smoke Room	1500-2300 (8) Smoke Room	OFF	OFF	1500-2300 (8) Smoke Room	OFF	32
Bonnie Larch	1400-2200 (8) Operator	OFF	OFF	1400-2200 (8) Operator	1400-2200 (8) Operator	1400-2200 (8) Operator	OFF	32
Chris Nolen	1400-2200 (8) Floor Patrol	1400-2200 (8) Floor Patrol	1400-2200 (8) Floor Patrol	OFF	1400-2200 (8) SR/FP	1400-2200 (8) Floor Patrol	1400-2200 (8) FP/SR	48
James Birge	OFF	OFF	OFF	1500-2300 (8) FP/SR/[Operator for 1 hr on 3rd)	1400-2200 (8) Floor Patrol	1000/2200 (12) SR/FP	1000/2200 (12) Floor Patrol	40
Third Shift	**Friday 07/24/15**	**Saturday 07/25/15**	**Sunday 07/26/15**	**Monday 07/27/15**	**Tuesday 07/28/15**	**Wednesday 07/29/15**	**Thursday 07/30/15**	**Total Hours**
Jacob Eddy	OFF	OFF	2200-0600 (8) Shift Leader	2200-0600 (8) Shift Leader	2200-0600 (8) Shift Leader	2200-0600 (8) Shift Leader	1800-0600 (12) SR/Shift leader	44
Patrick Clary	2200-0600 (8) Operator	2200-0600 (8) Floor Patrol	2200-0600 (8) Operator	2200-0600 (8) SR/Operator	2200-1000 (12) SR/Operator	OFF	OFF	48
Arturo Cuahuizo	2200-0600 (8) Floor Patrol	2200-1000 (12) Operator	OFF	OFF	OFF	2200-1000(12) Operator/SR	2200-0600 (8) Operator	36
Total Hours	80	84	76	80	84	80	72	556

*3rd shift schedule is the evening of that day when they are scheduled to work.

Abbreviation descriptions and brief explanations of each position.

Site Supervisor: Ensures that all staff is doing their duties required, along with scheduling, and payroll.

Shift Leader: Looks after employees to ensure their jobs are being done when the Site Supervisor is not on duty.

Operator: Answers calls and transfers accordingly.

SR (Smoke Room): Records inventory of cigarettes, lights cigarettes, and watches for safety hazards.

FP (Floor Patrols): Locks and unlocks doors, does room searches, gives breaks, and watches suspicious activity.