

COURT SUPERVISOR'S DAILY REPORT

JD-MS-1 Rev. 9-14

CONNECTICUT JUDICIAL BRANCH JUDICIAL MARSHAL SERVICES

www.jud.ct.gov



Instructions

1. Each Facility or Unit Judicial Marshal Lieutenant, or Judicial Marshal Sergeant in the absence of the Judicial Marshal Lieutenant, must complete a Daily Report.
2. Deliver or fax the completed report to the Office of the Chief Marshal at the end of each shift.
3. Retain the original report at the facility for inspection.

Location	Shift ☐ 1st ☐ 2nd ☐ 3rd	Time of shift	Date
----------	---	---------------	------

☐ Roll call	☐ Cell block	☐ Property control
☐ Radio log	☐ Metal detector calibration	☐ Inventory/supplies
☐ Exterior sweep	☐ Duress alarms	☐ Bloodborne
☐ Interior sweep	☐ Camera system	☐ A.E.D./first aid
☐ Caseflow	☐ Prisoner management	☐ Other _____

Comments:

Facility Unit Statistics

<u>Marshals</u>	<u>Males</u>	<u>Females</u>	<u>Totals</u>
Number of Marshals assigned: _____	Inmates received from D.O.C.: _____	_____	Metal Detector: _____
Number of Marshals on duty: _____	Arraignment Totals: _____	_____	Habeas: _____
Percentage of staff on duty: _____	Off the street Totals: _____	_____	Habeas w/o case: _____
	Grand Totals: _____	_____	Non-incarcerated Criminal Trials: _____
			Incarcerated Criminal Trials: _____
			Family cases: _____
			M.V. cases: _____

Incident Reports

A complete, detailed incident report must be submitted to the Chief Judicial Marshal in accordance with Judicial Marshal Services Policy and Procedure #213-01, Reporting of Incidents.

Facility Tours

Time							
Prisoner Count							
Initials							

Notes

Name of preparer	Title of preparer	Badge number	Date
------------------	-------------------	--------------	------