

**JUDICIAL MARSHAL SERVICES  
DETENTION SUPERVISOR'S  
DAILY REPORT**

JD-MS-2 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 <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd	Time of shift	Date
<input type="checkbox"/> Roll call <input type="checkbox"/> Electronic touring device <input type="checkbox"/> Bloodborne <input type="checkbox"/> Radio log <input type="checkbox"/> Camera system <input type="checkbox"/> Emergency equipment <input type="checkbox"/> Cellblock sweep <input type="checkbox"/> Prisoner management <input type="checkbox"/> A.E.D./first aid <input type="checkbox"/> Key control <input type="checkbox"/> Property control <input type="checkbox"/> Other _____ <input type="checkbox"/> Block tours <input type="checkbox"/> Inventory/supplies			
Comments:			

## Facility Unit Statistics

	<u>Judicial Marshals</u>	<u>Males</u>	<u>Females</u>
Number of Judicial Marshals assigned:	_____	Intake count: _____	_____
Number of Judicial Marshals on duty:	_____	Released count: _____	_____
Percentage of staff on duty:	_____		

Name of Judicial Marshal Lieutenant, or Judicial Marshal Sergeant in the absence of the Judicial Marshal Lieutenant
Control room (Name)
Property (Name)
Intake (Name)
Housing (Name)

## 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
------------------	-------------------	--------------	------