

From: qodwill  
To: The Public

Subj: DUTY AND ASSISTANT DUTY STANDARD OPERATING PROCEDURES (SOP)

1. **Situation**. To establish procedures and instructions to be followed by Persons assigned to duty as qodwill Duty and Assistant Duty
2. **Mission**. To provide transparency to the Public
3. **Execution**.

a. **Founders intent and Concept of Operations**

- (1) **Founders intent**. Persons assigned to the subject duty will be guided in the performance of their duties by the content of this (SOP)
- (2) **Concept of Operations**. Persons who stand Duty and Assistant Duty area representation of the Founder. During the course of their duty, the Duty and Assistant Duty should be guided in their responsibilities within this (SOP)

b. **Duty Mission**

- (1) Duty will assume control of Duty property, conduct an inventory and annotate any discrepancies. All assigned to the subject duty will familiarize themselves with all the references and the contents of this (SOP) prior to assuming the duty and will make an entry in the Duty logbook to indicate acknowledgement.
- (2) Duty and Assistant Duty will conduct a tour frequently if possible the buildings and grounds within the duty area.
- (3) Duty will inspect the outside area immediately surrounding the building within the duty area. Prior to duty, Duty will clean the surrounding area.
- (4) In addition to tours, Duty will check every outside door and lock in the duty area for security.

(5) The Duty will annotate in the logbook of events, when touring. Duty will log all incidents not within standards.

(6) Ensure all outside standing lights are turned on at dusk and off at dawn. If any light fixture is not working properly, make an appropriate logbook entry.

(7) Emergency maintenance, appropriate entry made into the Duty logbook. This entry will contain the name of the person contacted.

(8) Every Thursday evening starting at 1700 field day cleanup. The Duty will maintain a supervisory role to ensure building and surrounding area of responsibility are cleaned in a timely manner. The Duty will ensure a general cleanup is done daily. (exemption: only one personnel on Duty, Duty will field day and ensure the building and surrounding area are cleaned).

(9) Assistant Duty will assist the Duty with any responsibilities as needed, however the Duty will maintain possession, the logbooks and master keys.

(10) At dusk and/or 20:00 the latest, all works will cease and administration starts, appropriate entry made into Duty logbook (exception: if stopping at dusk and/or 20:00 would create more expense then completing the task. after tasks is completed, administration starts, appropriate entry made into Duty logbook )

c. **Coordinating Instructions**

(1) Additional Duties

(a) The Duty is authorized to secure the building to any persons who uses excessive abusive language, or causes any disturbances that, in the judgment of the Duty, is violating the privacy or personal rights of the people

(b) Pets of any type, to include but not limited to dogs, cats, birds, fish, etc., are not authorized in the building at any time unless it is a certified service animal approved by a national affiliate

**(2) Report of theft.** All reports of theft, regardless of how minor, Duty will make a detailed entries, containing all pertinent facts surrounding the incident in the duty logbook

**(3) Destructive Weather.** Upon notifications of pending high winds or destructive weather (storms/hurricanes condition 1 through 4, sudden snowstorms, blizzards) Duty will immediately follow the below steps to ensure the safety of the public.

- (a) Latch, secure and/or stow all moveable objects.
- (b) Check emergency/storm kits to ensure an adequate supply of flashlights batteries, masking tape on hand.

**(4) Death or injury.**

- (a) In the event of death or serious injury to any person, the Duty will call 911 if no one has called
- (b) The Duty will obtain as much information as possible from the person making the report, or firsthand knowledge, and a proper Duty logbook entry

**(5) Lost Keys.**

- (a) Appropriate logbook entry indicating the name and circumstances surrounding the key loss.
- (b) Duty will maintain the Duty key the entire time of the post. The Assistant Duty will never have the Duty key in their possession.

**(6) Fire Instructions.**

- (a) Ensure all fire extinguishers are in their correct locations and operational.
- (b) Ensure no fire hazards exist, particularly around the building
- (c) Ensure all exits are clear from obstructions

(d) In the event of a fire, immediately sound the alarm and call the fire station at to be determined. Report the following information

- 1) Name
- 2) Location of fire
- 3) Type of fire (electrical, wood, gas, etc.)

#### 4. Command and Signal

- a. Command. This (SOP) is applicable to Persons assigned to duty
- b. Signal. This (SOP) is effective this date to be determined.

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#### 1. Duty Inventory List.

- a. 5 logbooks.
  - i. Incoming donations.
  - ii. Online donations.
  - iii. Outgoing expenses.
  - iv. Duty logbook.
  - v. Gift logbook.

- b. Keys.
  - i. To be determined.

- c. Equipment.
  - i. To be determined.

- d. Machines

i. To be determined.

For a sample logbook.  
download ,  
MCL DNCO and ADNCO Orders (Barracks Duty)  
The first file in Downloads

Thank you for taking the time to read our (SOP)  
god bless, and continue prosperity  
Your friend  
godwill