

# Purgatory Correctional Facility

## SHIFT TRADE-Request Form

DATE OF SUBMISSION: \_\_\_\_\_

### REQUESTING OFFICER:

Name: \_\_\_\_\_

Will Work Shift: \_\_\_\_\_

On Date(s): \_\_\_\_\_

Reviewed by:

Sergeant: \_\_\_\_\_ Date: \_\_\_\_\_

Lieutenant: \_\_\_\_\_ Date: \_\_\_\_\_

### TRADING OFFICER:

Name: \_\_\_\_\_

Will Work Shift: \_\_\_\_\_

On Date(s): \_\_\_\_\_

Reviewed by:

Sergeant: \_\_\_\_\_ Date: \_\_\_\_\_

Lieutenant: \_\_\_\_\_ Date: \_\_\_\_\_

**\*All trade dates must be within the same pay period.**

Explanation/Notes:

Approved

Denied

Scheduling: \_\_\_\_\_

Date: \_\_\_\_\_