

IMMEDIATELY UPON ARRIVAL, all officers working security MUST turn on the location device from your phone or tablet or you can use a laptop or computer with web access. Then you MUST log into the website toveyandtumlin.com. From this website follow the instructions. You must also repeat the process at the end of your shift.

This call in system will record your location, arrival, and departure. Call ins from outside the designated area are strictly prohibited and will be redflagged for review by your supervisor

WEBSITE: toveyandtumlin.com

The Log-in steps are as follows:

- 1. Turn on your location with your mobile device**
- 2. Log into. toveyandtumlin.com**
- 3. Enter your LAST NAME**
- 4. Enter your pin # (either your last 4 or 5 #'s of your SS# whichever one you have been instructed to use)**
- 5. Enter your location code (??)**
- 6. Press Submit**

If done correctly you will see a message that states. Thank you. You have successfully clocked in.