

BTC Rules Enforcing Policy 2014-2015

Included in official job descriptions of BTC staff

- (1) Same day booking sheet displayed by staff every day in the bubble.
- (2) Print out the 8 booking sheets (same day and one for each of the next 7 days) EVERY day, at early morning or late evening. Keep these pages for potential future references.
- (3) Inspect the printed pages of booking sheets to identify violations of BTC rules (if any).
- (4) For each rule violation, appropriate decision with associated enforcing action (if any) should be taken and properly documented (documented proof before confronting any offender).
- (5) All violations of BTC rules should be recorded and updated in a special spreadsheet.
- (6) Report cases of repeat offenders (if any) to directors in charge of rules enforcing for further actions.