

Bowie Police Department - General Orders



TITLE: OFFICER'S DAILY ACTIVITY LOG REPORT	NUMBER: 401
EFFECTIVE DATE: 2/23/12	REVIEW DATE:
<input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	DATE:

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS	TOTAL PAGES 1
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I. POLICY

All Police Officers shall prepare a Daily Activity Log Report. Along with all incident reports, this information provides a consistent and regular record of daily police activity.

II. RESPONSIBILITIES

- A. A Police Officer shall prepare a Daily Activity Report Log and submit it to his or her supervisor at the end of the shift for each shift the member works.
- B. The Officer's supervisor shall check Daily Activity Reports for completeness and accuracy. After the supervisor is satisfied that the information is complete and accurate, he/she shall sign the form. The form will be used as a record of each Officer's daily activity and calls for service. Supervisors may use the report as a management tool to enforce departmental guidelines and assess employee performance.
- C. Completed forms will be filed in chronological order in the monthly report file.

III. INSTRUCTIONS

It is essential that the information supplied on the forms be accurate and complete. Important records will be completed based on these reports. All calls for service, whether dispatched or Officer-generated shall be listed along with a disposition code. It shall not be sufficient to enter a case number alone. Any special assignment, such as directed patrol or stationary traffic enforcement shall be listed as a call for service.