



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **OFFICERS DAILY ACTIVITY LOG REPORT**

### NEW REVISED RESCINDS

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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#### **I. POLICY**

All police officers shall prepare a Daily Activity Log Report. With each police officer's report, this information uniformly and on a daily basis offers a complete picture of police activity and daily work experience is recorded.

#### **II. RESPONSIBILITIES**

- A. All police officers shall prepare a Daily Activity Report Log and submit it to their supervisor at the end of the shift for each shift the member works.
- B. If the supervisor is not available at the end of a shift; the report shall be placed in the appropriate report slot in the station and forwarded to the supervisor for review.
- C. The 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 initial the form. The form will be used as a record of each officer's daily activity and calls for service. Sergeants will use the report as a management tool to enforce performance guidelines, assess evaluation ratings, and ensure strict enforcement in the contract areas.
- D. Completed forms will be filed in chronological order in the monthly report file.

### **III. INSTRUCTIONS**

- A. 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 county-approved disposition code. Simply entering a case number is not sufficient. Any special assignment, such as directed patrol or stationary traffic enforcement shall be listed as a call for service.