

**MERIDIAN TOWNSHIP POLICE DEPARTMENT
GENERAL ORDER**

Subject: DAILY ACTIVITY REPORT	General Order: 1215
Effective Date: April 15, 2000 Revision Date: June 10, 2019	Distribution: All Sworn Personnel

I. PURPOSE

This General Order establishes procedures for the completion of the Daily Activity Report.

II. POLICY

All officers assigned to patrol duties will complete a Daily Activity Report as a means to gather and document information pertinent to their duties as a patrol officer. The Daily Activity Report provides an efficient means to document information about certain incidents or activities occurring during an officer's work shift. This document is intended to provide adequate information while reducing an officer's paperwork to facilitate increased patrol and community contact opportunities.

III. PROCEDURES

A. All officers performing patrol duties shall complete a Daily Activity Report for each work shift, thoroughly documenting activities and persons encountered in a chronological order. Officers assigned to a two-officer patrol unit will complete only a single activity report, which lists the names and CAD numbers of both officers.

1. Daily Activity Reports must be completed and submitted to the shift supervisor at the end of the officer's work shift.

Revised

2. Shift supervisors are responsible for reviewing the activity report for completeness, accuracy and neatness at the conclusion of the work shift. Upon completion of their review, the supervisor will approve the report verifying their review of the contents and activity.

B. Equipment Inspections: Officers will complete a vehicle and equipment inspection of their assigned patrol vehicle at the beginning of their tour of duty to ensure officer safety and equipment readiness and condition. The results of the inspection will be recorded on the daily activity report form.

C. Retention: Daily Activity Reports will be retained in the Records Division in a manner prescribed by the Chief of Police and for a period of time as required by Michigan Records Retention Schedule requirements.

D. Documentation Requirements

1. All significant activity completed or encountered during the officer's shift must be recorded on the activity report. This includes dispatched calls, self-initiated activity, traffic stops, citations issued, breaks, etc.
- Revised 2. Most blocks of the activity report are self-explanatory and all requested available information will be recorded in the appropriate section. This shall include the following:
 - a. Start Time (Time of Dispatch)
 - b. End Time (Time of reporting back in service)
 - c. CAD Number – Sequential number assigned by dispatch for a call for service
 - d. Case / Ticket Number – Sequential number assigned to a written report or the number assigned to a Uniform Citation
- Revised 3. "Activity Type" – This section provides a numerical summary of specified activities occurring during the officer's shift. Items tallied in this section must be reflected in the "Activity Description" section. The "activity type" section should only be coded with the codes available in the drop down menu.
- Revised 4. "Activity Description" – This section is used to document sufficient information to show the type of activity occurring and the action taken. When no formal report is written, the location, names, addresses and DOB of persons contacted must be recorded in this section. A synopsis of the incident should also be recorded in this section. Specific documentation requirements are described below:
 - a. Log Complaints – Along with the regularly required information, include a statement of the original problem and a brief explanation about the disposition.
 - b. Traffic Stops – List the driver's name, violation, location, and charge in the description column. Verbal warnings will require complete driver information and vehicle registration along with

violations warned.

- c. Park or School Patrols – Record the location, notable findings or contacts encountered (i.e.: persons investigated for suspicious or suspected criminal activity).
- d. Property Inspections – Record the location and the apparent security condition of the property along with any concerns and officer actions to resolve them.
- e. Directed Patrols – Record the location, observations, actions, and any other relevant information
- f. Liquor Inspections – Record the location, activity observed and an estimate of persons present along with a general statement of the compliance level of the establishment and/or special concerns and disposition. (Note: If a written complaint of a violation is completed, log this activity as a written complaint).

New 5. Prior to submitting a daily, all entries in Activity Type shall be tallied and entered into the Shift Activity Statistics.

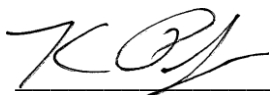
New 6. Information including time of dispatch, time of arrival, and end of call time shall be stored within the CAD system

E. Civilian or Cadet riders will be recorded in the Activity Description section, to include the beginning and end of their presence. (Do not list these individuals in the "Officer's Name" section.)

IV. CANCELLATIONS

None

Authorized by:



Ken Plaga, Chief of Police

Index as: Daily Activity Report
Standard 3.4.2

Application: This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.