

<i>TYPE OF ORDER</i>	<i>NUMBER/SERIES</i>	<i>EFFECTIVE DATE</i>	<i>ISSUE DATE</i>
General	#26 Series 2003	10/ /03 at 7:00 A.M.	10/24/03
<i>SUBJECT TITLE</i>		<i>PREVIOUSLY ISSUED DATES</i>	
Uniform Activity/Vehicle Inspection Policy			
<i>REFERENCE</i>		<i>RE-EVALUATION DATE</i>	
Responsibility of Officers			
<i>SUBJECT AREA</i>		<i>DISTRIBUTION</i>	
Documenting Activity and Inspecting Vehicles		All Personnel	

- I. **PURPOSE:** The purpose of having the activity/vehicle inspection sheet is to accurately record the daily work product of individual officers, to maintain records on the condition of police vehicles and the equipment in them, and to establish a system of accountability.
- II. **POLICY/PROCEDURE:**
- A. It is the **RESPONSIBILITY OF EACH POLICE OFFICER** to fill out the **VEHICLE INSPECTION PORTION** of the sheet **COMPLETELY AND ACCURATELY** anytime he or she is assigned a police vehicle, including “details” which have a police vehicle assigned. In the case of assigned “details” there is no need to fill out the activity portion of the inspection sheet.
1. The police vehicle should be inspected prior to going into service unless there are circumstances where an emergency call for service would require it be done at a later time, in which case it will be done as soon as practical.
 2. If a vehicle is found to be damaged or equipment such a computer or video are damaged, the officer shall notify a supervisor immediately.
 3. Any damage to the vehicle or equipment or any missing equipment shall be noted on the Activity/Inspection Sheet.
- B. It is the **RESPONSIBILITY OF EACH POLICE OFFICER**, whether assigned to a patrol post or a foot post to **COMPLETELY AND ACCURATELY** prepare the **UNIFORM ACTIVITY PORTION** of the Activity/Inspection Sheet.

1. It is the responsibility of the police officer to turn over their **SIGNED** Activity/Inspection Sheet to their proper supervisor with any associated activity (i.e. parking/motor vehicle violations, reports) before ending the tour of duty.

III. RESPONSIBILITY OF SERGEANTS regarding the **ACTIVITY INSPECTION SHEET**:

A. INSPECTION: Even though the primary responsibility of vehicle inspection rests with the police officer assigned to the vehicle for that particular tour, sergeants will randomly check vehicles on each tour of duty and make sure the officer's activity/inspection sheets are accurate.

1. If new damage to the vehicle or equipment is reported to the sergeant he shall begin an investigation as to determine who was responsible, when the damage might have occurred and how and why it was not reported.
2. The sergeant shall then leave a written report with his/her District Lieutenant with copies to the Commanding Officer of the Uniform Division and the Department Inspector.

B. ACTIVITY: Sergeants shall make sure that each officer under their command for that particular tour submits a signed Activity/Inspection Sheet to them before being dismissed from the tour of duty.

1. The sergeant shall review the sheet with the officer making sure that any and all activity listed on the sheet is accounted for and the officer has signed the sheet.
2. The sergeant shall then sign the Activity/Inspection Sheet and see that it is forwarded to the officer's District Commander for review.
3. The sergeant shall then ensure that the activity reports (i.e. parking/motor vehicle violations) are forwarded to the appropriate location.

IV. RESPONSIBILITY OF DISTRICT LIEUTENANTS regarding the **ACTIVITY/INSPECTION SHEET**:

A. INSPECTION: District Lieutenants shall review the Activity/Inspection Sheets to evaluate on a daily basis the activity of officers under their command and monitor the condition of police vehicles assigned to their District.

1. When a sergeant reports damage, the Lieutenant shall ensure there is follow-up and the investigation is completed.
2. The District Lieutenant shall keep the Commanding Officer of the Uniform Division and the Department Inspector informed of the progress of the investigation and request assistance if needed.

3. Upon completion of the investigation a written report shall be submitted by the District Lieutenant to the Commanding Officer of Uniform Division with copies to the Department Inspector.

B. ACTIVITY: District Lieutenants shall review the Activity/Inspection Sheet to monitor the productivity of officers assigned to their District.

1. District Lieutenants will periodically meet with sergeants and officers assigned to his /her District.
2. They will review and make recommendations to the officers regarding their activities during their tour of duty.
3. District Lieutenants shall discuss goals for the officer and conditions in his/her assigned patrol area.
4. District Lieutenants shall keep these Activity/Inspection Sheets for a period of thirty days. Before disposing of these Activity/Inspection Sheets the District Lieutenant shall maintain totals of activity recorded for each individual officer on an "Officers Monthly Activity Sheet" which each District Lieutenant shall maintain for each officer under their command.

APPROVED:

DEAN M. ESSERMAN
COLONEL
CHIEF OF POLICE

Attachments: Daily Activity Log
 Monthly Activity Sheet