



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 156	DATE August 19, 2004
SUBJECT:	DAILY LOG & FIELD NOTES FORM	
	DISTRIBUTION A, B, D-I, D-II, E, F, H.	
REFERENCE:	Pen & ink change was made to this order per P. & P. 185, dated March 22, 2006	

POLICY

It shall be the policy of the Oakland County Sheriff's Office that ALL Uniform Patrol/Shift Sergeants and Deputies assigned to Patrol Services Division shall complete a Daily Log & Field Notes Form, hereafter referred to as the "Log Sheet" for each shift worked. This does not include Sergeants assigned as a Substation Commander. The purpose of this is to record otherwise unreported activity and supplement Computer Assisted Dispatch {C.A.D.} and to document vehicle and equipment status.

The Log Sheet **shall** be used to document patrol unit condition and equipment inventory by means of a standardized checklist. In addition, any activity an officer wishes to document which cannot be documented with C.A.D., shall be documented on the Log Sheet. At the end of each shift, officers shall total their Dispatch Calls received, Written Reports taken, Traffic Citations issued, Arrests made and Building Checks completed, in the space provided for recording this information.

At the end of each shift, it shall be the responsibility of each officer to forward his/her completed Log Sheet to the Sub-Station Commander/Unit Commander or designee in charge of the area patrolled.

It shall be the responsibility of the Sub-Station Commander/Unit Commander or designee to document the receipt of each officer's Log Sheet for each shift worked. At the end of each calendar month, all Log Sheet shall be assembled by date and in alphabetical order for each individual officer. The Log Sheet shall then be forwarded to the Captain of the Patrol Services Division for his review and retention.

Failure to comply is punishable by disciplinary action.

A handwritten signature in blue ink that reads "Michael J. Bouchard".

Michael J. Bouchard
Sheriff

