



**Baltimore County Sheriff's Office
Towson, Maryland**

**Sheriff
R. Jay Fisher**

General Order

Subject: Daily Activity Report	Effective Date 03/10/08	Number A-10
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Purpose: The purpose of this directive is to set forth the policies and procedures relating to the documentation of daily activity.

Contents:

- I. Definitions**
- II. Policy**
- III. Daily Activity Report**
- IV. Immediate Supervisors**
- V. Vehicle Logbook**
- VI. Appendix 1**

I. Definitions:

- A. Daily Activity Report, Form #110:** Form for the Operations Bureau to record all activity during tour of duty. This form is also used to record information on the vehicle used by a member during his/her tour of duty.
- B. Vehicle Logbook:** Book used in transportation squad vehicles to record the mileage, destinations, and stops made in transportation squad vehicles.
- C. Vehicle Key Logbook.** Logbook kept at the sergeant's desk, used to document when a member uses a vehicle other than his/her assigned vehicle.

II. Policy

Any member, from any bureau, may be asked to keep a Daily Activity Report, by a member of the command staff.

A vehicle logbook will be in each vehicle assigned to the transportation squad. This logbook must be filled out each time the transportation squad vehicle is used.

Members of the rank of lieutenant or below using any other Sheriff's Office vehicle must fill out a Daily Activity Report.

All members of the Operation Bureau below the rank of lieutenant must complete a Daily Activity Report for each tour of duty.

Whenever a member uses a vehicle that he/she is not assigned to, the member must log the key in and out of the Key Logbook by the beginning and ending of his/her tour of duty.

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III. Daily Activity Report

- A. Must log all information including but not limited to:
1. Time beginning tour of duty
 2. Time arriving a destination
 3. Each stop made, and length of time spent at said stop
 4. Location, time and duration of all break.
 5. Time ending tour of duty
 6. Vehicle condition and mileage at the beginning and end of shift. **All new damage must be immediately reported to member's supervisor.**
- B. Members must turn in their Daily Activity Report to their immediate supervisor at the end of tour of duty.

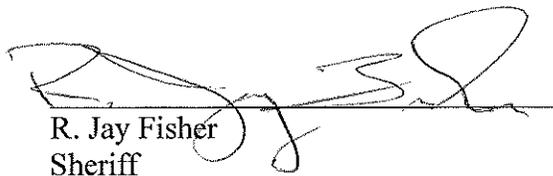
IV. Immediate Supervisors

- A. Ensure that all members have turned in Daily Activity Reports.
- B. Inspect Daily Activity Reports, ensuring that all relevant information is listed and accurate.
- C. Sign the Daily Activity Report to indicate review.

V. Vehicle Logbook

- A. Members of the rank of lieutenant and below must complete a vehicle log sheet each time he/she uses a transportation vehicle.
- B. Any new damage located on the vehicle **shall be immediately reported to member's supervisor**. Supervisor will inspect damage and take appropriate action.
- C. Sergeant of the Transportation Bureau will inspect the vehicle book sheets periodically. He/she will sign and date the logbook upon inspection.

By Authority



R. Jay Fisher
Sheriff

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Daily Activity Report
Appendix 1**

**Baltimore County Sheriff's Office
Daily Activity Report**

Date _____ Shift _____ Day of Week _____
 Deputy #1 _____ Total Served _____ Hours Paperwork _____
 Deputy #2 _____ Total Not Served _____ Hours Court _____
 Miles Finish _____ Hours Overtime _____ Hours Trips _____
 Miles Start _____ Reason Overtime _____ Hours Warrants _____
 Total Miles _____ Hours Scanner _____ Hours Miscellaneous _____

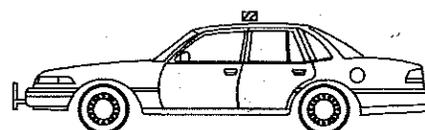
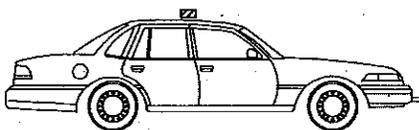
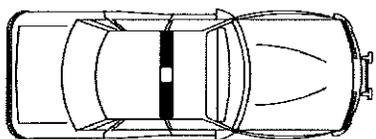
Disposition Codes:

Civil Process: 1- Card Left 2 - Not Home 3 - Not Served 4 – Served 5- Other (Reason/Time)
Warrant Service: A- Arrested B- No Answer C- Searched

ACTIVITY	TIME START	TIME END	REASON	DISP
1.				
2.				
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Note vehicle damage using an "x" for dents/cracked glass and lines for scrapes. Circle non-functioning equipment and explain all damage to include any to the interior of vehicle in the comment section below.



Vehicle Year:	Number:	Make:	Gas Card: Yes / No
Comments:			
Deputy Signature:		Deputy Signature:	
Supervisor Signature:			