



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

**Sheriff
R. Jay Fisher**

General Order

Subject: Daily Activity Report	Effective Date 12/03/12	Number A-10
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AMENDED INFORMATION

Members shall make the following change to General Order A-10. "Daily Activity Report" dated 03/10/08.

Add the following to the bottom of the page:

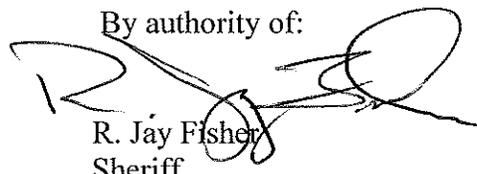
Page 1 under Section II. **Policy:**

All sworn personnel who work overtime are to submit a Daily Activity Report to account for their activities while working overtime with their overtime slips upon conclusion of the task. Copies of these Daily Activity Reports are to be attached to the weekly overtime report submitted to the Sheriff.

COMMUNICATION POLICY

Supervisors shall be responsible for communication of this directive to their subordinates and ensure compliance. This directive is effective on the date of publication.

By authority of:



R. Jay Fisher
Sheriff