

POLICY 14. DEPUTY'S DAILY PATROL LOG INSTRUCTIONS

A. Overview

1. The Daily Patrol Log is among the most important set of records kept by a deputy. The Daily Patrol Log is maintained via the Mobile Data Computers (MDC), which captures information such as crime statistics, directed patrol analysis, and mileage. The information contained in these logs assist the deputy in gathering sufficient beat knowledge, which is necessary for effective law enforcement. It is imperative that deputies complete their Daily Patrol Logs in a timely, thorough, and accurate manner about their shift activities.

B. Applicability

2. The following employees are required to complete a Daily Patrol Log for their shifts:
 - a. Patrol deputies and sergeants
 - b. Traffic deputies and sergeants
 - c. Community service officers
 - d. Reserve personnel performing a patrol function
 - e. Field units of the Court Services Division
 - f. Prisoner transportation detail
 - g. Any other units equipped with an MDC and required to complete a Daily Patrol Log

C. Use of MDC to complete Daily Patrol Logs

1. Units equipped with MDCs are required to use their MDCs to document their daily activities, unless prevented from doing so by equipment malfunction. In such cases, the employee shall notify their supervisor, who shall arrange for prompt repair of the equipment.
2. Completing the "Action Taken or Disposition" Section of the MDC Log - This is the comments section of the MDC log. Deputies must enter all pertinent information regarding actions taken while at the scene of a call or observed activity. This information should include, but not be limited to, the person(s) contacted, where contacted and why. This is especially necessary to those instances where no report, citation, or

field interview is entered into the NetRMS Records Management System.

3. When writing the narrative of the log, deputies should remember that this may be the only written record of an incident. Be sure there is enough information in the log entry for future reference if necessary. If more notes are needed than allowed in the disposition log deputies may use the add comments feature to add additional information to the log. Additionally, deputies should keep in mind that the log is available to the public and can be subpoenaed.