



PATROL GUIDE

Section: Command Operations		Procedure No: 212-08	
ACTIVITY LOGS			
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PURPOSE

To accurately record activities of uniformed members of the service and aid in the evaluation of such members.

SCOPE

ACTIVITY LOGS (PD112-145) are prepared by all uniformed members of the service below the rank of captain, except members performing permanent administrative or clerical duties or members required to prepare **INVESTIGATOR'S DAILY ACTIVITY REPORT (PD439-156)**. However, when any uniformed member below the rank of captain is assigned to a detail, e.g., parade, election duty, etc., the member concerned will maintain and make required entries in an **ACTIVITY LOG**.

PROCEDURE

Upon reporting for a tour of duty:

UNIFORMED MEMBER OF THE SERVICE

1. Record in **ACTIVITY LOG**:
 - a. Required information from roll call, before start of tour, including:
 - (1) Day, date and tour
 - (2) Assignment (post, sector, RMP number, etc.)/Two primary conditions to be addressed within assigned sector/post, if applicable

NOTE

*Upon receiving assignment for the tour, uniformed members of the service, in consultation with the patrol supervisor, will utilize the current **COMMAND CONDITIONS REPORT** in identifying the two primary conditions to be addressed within their assigned sector/post.*

- (3) Meal time
 - (4) Name of operator/recorder, when applicable
 - (5) School crossing or church crossing, if applicable.
 - b. Result of vehicle inspection when assigned as RMP operator:
 - (1) Condition of vehicle
 - (2) Odometer reading
 - (3) Amount of gas in vehicle.
 - c. Chronologically:
 - (1) Assignments received - Indicate time received, type of assignment, location, origin, code signal, disposition and time completed and/or given to dispatcher. If summons, enter summons number.
 - (2) Tasks performed
 - (3) Absences from post/sector or place of assignment
 - (4) Rank and surname of supervisor(s) responding to assignment
 - (5) Information pertinent to an assignment or observed/suspected violation of law, i.e., action taken, narrative disposition, forms prepared with identifying serial number, etc., to include the name, rank, shield number and command of off-duty uniformed member(s) of the service involved in any off-duty incident

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- (6) Other entries required by Department directives
- (7) Completion of tour, odometer reading, signature and shield number, if any.

NOTE

Both the RMP operator and RMP recorder are required to make the above specified chronological entries.

- 2. Make entries in black ink, beginning on first line at top of page and continuing thereafter accounting for each scheduled tour:
 - a. Utilize blank side of each page for notes, diagrams, sketches, etc., when necessary
 - b. Carry **ACTIVITY LOG** in regulation leather binder
 - c. Correct errors by drawing single line through incorrect entry and initial; do not erase
 - d. Begin tour's entries on next open line, following previous tour closing entry. Do not skip lines or pages.
 - e. Write or print legibly; abbreviations may be used
 - f. Do not remove pages for any reason or use **ACTIVITY LOG** as scrap or for note pads, etc.
- 3. Submit **ACTIVITY LOG** to supervising officer for inspection and review upon request.
- 4. Direct attention of supervisor to entry which may be a matter of concern, i.e., unusual occurrence, absence from post, etc.

**SUPERVISORY
MEMBER**

- 5. Indicate supervision and inspection of member's **ACTIVITY LOG** by inserting on the next open line the date, time, rank, signature and comment, if any.
 - a. Comments relating to a particular member's activity will be made known to the member's immediate supervisor.

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MEMBER OF
THE SERVICE**

- 6. Store active and completed **ACTIVITY LOGS** in locker, available for inspection at all times.

**ADDITIONAL
DATA**

*Upon being permanently transferred, member will submit **ACTIVITY LOG** to a supervisor in the previous command for signature after the last entry and notation of member's "new" command in the "Distribution Record" under "Remarks." Member will then submit the **ACTIVITY LOG** to a supervisor upon arrival in the "new" command, for signature. The supervisor will then enter required information in rear of command's "Distribution Record".*

*Upon completion of an **ACTIVITY LOG**, the member concerned will submit it to a designated supervisor for review. After ascertaining that all required information has been entered on the cover of the **ACTIVITY LOG**, the supervisor will enter his/her signature on the last page and cover of the **LOG**, complete required entries in "Distribution Record" and issue a new **LOG** to the member. Member and supervisor will complete required captions on cover of new **LOG**.*

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**ADDITIONAL
DATA
(continued)**

*Upon retirement of a member of the service, or other separation from the Department, completed **ACTIVITY LOGS** should be maintained. **ACTIVITY LOGS** are official accounts of police activities and are frequently needed for purposes of criminal prosecution and civil litigation.*

*Active and former members are reminded that, as **ACTIVITY LOGS** contain confidential information, no member or former member is permitted to disclose, donate or sell, for personal financial gain or otherwise, any **ACTIVITY LOG**. However, they should be provided to the Department upon request. Active and former members are prohibited from disclosing such confidential information by statute, including, but not limited to, New York City Charter Sections 2604(b)(4) and 2604(d)(5), respectively. Violation may be punishable by financial penalties and may be considered a misdemeanor offense.*

**RELATED
PROCEDURE**

Activity Log Distribution Record (A.G. 322-31)

**FORMS AND
REPORTS**

ACTIVITY LOG (PD112-145)
INVESTIGATOR'S DAILY ACTIVITY REPORT (PD439-156)
COMMAND CONDITIONS REPORT