

Report Under  
PSB# 3-36s.13  
RMS# 89-1s.13

POLICE DEPARTMENT  
CITY OF NEW YORK

March 5, 2013

From: Chief of Patrol  
To: Commanding Officer, all Patrol Boroughs  
Subject: **REQUIRED ACTIVITY LOG ENTRIES REGARDING UF250's**

1. *Effective immediately*, to ensure that all documentations regarding UF250's are standardized, all uniformed members will make the following required Activity Log entries whenever a "Stop, Question and Frisk Report" is prepared (see attached).


- Date/time of stop
- Location of stop
- Suspect's Last name, First name
- Suspect's pedigree
- Suspected crime or offense (*felony or penal law misdemeanor*)
- Explanation of suspicion (*looking into windows, pulling on doorknobs, etc*)
- Whether or not the suspect was frisked
- Sprint/Job number
- Disposition of stop (*96, 92C, 93Q, etc.*)

2. In addition, the circumstances or factors of suspicion **must be elaborated** on in the *Additional Circumstances/Factors* sections of the "Stop, Question and Frisk Report" and *Activity Log*. (i.e.; if the "Furtive Movements" caption is checked off, then a description of that movement must be specified).

3. Furthermore, a photocopy of Activity Log entries will be made and attached to the UF250 prior to submission to the Desk Officer/supervisor. This photocopy will be kept with the precinct copy of the Stop Question and Frisk Report.

4. Commanding Officers will ensure that members of their respective commands are apprised and comply accordingly.

5. For your **INFORMATION** and **IMMEDIATE COMPLIANCE**.

  
James P. Hall  
**CHIEF OF PATROL**

JPH/DJM/lf

**NYC\_2\_00028853**

# PATROL SERVICES BUREAU

## FOR YOUR INFORMATION

### SAMPLE ACTIVITY LOG ENTRY

#### Stop, Question and Frisk Activity Log Entry

The circumstances of the suspicion must be **elaborated** on, as show in this example.

2335 E.O.T. - Odometer. 34672  
P.O. R. Petti #1810  
Monday 1/31/2011 Tour: 1500x2335  
1500 - Present for duty  
1510 - Roll Call Lt. Bessler, C/D Green, rd2/24  
Sector 48B, 1800 meal w/PO Byron # 10465  
1530 Operator, RMP 1776, Vehicle Inspection,  
No contraband; good cond.; 3/4 fuel; 35011 mi  
1535 10-98  
1610 car stop Re: Red light, 1111-D1  
c/o Belmont & E. Fordham Rd. w/b  
Mot. Clark, Melissa F/W. D.O.B. 8/10/74  
5'11". Mot. ID# 274 755 687, '87 Nissan, Red  
Plate: XYZ-781  
1630 - 10-96 1X SUMM #4000002503, 10-98  
1715 - SQF. UF#250 susp. male randomly  
looking into apt. windows @ 1781 Marmion  
Ave. and changed directions at sight of PO's  
Smith, Daniel; D.O.B. 9/17/73 M/A  
1725 - I.D. positive, maintenance worker for  
Development Corp. - Stopped not frisked; Sgt.  
Doe not'f, sprint #M12345  
1730 93Q, 98  
1800 63 @48S/H  
1900 10-98  
1910 10-21 past burg 2115 southern blvd, 3c  
1916 10-84 confirmed burg, comp. Zioli, Allen  
on scene. Canvass apts 2c,4c,3b,3d,lobby and  
courtyard neg. results Sgt. Fu, L. on scene  
1940 10-98

**(COMPLETE ALL CAPTIONS)**

**STOP, QUESTION AND FRISK REPORT WORKSHEET**  
 PD 344-151A (Rev. 05-11)

Pct. Serial No. \_\_\_\_\_  
 Date: 1/31/11 Pct. Of Occ: 048

Time Of Stop: 1715 Period Of Observation Prior To Stop: 3 min Radio Run/Sprint No.: M12345

Address/Intersection Or Cross Streets Of Stop:  
 f/o 1781 Marmion Avenue, NY

Inside  Transit  Housing  Type Of Location (Describe): street

Specify Which Felony/P.L. Misdemeanor Suspected: Burglary Duration Of Stop: 10 min

**What Were Circumstances Which Led To Stop? (MUST CHECK AT LEAST ONE BOX)**

Carrying Objects In Plain View Used In Commission Of Crime e.g., Slim Jim/Fry Bar, etc.  
 Fits Description  
 Actions Indicative Of "Casing" Victim Or Location  
 Actions Indicative Of Acting As A Lookout  
 Suspicious Bulge/Object (Describe)  
 Other Reasonable Suspicion Of Criminal Activity (Specify): Turned at the sight of the police and kept looking back

Actions Indicative Of Engaging In Drug Transaction  
 Furtive Movements  
 Actions Indicative Of Engaging In Violent Crimes  
 Wearing Clothes/Disguises Commonly Used In Commission Of Crime

Name Of Person Stopped: Smith, Daniel Nickname/Street Name: Danny Date Of Birth: 9/17/73

Address: 123 Main Street, New York NY Apt No: 646-610-0000 Yel. No: \_\_\_\_\_

Identification:  Verbal  Photo I.D.  Refused  
 Other (Specify): NYS DL #123456

Sex:  Male  Female Race:  White  Black  White Hispanic  Black Hispanic  Asian/Pacific Islander  American Indian/Alaskan Native

Age: M Height: 6'4 Weight: 240 Hair: Black Eyes: Br Build: stocky

Other (Scars, Tattoos, Etc): \_\_\_\_\_

Did Officer Explain Reason For Stop?  Yes  No If No, Explain: \_\_\_\_\_

Were Other Persons Stopped/Questioned/Frisked?  Yes  No If Yes, List Pct. Serial Nos.:

If Physical Force Was Used, Indicate Type:  
 Handcuffing Suspect  Hands On Suspect  Reason  
 Suspect Against Wall/Car  Suspect On Ground  Pepper Spray  
 Drawing Firearm  Pointing Firearm At Suspect  Other

Reason For Force Used (Check One Box Only):  Suspect Reaching For Suspected Weapon  
 Defense Of Self  Overcome Resistance  Other (Specify):  
 Defense Of Other  Suspect Flight

Was Suspect Arrested?  Yes  No Offense: \_\_\_\_\_ Arrest No.: \_\_\_\_\_

Was Summons Issued?  Yes  No Offense: \_\_\_\_\_ Summons No.: \_\_\_\_\_

Officer In Uniform?  Yes  No If No, How Identified?  Shield  I D Card  Verbal

**Stop, Question and Frisk Report**

An explanation regarding the circumstances are included under the "Other reasonable suspicion of Criminal activity (specify)" caption.

**Was Person Frisked?**  Yes  No **IF YES, MUST CHECK AT LEAST ONE BOX**

Inappropriate Attire - Possibly Concealing Weapon  Furtive Movements  Refusal To Comply With Officer's Direction(s) Leading To Reasonable Fear For Safety  
 Verbal Threats Of Violence By Suspect  Actions Indicative Of Engaging In Violent Crimes  Violent Crime Suspected  
 Knowledge Of Suspects Prior Criminal Violent Behavior/Use Of Force/Use Of Weapon  Suspicious Bulge/Object (Describe)  
 Other Reasonable Suspicion Of Weapons (Specify): \_\_\_\_\_

**Was Person Searched?**  Yes  No **IF YES, MUST CHECK AT LEAST ONE BOX**  Hard Object  Admission Of Weapons Possession  
 Outline Of Weapon  Other Reasonable Suspicion Of Weapons (Specify): \_\_\_\_\_

**Was Weapon Found?**  Yes  No **If Yes, Describe:**  Pistol/Revolver  Rifle/Shotgun  Assault Weapon  Knife/Cutting Instrument  
 Machine Gun  Other (Describe): \_\_\_\_\_

**Was Other Contraband Found?**  Yes  No **If Yes, Describe Contraband And Location:** \_\_\_\_\_

Demeanor Of Person After Being Stopped: Agitated  
 Remarks Made By Person Stopped: I didn't do anything

**Additional Circumstances/Factors: (Check All That Apply)**

Report From Victim/Witness  Evasive, False Or Inconsistent Response To Officer's Questions  
 Area Has High Incidence Of Reported Offense Of Type Under Investigation  Changing Direction At Sight Of Officer/Flight  
 Time Of Day, Day Of Week, Season Corresponding To Reports Of Criminal Activity  Ongoing Investigations, e.g., Robbery Pattern  
 Suspect Is Associating With Persons Known For Their Criminal Activity  Sights And Sounds Of Criminal Activity, e.g., Bloodstains Ringing Alarms  
 Proximity To Crime Location  
 Other (Describe): Randomly looking through apt windows with a flashlight

Pct. Serial No. \_\_\_\_\_ Additional Reports Prepared: Complaint Rpt. No. \_\_\_\_\_ Juvenile Rpt. No. \_\_\_\_\_ Aided Rpt. No. \_\_\_\_\_ Other Rpt. (Specify) \_\_\_\_\_

REPORTED BY: Rank, Name (Last, First, M.I.)  
 Print: PO Petti Tax# 999999  
 Signature: \_\_\_\_\_ Command

REVIEWED BY: Rank, Name (Last, First, M.I.)  
 Print: \_\_\_\_\_ Tax# \_\_\_\_\_  
 Signature: \_\_\_\_\_ Command