

13.105 REPORTING AND EVALUATING OFFICER ACTIVITY

Reference:

Procedure 12.537 – Mobile Video/Digital Video Recording Equipment
Procedure 12.030 – Vehicles: Assignment, Use, and Maintenance
Activity Logger Manual

Purpose:

To provide a uniform system throughout the Police Department for maintaining officer's activity records.

Policy:

Officers will accurately and thoroughly record their daily activity to maintain integrity, community trust, and professionalism while performing their duties.

Procedure:

- A. Specialists/Police Officers will:
 - 1. Immediately log into Activity Logger upon completion of roll call.
 - 2. Electronically submit their activity log after completing their tour of duty. Officer's will check the Activity Log for accuracy and completeness and make necessary modifications to the log prior to submitting.
 - 3. Complete activity reports according to unit Standard Operating Procedure when assigned to a specialized unit.

- B. Supervisors will:
 - 1. Review officer's Monthly Summary Report in Activity Logger at the end of each period and discuss it with the officer.
 - 2. Document the officer's monthly performance on an Evaluation Supplement Log (ESL) via Employee Tracking System (ETS).
 - 3. Provide counseling when the need is recognized. Enter this action on the Period Review ESL. Ensure the officer is notified of the ESL by logging into ETS.
 - 4. Route the Monthly Summary Report and Period Review ESL to the unit commander for approval at the end of each period.

C. Guide for Completing Activity Logger

1. Officers must log complete and accurate information concerning calls for service and all actions requiring out-of-service time (Signal 27).
2. Enter as much information as necessary to adequately describe the service rendered or action taken for incidents. Dispositions should be comprehensive enough to allow a supervisor to immediately determine what action was taken i.e., advice given, reports made, arrest made, pending investigation, etc.
3. Officers should enter information as indicated in the following instructions:
 - a. Shift Information – Enter officer information, patrol location, shift times, supervisors on duty, and unit data.
 - 1) District assignments must be entered numerically as follows:
 - a) 1 for District 1
 - b) 2 for District 2
 - c) 3 for District 3
 - d) 4 for District 4
 - e) 5 for District 5
 - 2) The following units' information must be entered as follows:
 - a) CBS for Central Business District
 - b) NAR for both Narcotics and Vice Units
 - c) SSS for Safe Streets
 - d) TRA for Traffic Unit
 - e) K9 for Canine Detection Unit
 - 3) Shift information must be entered numerically as follows:
 - a) 1 for first shift
 - b) 2 for second shift

- c) 3 for third shift
 - d) 4 for late power shift
 - e) 5 for early power shift
- 4) Entries such as DST1, D3, first, 2nd, and PWR should not be used.
- b. Items – Indicate which equipment is in the vehicle and was checked. In the Checked Details field, make notes about the vehicle and/or equipment as needed.
- c. Camera – Enter the results of the Mobile/Digital Recording Equipment inspection. Record any hard drive/disc change, the reason for the change, name of the supervisor who changed the hard drive/disc, and information about the vehicle's camera system.
- d. Events – This screen auto populates calls for service received from the Emergency Communications Center. Officer's should delete, add, and/or edit calls for service as needed.
- e. Totals – Totals are automatically computed by Activity Logger. Officers assigned as partners may take equal credit for work accomplished, except as otherwise indicated in the following instructions. Officers should adjust field totals as needed.
- 1) Felony Arrests – Enter the number of felony arrests made. Any computer "hits" on warrants resulting in a physical arrest may be scored. Only the officers making the arrest will score.
 - 2) Misdemeanor Arrests – Enter the number of misdemeanor arrests made. Include OVI and driver's license violations in this space. Any computer "hits" on warrants resulting in a physical arrest or citation may be scored. Only officers making the arrest will score.
 - 3) Minor Misdemeanor Citation – Enter the number of minor misdemeanor citations issued that did not result in a physical arrest.
 - 4) Warrants Served – Enter the number of warrants served.
 - 5) Subpoena Served – Enter the number of subpoenas served.
 - 6) Incident Reports – Enter the number of all reports made during the shift (Form 301, Form 316, etc.).
 - a) Original – Enter the number of original offense reports made.

- b) Supplement – Enter the number of supplement reports made after the initial report was taken.
- 7) Incident Reports Cleared – Enter the number of original or follow-up incident reports that were investigated and cleared. Include all cases closed except for "Investigation Pending." Do not score missing persons returned or auto larcenies recovered, without an arrest, as a cleared case.
 - 8) FIRs – Enter the number of Forms 534, Contact Cards, made.
 - 9) Crash Reports – Enter the number of crash reports made.
 - a) Crash with Enforcement – Enter the number, no more than one, of arrests or citations for each crash. All arrests and citations occurring in connection with a crash report will also be scored in their appropriate place. Partners will take credit when a physical arrest is made or a crash is investigated.
 - 10) Traffic and Moving Violations — Include juvenile traffic arrests and citations.
 - a) Radar/Laser – Enter the number of speeding citations written using a radar or laser.
 - b) OVIs – Enter the number of persons arrested for operating a vehicle under the influence (score also in Item 2).
 - c) Pedestrian Violation – Enter the number of adult and juvenile pedestrian citations written. Partners will take credit when a physical arrest is made.
 - d) Parking Violations – Enter the number of parking infractions issued. Partners do not take credit for parking infractions.
 - e) Not Otherwise Classified (NOC) Violations – Enter the number of traffic citations issued that were not classified above, e.g., red light violation, improper course change, etc.
 - 11) Seatbelt Enforcement – Enter the number of seat belt citations issued.
 - 12) Delinquent Citations Served – Enter the number of delinquent citations served.
 - 13) Traffic Warnings – Enter the number of written traffic warnings issued.

- 14) Autos Towed – Enter the number of autos towed during the shift. Include auto crashes, delinquents, parking infractions, etc.
- 15) Recovered Autos – Enter the number of auto larcenies or unauthorized use vehicles recovered.
- 16) Non-Criminal Reports
 - a) Alarms W/ Report – Enter the number of Forms 315, Alarm Response Report, made.
 - b) PFO – Enter the number of places found open as a result of the officer's individual efforts. Complete a Form 317, General Conditions Report, if investigation determined no offense occurred. Only the discovering officer and partner take credit for the PFO.
- 17) Other Reports – Enter the number of reports made which were not otherwise specified i.e., Form 318, Conditions Affecting Other Departments.
- 18) Crime Prevention Contacts – Enter the number of gatherings attended in an official capacity to address concerns of, or to relay information to, schools, youth organizations, businesses, etc. Include the number of community council meetings attended.
- 19) Assists
 - a) Assists-Arrests – Enter the number of assists made for the following arrests.
 - 1] Felony and Misdemeanor arrests in which the officer supplied information leading to the arrest or developed evidence pertaining to the arrest, but did not make the physical arrest.
 - 2] Arrests which were a result of a prisoner pickup and transport only, to include prisoner pickup from other departments/agencies.
 - 3] OVI arrests in which the officer only assisted with intoxilyzer processing.
 - b) Assists-Motorists – Enter the number of assists made, e.g., hazards, citizen transportation following a crash, etc.

- c) Assists-Agency – Enter the number of assists made for other police or city agencies, not including arrests.
- 20) Crimes Discovered – Enter the number of crimes discovered through the officer's individual efforts. Any crime requiring an offense report that is discovered by the officer may be recorded in this space. Do not include those crimes that are a result of a service call or similar second party information.
 - 21) Vice Arrests – Enter the number of vice arrests made. Also score those arrests in Items 1 or 2. Only the officers making the arrest will score.
 - 22) Truants/Curfew Violations – Enter the number of truants picked up and curfew violations issued.
 - 23) Problem Solving Investigations – Enter the number of problem solving investigations conducted.
 - 24) Problem Solving Referrals – Enter the number of situations coming to the officer's attention where a citizen was advised to contact a private or government agency for assistance; i.e., Legal Aid Society of Greater Cincinnati, YMCA, Private Complaint, Salvation Army, 241-KIDS, etc.
 - 25) Directive Patrol Investigations – Enter the number of directed patrol investigations and Form 306, Preventative Patrol Reports, made.
 - 26) Foot/Bike Patrol Hours – Enter the number of hours spent on foot and/or bike patrol. This does not include time spent out of the vehicle on routine incidents. It does include time spent on dismounted "directed patrol."
 - 27) Delinquent Vehicles Recovered – Enter the number of delinquent vehicles recovered.
 - 28) Guns Recovered – Enter the number of guns recovered.
- f. Notes – Enter information about community meetings, on-duty and off-duty court appearance information, on-duty detail information, traffic posts worked, etc. Also enter the name, address, charge, and warrant number, if applicable, for persons arrested.