



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-3 SECTION A-3

DAILY ACTIVITY REPORT Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. General
- IV. Effective Date

I. DIRECTIVE

In order to provide supervisors with performance and productivity records of those officers under their respective command, it will be the requirement of this department that all sworn personnel of the Operations Bureau complete a Daily Activity Sheet.

II. PURPOSE

To implement a uniform activity report that is applicable to all personnel within the Operations Bureau which will ultimately provide periodic recaps of significant activity accomplishments for supervisory review.

III. GENERAL

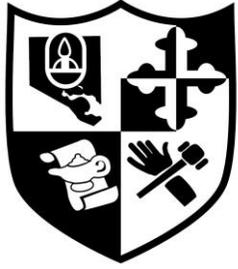
A. Responsibilities

1. **Police Officers** shall complete a Daily Activity Report according to the procedures and guidelines promulgated in this directive for each tour of duty (shift) that they work. Each officer shall sign the report, acknowledging its correctness, at the completion of their tour and submit same to their immediate supervisor.

2. **Sergeants** shall review the Daily Activity Report of each officer under their command and ensure the report's completeness, accuracy, and compliance with this directive. To indicate that this has been accomplished, the Sergeant/Officer in Charge shall sign each officer's Daily Activity Report and submit same to the shift commander.

If two officers work together as a unit, each officer shall submit a Daily Activity Report.

Additionally, Sergeants shall complete their own personal Daily Activity Report for each tour of



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duty they work and shall sign the report, acknowledging its correctness, at the completion of their tour and submit same to their immediate supervisor.

Sector Sergeants will insure that these forms are submitted daily by members of their command as directed by this Order. These reports will then be submitted, for review, by the Chief of School Police or Designee.

The Daily Activity Reports shall be maintained on a central file for a period of three years and will be discarded in accordance with Board policy EHB.

B. Procedure for completing the Daily Activity Report

While many elements of this report are self-evident, the following procedures are mandatory:

All significant activities and calls for service shall be itemized on the report.

1. All blocks on the Daily Activity Report shall be completed. If a block is not applicable, a diagonal line shall be drawn through it.
2. All times shall be indicated on the report in military time, including the "Shift Hours."
3. "Time Received" and "Time Completed" entries shall be exact to the nearest minute.
4. "Vehicle Equipment and Condition" is to be indicated as of the beginning (start) of your tour of duty. This section should be completed in conjunction with your Vehicle Inspection Sheet.

IV. EFFECTIVE DATE

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature _____

Date _____