

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 15

October 7, 2019

SUBJECT: SUBMITTING REPORTS FOR APPROVAL – REVISED; DAILY FIELD ACTIVITIES REPORT, FORM 15.52.00 – REVISED; TRAFFIC DAILY FIELD ACTIVITIES REPORT, FORM 15.52.01 – REVISED; AND, PATROL DAILY FIELD ACTIVITIES REPORT – FIELD NOTEBOOK DIVIDER, FORM 18.31.00 – RENAMED AND REVISED

PURPOSE: This Order revises Department Manual Section 4/203.40, *Submitting Reports for Approval*, as it relates to the submittal of miscellaneous forms. In addition, this Order revises the Daily Field Activities Report (DFAR), Form 15.52.00, Traffic Daily Field Activities Report (TDFAR), Form 15.52.01, and the Patrol Daily Field Activities Report – Field Notebook Divider, Form 18.31.00, to ensure they are consistent with current Automated Field Data Report (AFDR) policies and procedures. The DFAR and TDFAR shall be used by field officers to record their daily activities when they do not have access to the electronic Computer Aided Dispatch (CAD) system (e.g., special details, loans, Gang Enforcement Detail Officers).

PROCEDURE:

- I. SUBMITTING REPORTS FOR APPROVAL – REVISED.** Attached is the revised Department Manual Section 4/203.40, *Submitting Reports for Approval*, with the revisions indicated in italics.
- II. DAILY FIELD ACTIVITIES REPORT, FORM 15.52.00 – REVISED.** The Daily Field Activities Report, Form 15.52.00, has been revised to include a new AFDR No(s). heading within the “Disposition” box. The use, completion, and distribution of this form remain unchanged.
- III. TRAFFIC DAILY FIELD ACTIVITIES REPORT, FORM 15.52.01 – REVISED.** The Traffic Daily Field Activities Report, Form 15.52.01, has been revised to include boxes for AFDR numbers, Warnings, Reporting District (RD) numbers, Incident numbers and Division of Records (DR) numbers. Additionally, the heading “CITATIONS” has been changed to “CITATIONS AND WARNINGS.” The use, completion, and distribution of this form remain unchanged.

Note: All geographic Areas and traffic divisions shall only use the Department approved DFAR and TDFARs.
- IV. PATROL DAILY FIELD ACTIVITIES REPORT – FIELD NOTEBOOK DIVIDER, FORM 18.31.00 – RENAMED AND REVISED.** The Patrol Daily Field Activities Report, Form 18.31.00, has been revised and renamed as *Daily Field Activities Report – Field Notebook Divider*, to conform with the revised AFDR procedures and current Department terminology.

FORM AVAILABILITY: The Daily Field Activities Report; the Traffic Daily Field Activities Report; and, the Daily Field Activities Report – Field Notebook Divider, are accessible in E-Forms on the Department’s Local Area Network (LAN) and are attached for immediate use and duplication. All other versions of these forms shall be marked “obsolete” and placed into the Area/divisional recycling bin.

AMENDMENT: This Order revises Section 4/203.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION “D”

**DEPARTMENT MANUAL
VOLUME IV
Revised by Administrative Order No. 15 , 2019**

203.40 SUBMITTING REPORTS FOR APPROVAL. Completed reports shall be submitted to a supervisor for approval.

Reports that shall be completed immediately include:

- *Investigative Reports (IR), Form 03.01.00, of Robbery, Rape, Kidnap, Homicide, Hate-motivated Incident or Crime, Human Trafficking (commercial sex and involuntary servitude);*

Note: Robbery reports where a gun was used shall be redlined.

- *Injury Investigation, Form 03.15.00;*
- *Missing/Found Persons Investigation, Form 03.16.00;*
- *Investigator's Final Report, Form 05.10.00; and/or,*
- *Follow-up Investigation, Form 03.14.00, relating to any of the above.*

Reports that may be completed by the end of an employee's watch include:

- *Any arrest report or crime report with a named suspect;*
- *Any Vehicle Report, CHP Form 180;*

Note: An officer initiating a Stolen Vehicle or Lost/Missing License Plate report shall immediately notify the Vehicle and Warrant Section, Records and Identification Division, of the vehicle or plate information and obtain a Division of Records (DR) number; however, the Vehicle Report itself does not have to be completed until the officer's end of watch (Department Manual Section 4/220.40).

- *Traffic Collision Reports, CHP Form 555, with a serious or fatal injury;*
- *Aggravated Assault (e.g., ADW, Intimate Partner Violence with Injury - Aggravated Assault, Brandishing Weapon, Mayhem, Poisoning); and,*
- *Death Investigation, Form 03.11.00.*

All other reports may be held until the following day, at the watch commander's discretion, if the primary officers are scheduled to work the following day.

Field Interview (FI) Reports, Form 15.43.00, shall be completed and turned in at the officer's end of watch with the Daily Field Activities Report (DFAR), Form 15.52.00. Officers who do not complete a Computer Aided Dispatch (CAD) Summary Report shall submit their FI reports to a supervisor's inbox designated by their commanding officer.

Gang Member Arrests. An officer submitting a report to a supervisor for approval, which involves the arrest of "verified" gang members, shall ensure that the face sheet of each report (i.e., Arrest Report, Follow-up Investigation, Property Report) is stamped "GANG MEMBER ARREST" in red ink.

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Note: An arrestee is a verified gang member when the arrestee is listed in Department gang files. Verification shall be obtained through the respective *Area Gang Enforcement Detail*. During off hours, verification can be obtained through *the Department Operations Center, Communications Division*.

The stamp may also be used on reports when the arrestee has been approved for inclusion into the gang file, but has not been added to the file at the time of inquiry.

Note: Replacement stamps may be reordered through Supply Section, Fiscal Operations Division, using the *Supply Order Form*, Form 15.11.00.

Narcotics Arrests. Officers completing narcotics related reports (e.g., Arrest Report, *Property Report, IR*) shall write *on* the left margin of the first page, “distribute one copy to *the Area NED*” on the report.

Area Records Unit’s Responsibilities. *Area Records Units* shall distribute copies of narcotics related reports as follows:

- One copy to the Narcotics Enforcement *Detail* (NED) of the Area of occurrence; and,
- One copy to be stored in their Area files.

LOS ANGELES POLICE DEPARTMENT
DAILY FIELD ACTIVITIES REPORT

1. TIME SPENT ON SPECIAL SURVEY OBS.	ASSIGNED ACTIVITY	2. TIME OF DAY	3. INCIDENT# SOURCE AND CODE	4. SPECIAL SURVEY	LOCATION OF ALL ACTIVITIES	5. TYPE OF ACTIVITY	6. SUPERVISOR AT SCENE	7. NAME ASSOC. REF. NO., (e.g., BKG, ARR, CITATION #)
	R		S&C	A				
	C		S&C	8. DISPOSITION			9. FIELD SUPERVISOR	10. DR #
	R			B			C# F#	
	C		S&C	8. DISPOSITION			AFDR No(s)	10. DR #
	R			C			C# F#	
	C		S&C	8. DISPOSITION			AFDR No(s)	10. DR #
	R			D			C# F#	
	C		S&C	8. DISPOSITION			AFDR No(s)	10. DR #
	R			E			C# F#	
	C		S&C	8. DISPOSITION			AFDR No(s)	10. DR #
	R			F			C# F#	
	C		S&C	8. DISPOSITION			AFDR No(s)	10. DR #
	R			G			C# F#	
	C		S&C	8. DISPOSITION			AFDR No(s)	10. DR #
	R			H			C# F#	
	C		S&C	8. DISPOSITION			AFDR No(s)	10. DR #
11. TOTAL MINUTES (All pages)	12. TOTAL TIME	13. AVAIL.	14. SPECIAL SURVEY	15. ACTIVITIES RADIO	16. APPROVING SUPERVISOR	17. SUPERVISOR'S REMARKS	34. SHOP NO.	
18. FIELD INTERVIEWS								35. MILEAGE EOW
ADULT	JUVENILE	CRIME	TRAFFIC	OTHER	CALL	20. VEH. RECOV. OBS.	21. ARRESTS	22. JUV. ARRESTS
AUTO PED.	AUTO PED.					FEL. MISD.	TRAFFIC MISD.	MISD. DUI CALL OBS.
						FEL. MISD.	TRAFFIC MISD.	MISD. DUI CALL OBS.
24. OFFICER'S LAST NAME-INITIALS (PRINT)								25. ON
SERIAL NO.								26. OFF
EOW OVERTIME?								27. MOV.
Y <input type="checkbox"/> N <input type="checkbox"/>								28. NMOV.
IF Y, OT REPORT SUBMITTED & SIGNED BY:								29. PKG.
SUPERVISOR'S RANK, NAME & SERIAL NO.								30. SPEC. SURVEY
Y <input type="checkbox"/> N <input type="checkbox"/>								31. AREA
								32. ASSIGNMENT
								33. WATCH
								36. MILEAGE OUT
								37. TOTAL MILES
								38. DAY OF WEEK
								39. DATE

1. TIME SPENT ON SPECIAL SURVEY	2. TIME OF DAY	3. INCIDENT #, SOURCE AND CODE	4. LOCATION OF ALL ACTIVITIES	5. TYPE OF ACTIVITY	6. SUPERVISOR AT SCENE	7. NAME, ASSOC REF NO., (E.G., BKG, ARR, CITATION #)
	R		I.			
	C	S&C	8. DISPOSITION			10. DR #
	R		J.			
	C	S&C	8. DISPOSITION			10. DR #
	R		K.			
	C	S&C	8. DISPOSITION			10. DR #
	R		L.			
	C	S&C	8. DISPOSITION			10. DR #
	R		M.			
	C	S&C	8. DISPOSITION			10. DR #
	R		N.			
	C	S&C	8. DISPOSITION			10. DR #
	R		O.			
	C	S&C	8. DISPOSITION			10. DR #
	R		P.			
	C	S&C	8. DISPOSITION			10. DR #
	R		Q.			
	C	S&C	8. DISPOSITION			10. DR #
	R		R.			
	C	S&C	8. DISPOSITION			10. DR #
11. TOTAL MINUTES: 40. REMARKS:						

DAILY FIELD ACTIVITIES REPORT – FIELD NOTEBOOK DIVIDER

GENERAL RULES

- A. The *Daily Field Activities Report (DFAR), Form 15.52.00*, shall be used by officers in patrol field activities during any portion of their tour of duty who do not have access to the *Computer Aided Dispatch (CAD) summary system* (e.g., special details, loans, Gang Enforcement Detail Officers). **Exception:** Officers whose primary duty is the issuance of traffic citations or collision investigations shall use a *Traffic Daily Field Activities Report, Form 15.52.01*.
- B. Every activity of a police nature requires an entry. Each Code 6 requires an entry. Cancelled calls and calls handled by another unit shall be entered if five (5) or more minutes are expended responding or if assistance is rendered to the handling unit (include the unit designation of the unit handling).
- C. Activities of a like nature, occurring at one location simultaneously or in a series, should be recorded on a single line if possible (e.g., several parking violations on one block).
- D. Each follow-up activity requires an entry on a separate line.

Exception: When the follow-ups are handled immediately after the original activity, with no interruption by unrelated activities, they should be recorded on the same line as the original activity; include all locations. If there is insufficient space, use any number of lines necessary. Information shall be entered as it becomes available. All times shall be to the nearest five-minute interval.

- E. An officer whose unit assignment changes during his or her tour of duty shall continue using the original log, [e.g., "A" unit changes to "L" unit(s)]. The officer with the original log shall maintain the log by making an entry in the disposition section indicating the new unit designation assigned by the watch supervisor and the reasons for the change.
- F. The completed report shall be submitted to a supervisor at the end of watch (EOW). All completed short-form arrest reports, FI Cards, and citations shall be attached.
- G. Conflicts over credit for arrests, etc., shall be resolved by an available supervisor.
- H. If more than one page is used, staple together at upper left corner.

SPECIFIC ENTRIES

1. TIME SPENT:

- A. Special Survey – Use as directed by the division, Area, or bureau commanding officers.
- B. Observation – This entry reflects the time spent on observation activities.
- C. Assigned Activities – Those activities which originate as a result of something NOT initiated or observed by the officer. All activities other than OBS activities, including radio calls, citizen calls, officer calls, and station calls. Include roll call, equipment repairs, on-duty court appearances, on-duty qualification, changeover into one-officer unit or two-officer unit, change of watch, servicing equipment, and any other time-consuming activity over which the officer(s) has no control such as a special assignment given by a supervisor shall be noted. In the case of observation activities, the time the activity began and ended will be entered in Column 2 (Time of Day), as will all other activities; however, the number of minutes spent in the "OBS" activity will NOT be entered in the assigned activities column.

Note: Any delay in handling an assigned activity shall be explained under the Disposition (Box 8).

2. **TIME OF DAY:** Enter the time each activity is received and concluded. Use 24-hour clock. When a radio car is given more than one call at a time, the calls should, as a general rule, be handled: (a) responding to coded calls first; i.e., Code Three, and then Code Two calls; (b) according to the nature of the call; e.g., a '415 man' with no code should be

handled prior to a '507R'; (c) to minimize travel and response time; or (d) in the order in which they are broadcast. The officer has the latitude to weigh all the facts and to deviate from the general rule for logical priority reasons. If calls are not handled in chronological order, Communications Division shall be notified as to which is being handled first. In any case, the calls should be entered on the log in the order in which they are handled. The second call's time span shall be entered by dividing the space marked "R" into two sections. This is done by drawing a diagonal line from the lower left corner to the upper right corner. Then the original time the call was received is entered above the line and the actual time the officers began handling the call is entered below the diagonal line. The time the call is completed is then entered in the space marked "C".

3. **INCIDENT #, SOURCE AND CODE:** In the "Incident #" box for all incidents except roll call, or EOW, enter; (a) the four digit incident number of all calls; (b) the Area of occurrence, if the activity occurred within the City, but in another Area; or (c) out (outside), if the activity occurred outside the City.

Source from which the activity originated; "R" – radio, "CITZ" – citizen, "OBS" – observation, "OFC" – officer, "STA" – station, "SPV" supervisor. "All Units" calls shall be shown as "RAU" by the units assigned the call, and "AU" by units assisting. The assisting units may take credit for an "Other" in Box 15 (ACTIVITIES).

The letter "T" shall be added after the source code on all activities involving traffic collisions – whether or not an official report is required; [e.g., R-T (Radio-Traffic), OBS-T (Observation Traffic).]

Note: The suffix "T" should not be added until the activity is verified as a traffic collision. All code numbers used in conjunction with an activity shall be shown. Entries resulting from a previous activity shall show the source as the letter (A through R) printed in Item 4 of the original activity. If additional pages are used, the entry shall also indicate the page number of the original entry (1A through 2R). Recap only the original activity.

4. **LOCATION OF ALL ACTIVITIES:** If no specific address, show as S/W corner 11th and Hill Sts., rear 126 E. 18th St., etc. Location of calls should be recorded exactly as received. Vague and incorrect locations should be clarified under "Disposition."
5. **TYPE OF ACTIVITY:** Show exactly as received from Communications Division. Activities received from other sources shall be written in similar language. Use only those abbreviations that are easily understood.
6. **SUPERVISOR AT SCENE:** Name of supervisor(s) at scene of activity.
7. **NAME, ASSOC REF NO. (e.g., BKG, ARR, CITATION #.)** NAME: Enter ACE, booking, citation, RFC, or Traffic Violation Warning number if available. If booking number is unknown, enter last name of arrestee. Use only at original entry. When several FIs are made at one time, enter last name of one suspect and number of additional suspects (e.g., Barton +3).
8. **DISPOSITION:** Explain what occurred in brief descriptive language. Use only abbreviations that are easily understood. Record FI's as 2 AAFI (Adult Auto FI) or 2 WWV (Want/Warrant Check), etc. This method will aid in correctly recapping your activities at EOW. Document the AFDR number(s) in the box located on the right side under the "AFDR No.(s)" heading. Show the citing officer's initials. Include V.C., P.C., or L.A.M.C. sections. Indicate type of report taken. Explain delay in answering call. The number and, if possible, the types of reports completed

DAILY FIELD ACTIVITIES REPORT – FIELD NOTEBOOK DIVIDER

shall be indicated on the original line of the activity for which the reports were required. Follow-up activities are cross referenced to the original entry in Item 3A.

Example: In answering a call, an arrest is made requiring arrest, evidence, and crime reports. The number and types of reports shall be entered on the line indicating the original disposition entry for that activity rather than at the station or wherever the reports are completed.

Follow-up entries will not require booking or DR numbers. A statement such as "Bkd. Susp. 459PC - C.J. - completed reports (Line K)," will suffice for follow-up entries. All activities which do not result in a report, arrest, citation, or FI shall show either the name, address, telephone number, and/or vehicle license number of an involved person.

9. **FIELD SUPERVISOR:** Enter the last name of the field supervisor to which the unit or officers completing this report are assigned for the watch. In a case where two officers are assigned different supervisors, the name of the supervisor for the officer actually completing the report shall be entered.
 10. **DR NUMBER:** Enter the DR numbers on original entry only. Follow-up activities are cross-referenced to the original activity as described in Item 3A.
 11. **TOTAL MINUTES:** Totals of above columns.
 12. **TOTAL TIME:** Total minutes on duty from beginning of roll call or duty assignment until tour of duty is completed.
 13. **AVAILABLE:** "Total Time" minus "Assigned Activities" time equals total minutes "Available" for initiated activities. Supervisors should evaluate available time usage by reading narrative entries.
 14. **SPECIAL SURVEYS:** Use as directed by bureau, Area or division commanding officers for tallying information on special surveys, such as: number of citizens' or officers' calls, minutes spent on unusual occurrences or major disasters, *Traffic Violation Warnings*, etc.
 15. **ACTIVITIES BY SOURCE:** Total activities according to sources indicated in space 3A. Officers assigned a call which is subsequently cancelled shall circle the source; (i.e., R. If they assist with the call, they shall take credit for "Other"; if not, take no credit. However, in all cases, the time spent responding shall be shown under assigned activity. All calls or activities from any source, where there is evidence at the scene that a traffic collision occurred, whether a report is made or not, shall be listed under "TRAFFIC" only. Only the unit which has the responsibility of investigation shall take credit for the traffic collision call).
 16. **APPROVING SUPERVISOR:** Last name. When errors or omissions are noted, *the* report shall be corrected by the officer before approval.
 17. **APPROVING SUPERVISOR'S REMARKS:** List entry or item(s) needing correction or clarification.
 18. **FIELD INTERVIEWS:** Total number of FIs made.
 19. **REPORTS:**
 - A. **CRIME** – One credit for each crime report, regardless of DR numbers or victims. A Stolen Vehicle Report shall be counted as a crime report; all other Vehicle Reports shall be counted as others.
 - B. **TRAFFIC** – One credit for each DR number, regardless of number of pages or filings.
 - C. **COMBINED** – One credit for each report that has an LAPD form number.
 - D. **OTHER** – One credit for each Other report.
- Exceptions:** Citations, FIs, warning tags, property tags, *Employee Reports, Form 15.07.00*, vehicle trouble tickets, transportation orders, GCI checklist, *Traffic Collision Information, Form 04.37.00*, booking approvals, victim memos and overtime forms. Take credit for only one other report for each vehicle impounded (impound and notification). If property in vehicle is booked, credit any additional reports.
20. **RECOVERED VEHICLES:** Only the unit locating the stolen vehicle shall take credit.
 - A. **CALL** – Vehicle recovered as result of radio call or any other than officer's observation or as a result of a broadcast LOJACK activation.
 - B. **OBSERVATION** – Vehicle recovered as result of officer's initiated observation or a LOJACK activation.
 21. **ARRESTS:** Total number in all boxes shall equal the number of persons arrested. When a person is booked on charges applicable to more than one box, credit shall be taken for the most serious charge. Although two units may be involved in an arrest, only one unit shall take credit. Conflicts shall be resolved by the concerned watch supervisor. If an officer takes credit for an arrest, his or her name *shall* appear on the arrest report as one of the arresting officers. Credit shall not be taken for transporting for another unit.
 - A. **FELONY** – All felony arrests except felony traffic.
 - B. **MISDEMEANOR** – All misdemeanor arrests (incl. RFC's) except 647 (f) P.C. (DRK) and misdemeanor traffic.
 - C. **DRUNK** – Arrests for 647 (f) P.C. only, do not include DUI arrests.
FELONY TRAFFIC – Arrests for 20001, 23153, 23103 V.C., etc.
 - D. **MISDEMEANOR TRAFFIC** – Arrests made by auth. of 40302 V.C. (except 23152 V.C.), 40303 V.C., and misdemeanor traffic warrants.
 - E. **FELONY DUI/MISDEMEANOR DUI** – Arrests for 23152 and 23153 V.C., etc. Credit a DUI arrest as "OBS" only when the arrest is made as a result of observation initiated by the officer(s).
 - F. **ASSISTED ARREST FELONY/MISDEMEANOR** – Take credit for all arrests in which you assisted but cannot take primary credit.
 - G. **DRE EVALUATIONS** – Take credit for all evaluations done by each officer and record the total number of evaluations with the total amount of minutes spent on all evaluations.
 22. **JUVENILE ARRESTS:** Total number of juvenile arrests, regardless of type, indicated in arrest boxes. (For example, a juvenile arrested and booked for 23152 V.C., take credit for both a misdemeanor DUI and a juvenile arrest. A juvenile arrested and booked for 211 P.C., take credit for both a felony arrest and a juvenile arrest.)

Note: If the juvenile arrestee is cited to court, take credit for a juvenile arrest ONLY.
 23. **WARRANTS:**
 - A. **ARRESTS** – Total number of persons arrested by warrant, as indicated in the arrest spaces, regardless of type. For example, a person arrested for 211 P.C., take credit for both a felony arrest and a warrant arrest, etc.
 - B. **CHECKS** – Take credit for each suspect whose record is checked for warrants by radio, telephone, MDT, or in person. Only one unit shall take credit for each check.

Note: Attempting to locate and/or locating a person who is wanted on a warrant is NOT a warrant check.

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24. **OFFICER'S NAME AND SERIAL NUMBER:** The last name, initials and serial number of each officer of the unit shall appear on the report. The officer preparing the report shall place his or her name on top. Each officer is responsible for the entire contents of the report. Each officer shall place his or her written initials after the last entry (EOW) upon completion of the DFAR.
25. **ON DUTY:** Insert time you report for roll call or duty assignment, even if late use 24-hour clock.
26. **OFF DUTY:** The time you complete your tour of duty. Use 24-hour clock.
27. **CITATIONS – MOVING:** Total the number of citations issued for moving violations. Refer to the Citation Guide, Form 16.65.00, for classification of moving violations.
28. **CITATIONS – NON-MOVING:** Total number of personal service citations that do not list a moving violation.
29. **CITATIONS – PARKING:** Total number of absentee parking citations issued except for the violations of 22500 h, 22500 j, or 22520 (moving lane). Absentee Citations issued for 5200 or 5204 V.C. shall also be counted as parking citations in all cases.
30. **SPECIAL SURVEY:** This space shall be utilized as directed by Area, division, and bureau commanding officers for tallying information on special surveys, such as: on-duty court time, number of particular types of traffic citations or arrests, etc.
31. **AREA:** Enter the Area of assignment of the officers completing the log (e.g., CENT. Do not use number designation of Areas).
32. **ASSIGNMENT:** Use complete number; e.g., 17XL46. All field units should use one of the following service identification designations (L following the designation indicates one-officer unit.)
- A: Basic Car Plan Unit
 - B: Two-Officer Patrol Wagon
 - C: Bicycle Detail
 - DV: Domestic Abuse Response Team (DART) Unit
 - E: Traffic Enforcement Automobile Unit
 - F: Specialized Investigative Unit, or Crime Task Force Unit
 - FB: Uniformed Foot-Beat Patrol
 - G: Gang Unit
 - H: Housing Authority of the City of Los Angeles (HACLA) Units
 - I: Detective Bureau Field Enforcement Units
 - J: Juvenile Unit
 - K: Unit assigned to a division in Detective Support & Vice Division or Valley Forgery Section, Operations-Valley Bureau.
 - L: One-Officer Unit. ("X" or "T" units shall use the letter "L" following the regular service letter when applicable.) Also used as geographic field services division base station designation, and supervisory personnel
 - M: Traffic Enforcement Motorcycle Unit
 - N: Narcotics Unit
 - OP: Observation Post assignment during special event or unusual occurrence
 - P: Unit assigned to an operations bureau who may perform administrative or law enforcement duties (e.g., task force units)
 - Q: Special Event or Unusual Occurrence Unit
- Note:** The activation of the designation and the coordination of assigning specific identification numbers shall be through Communications Division
- R: Metropolitan Division Unit
 - S: Two-Officer Senior Lead Officer Unit
 - SL: One-Officer Senior Lead Officer Unit
 - T: Collision Investigation Unit
 - U: Report-Taking Unit
 - V: Bureau or Area Vice Unit
- W: Bureau or Area Detective Unit
- X: Additional *Patrol Unit* in an assignment district
- Y: A Field Unit assigned to a division in the Counter-Terrorism and Special Operations Bureau
- Z: Geographic Uniformed Unit assigned to a special detail, or a Career Criminal Detail
33. **WATCH:** Enter appropriate watch (e.g., Day, Mid-Day, PM, Mid-PM, AM. Do not use numbers to indicate watches).
34. **VEHICLE SHOP NUMBER:** Complete shop *no.* of vehicle(s) assigned.
35. **MILEAGE EOW:** Mileage reading of assigned vehicle(s) when going off duty.
36. **MILEAGE OUT:** Mileage reading of assigned vehicle(s) at time assigned.
37. **TOTAL MILES:** Estimate if unknown.
- Note:** If two vehicles are used during one tour of duty because of mechanical breakdown or accident, split spaces 34, 35 and 36 in half and place information of the first vehicle in the left column and the second vehicle in the right column. Indicate the exchange of vehicles along with the reason for the exchange in the Disposition box entry (8). The combined total mileage of both vehicles will be entered in space 37 (total miles).
38. **DAY OF WEEK:** Must coincide with *the* date worked. May be abbreviated (e.g., Tue., Thu., Sat.)
39. **DATE:** The date for which you will be credited as having worked. Do not use number designation of month.
40. **REMARKS:** This space is available to all ranks for recording any incident or fact which should be or may be of interest to the officer, supervisor, or the Department when such incident or fact is not included in other Department reports.
- Note:** When all available space on the log has been utilized and only one additional line is needed for EOW the entry may be made in the "Remarks" section of the report.