

OFFICE OF THE CHIEF OF POLICE

NOTICE

April 26, 2019

14.5

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: SERGEANT'S DAILY REPORT, FORM 15.48.00 – REVISED;
SERGEANT'S DAILY REPORT – FIELD NOTEBOOK DIVIDER,
FORM 18.49.00 – REVISED; GANG ENFORCEMENT DETAIL –
SUPERVISOR'S DAILY REPORT, FORM 15.49.00 – REVISED; AND,
GANG ENFORCEMENT DETAIL – SUPERVISOR'S DAILY REPORT –
FIELD NOTEBOOK DIVIDER, FORM 18.49.01 – REVISED

A recent inspection of the Sergeant's Daily Report (SDR), Form 15.48.00, and the Gang Enforcement Detail – Supervisor's Daily Report (GED – SDR), Form 15.49.00, was conducted to ensure compliance with Department-related field operations. The inspection revealed a lack of standardization in completing the SDR and the GED – SDR.

This Notice revises the SDR to include the "Inspection Information (if applicable)": heading and inspection data fields to allow supervisors to capture their inspection findings in a standardized fashion and removes the Code 7 ("C7") box from the top of the form. This Notice also revises the GED – SDR. On Page No. 1, an "Activity" heading and recap fields have been added to provide watch commanders and commanding officers with a tool to capture the daily activities of GED field supervisors. In addition, this section will afford supervisors the ability to document their daily efforts to fulfill their oversight duties and meet the needs of the watch. Additionally, an "Inspection Information (if applicable)": heading and inspection data fields are included to allow supervisors to capture their inspection findings in a standardized fashion.

Note: Supervisors are reminded that inspections shall be conducted at the discretion of their commanding officers.

The revised forms are attached for immediate use and duplication and are available in E-Forms on the Department's Local Area Network. All other versions of these forms shall be marked obsolete and placed in the divisional recycling bin. The use and distribution of the SDR and the GED – SDR remain unchanged.

All Department Personnel
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Any questions regarding this Notice may be directed to the Forms Unit, Policies and Procedures Division, at (213) 486-0400.



MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION "D"

SERGEANT'S DAILY REPORT

SERGEANT:		DATE:
DIVISION:	WATCH:	ASSIGNMENT:
EOW O.T.:	O.T. DELIVERED TO:	AVAILABLE FIELD TIME:

NARRATIVE: (Include time, location, activity and incident number when applicable.)

(Additional narrative field on Page 2)

Activity:

Calls Responded	Supervisory Requests	No. of Inspections	Employee Comment Sheets	Commendations	Ratings	RMIS Action Items	TEAMS II Reviews	Use of Force Investigations	Complaint Investigations	Pursuit Investigations
		Time spent				Time spent				

Inspection Information (if applicable):

TYPE: NOT APPLICABLE (N/A) BWV EQUIP (B) DICVS/MIC (D) SEATBELT (S) TASER (T) OTHER (O) (**If other, identify in "Findings.")

Type:	Time:	Unit:	Shop No.:	**Findings:
N/A				
N/A				
N/A				

****Equipment found not to be in working order shall be noted in the "Findings" field above.**

SIGNATURE OF WATCH COMMANDER.:	SERIAL NO. OF WATCH COMMANDER:
WATCH COMMANDER'S COMMENTS:	

SERGEANT'S DAILY REPORT

SERGEANT:		DATE:	
DIVISION:	WATCH:	ASSIGNMENT:	AVAILABLE FIELD TIME:

NARRATIVE (CONTINUED):

SIGNATURE OF WATCH COMMANDER:	SERIAL NO. OF WATCH COMMANDER:
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SERGEANT'S DAILY REPORT

SERGEANT:		DATE:	
DIVISION:	WATCH:	ASSIGNMENT:	AVAILABLE FIELD TIME:

NARRATIVE (CONTINUED):

SIGNATURE OF WATCH COMMANDER:	SERIAL NO. OF WATCH COMMANDER:
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SERGEANT'S DAILY REPORT

SERGEANT:		DATE:	
DIVISION:	WATCH:	ASSIGNMENT:	AVAILABLE FIELD TIME:

NARRATIVE (CONTINUED):

SIGNATURE OF WATCH COMMANDER:	SERIAL NO. OF WATCH COMMANDER:
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SERGEANT'S DAILY REPORT – FIELD NOTEBOOK DIVIDER

GENERAL RULES

- A. The Sergeant's Daily Report (SDR) is used to capture oversight activities completed by a field supervisor on a daily basis.

This notebook divider does not affect Gang Enforcement Detail supervisors. They shall continue to complete a Gang Enforcement Detail – Supervisor's Daily Report, Form 15.49.00.

SPECIFIC ENTRIES

1. **SERGEANT:** The last name, *first initial* and the serial number of the supervisor shall appear on the report.
2. **DATE:** The date for which you will be credited as having worked.
3. **DIVISION:** The division/Area of watch assignment.
4. **WATCH:** Enter appropriate watch (e.g., W1, W2, W3).
5. **ASSIGNMENT:** Use complete unit designation number (e.g., 17L40, 10W80).
6. **EOW O.T.:** *Indicate the number of overtime hours worked.*
7. **O.T. DELIVERED TO:** *Indicate the name and serial number of the supervisor signing the overtime report.*
8. **AVAILABLE FIELD TIME:** *Indicate the total amount of time the supervisor was available to respond to requests and perform proactive supervisory duties.*
9. **NARRATIVE:** *Include time, location, activity and incident number when applicable. Additional field narrative space is located on Pages 2 – 4.*
10. **ACTIVITY SECTION:** The "Activity" section is intended to provide watch commanders and commanding officers with a tool to capture the daily activities of field supervisors. In addition, this section will afford supervisors the ability to capture their daily efforts to fulfill their oversight duties and meet the needs of the watch.

The following activities in the "Activity" section are provided to document the number of responses for each category.

- A. **CALLS RESPONDED:** Calls for service which the supervisor responded to by his or her own initiative.
- B. **SUPERVISORY REQUESTS:** Request for supervisor response.
- C. **NO. OF INSPECTIONS:** Self-initiated inspections pertaining to oversight duties, divisional or watch concerns, etc. Each entry in this activity category should be accompanied by a narrative entry.
- D. **TIME SPENT:** *Indicate the amount of time spent on performing inspections during the work shift.*

- E. **EMPLOYEE COMMENT SHEETS:** *Employee Comment Sheets* completed documenting employee performance.
- F. **COMMENDATIONS:** Commendations of employee performance completed.
- G. **RATINGS:** *Number of ratings completed during the work shift.*
- H. **RMIS ACTION ITEMS:** *Number of Risk Management Information System entries made during the work shift.*
- I. **TIME SPENT:** *Indicate the amount of time spent on performing Risk Management Information System entries during the work shift.*
- J. **TEAMS II REVIEWS:** Completion of routine management/supervisor reviews of employee TEAMS II reports.
- K. **USE OF FORCE INVESTIGATIONS:** Use of force investigations conducted or completed during the work shift.
- L. **COMPLAINT INVESTIGATIONS:** Complaint investigations conducted or completed during the work shift.
- M. **PURSUIT INVESTIGATIONS:** Pursuit investigations conducted or completed during the work shift.
11. **INSPECTION INFORMATION (if applicable):**
 - A. **TYPE:** *Indicate the equipment to be evaluated by selecting the appropriate choice in the drop-down field. "O" = OTHER (evaluation of equipment other than what is listed in the drop-down field selections).*
 - B. **TIME:** *Indicate the start time (24-hour format) in which the equipment is being evaluated.*
 - C. **UNIT:** *"Unit" shall be used to describe a specific designation within an Area, division, or section.*
 - D. **SHOP No.:** *Indicate the number of the vehicle that is assigned by Motor Transport Division.*
 - E. **FINDINGS:** *Note any significant observations made during inspection.*
12. **SIGNATURE OF WATCH COMMANDER:** *Signature of the watch commander approving the SDR.*
13. **SERIAL NO. OF WATCH COMMANDER:** *Serial number of the watch commander approving the SDR.*
14. **WATCH COMMANDER'S COMMENTS:** *This field is intended for any watch commander's comments related to a submitted SDR.*

GANG ENFORCEMENT DETAIL - SUPERVISOR'S DAILY REPORT

SUPERVISOR REPORTING (Last Name, First Name):			SERIAL NO.:	DIVISION:		
DATE:	DAY OF WEEK:	*ACTUAL FIELD TIME:	START OF WATCH:	END OF WATCH:	SUPERVISOR'S ASSIGNMENT	

***ACTUAL FIELD TIME:** Is defined as the total time spent in the field: a) when the supervisor's unit status shows clear; b) monitoring and/or responding to GED or CLEAR operations; or, c) performing proactive supervisory duties.

Activity:

Calls Responded	Supervisory Requests	No. of Inspections	Employee Comment Sheets	Commendations	Ratings	RMS Action Items	TEAMS II Reviews	Use of Force Investigations	Complaint Investigations	Pursuit Investigations
		Time spent				Time spent				

Inspection Information (If applicable):

TYPE: NOT APPLICABLE (N/A) BWV EQUIP (B) DICVS/MIC (D) SEATBELT (S) TASER (T) OTHER (*O) (**If other, identify in "Findings.")

Type:	Time:	Unit:	Shop No.:	**Findings:
N/A				
N/A				
N/A				

**Equipment found not to be in working order shall be noted in the "Findings" field above.

15.48.00 (04/19)

CLICK HERE TO PROCEED TO PAGE 2.

GANG ENFORCEMENT DETAIL - SUPERVISOR'S DAILY REPORT

1. Name/Rank/Serial No. of watch commander provided with a copy of GED's Daily Work Sheet:

2. Name/Rank/Serial No. of watch commander briefed on planned GED activities:

a. What are the unit's mission/activities and/or problem-solving strategies for the day?

b. What were the results?

3. Were all GED Officers in Class A or Class C uniforms? YES NO

Explain exceptions. Include Name/Rank/Serial No. of approving staff/command officer.

Signature of Approving Staff/Command Officer
(to be obtained as soon as practicable).

4. Were all GED units deployed in black and white police vehicles? YES NO

Explain exceptions. Include Name/Rank/Serial No. of approving staff/command officer.

Signature of Approving Staff/Command Officer
(to be obtained as soon as practicable)

5. Did GED attend a scheduled patrol roll call? YES NO

If NO, please note the Name/Rank/Serial No. of watch commander in attendance at GED roll call in the field below:

6. Watch commander notified of GED's end of watch
(Type Name and Serial No. in the field to the right.
Signature of the watch commander in the field below:)

Signature of Watch Commander

Date:

Signature of Officer in Charge:

Serial No.:

Date:

Signature of Reporting Supervisor:

Serial No.:

Date:

Signature of Commanding Officer:

Serial No.:

Date:

GANG ENFORCEMENT DETAIL - SUPERVISOR'S DAILY REPORT

SUPERVISOR REPORTING (LAST NAME, FIRST):	SERIAL NO.:	DATE:
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NARRATIVE: Include any incidents involving uses of force, officer-involved shootings, search warrants, pursuits, and injuries. Entries should also include type of report(s) taken, Division of Records Number (DR), booking number(s), if available. Entries may be brief and do not require a complete restatement of the facts. Additionally, reference any administrative tasks assigned, non gang-related assignments performed, unusual incidents and specific supervisory oversight provided in the field. Identify which GED activities and/or problem-solving strategies were coordinated with other Area supervisors.

**GANG ENFORCEMENT DETAIL – SUPERVISOR'S DAILY REPORT
FIELD NOTEBOOK DIVIDER**

GENERAL RULES

The Gang Enforcement Detail – Supervisor's Daily Report (GED-SDR), Form 15.49.00, is used to capture oversight activities completed by a GED supervisor on a daily basis.

SPECIFIC ENTRIES

Boxes

- A. **SUPERVISOR REPORTING:** The last name, *first initial* of the supervisor completing the report.
 - B. **SERIAL NO.:** The serial number of the supervisor completing the report.
 - C. **DIVISION:** The division/Area of the watch assignment.
 - D. **DATE:** The date for which you will be credited for having worked.
 - E. **DAY OF WEEK:** The day of the week that corresponds to the date.
 - F. **ACTUAL FIELD TIME:** The actual field time that is documented in the box shall be supported by entries in the "Narrative" section of the report. The entries shall include the start and stop times of events and accurately reflect the overall time spent in the field monitoring/responding to GED or Community Law Enforcement and Recovery Program operations. Supervisors shall continue to report information on specific incidents of importance (tactical/training matters, personnel issues, use of force incidents, pursuits, gang unit performance, etc.) in the narrative section of page 3.
 - G. **START OF WATCH:** The actual time that the supervisor's watch begins.
 - H. **END OF WATCH:** The actual time that the supervisor's watch ends.
 - I. **SUPERVISOR'S ASSIGNMENT:** Use complete unit designation number (e.g., 17G40, 10G180).
- C. **NO. OF INSPECTIONS:** Self-initiated inspections pertaining to oversight duties, divisional or watch concerns, etc. Each entry in this activity category should be accompanied by a narrative entry.
 - D. **TIME SPENT:** Indicate the amount of time spent on performing inspections during the work shift.
 - E. **EMPLOYEE COMMENT SHEETS:** Employee Comment Sheets completed documenting employee performance.
 - F. **COMMENDATIONS:** Commendations of employee performance completed.
 - G. **RATINGS:** Number of ratings completed during the work shift.
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ACTIVITY SECTION

The "Activity" section is intended to provide watch commanders and commanding officers with a tool to capture the daily activities of field supervisors. In addition, this section will afford supervisors the ability to capture their daily efforts to fulfill their oversight duties and meet the needs of the watch.

The following activities in the "Activity" section are provided to document the number of responses for each category.

- A. **CALLS RESPONDED:** Calls for service to which the supervisor responded by his or her own initiative.
- B. **SUPERVISORY REQUESTS:** Request for supervisor response.

INSPECTION INFORMATION

- A. **TYPE:** Indicate the equipment to be evaluated by selecting the appropriate choice in the drop-down field. "O" = OTHER (evaluation of equipment other than what is listed in the drop-down field selections).
- B. **TIME:** Indicate the start time (24-hour format) in which the equipment is being evaluated.
- C. **UNIT:** "Unit" shall be used to describe a specific designation within an Area, division, or section.
- D. **SHOP No.:** Indicate the number of the vehicle that is assigned by Motor Transport Division.
- E. **FINDINGS:** Note any significant observations made during inspection.

**GANG ENFORCEMENT DETAIL – SUPERVISOR'S DAILY REPORT
FIELD NOTEBOOK DIVIDER**

**NUMBERED ENTRIES
(LOCATED ON PAGE 2)**

1. **NAME/RANK/SERIAL NO. OF WATCH COMMANDER PROVIDED WITH A COPY OF GED'S DAILY WORK SHEET:** The watch commander who was provided with a copy of the Daily Work Sheet, Form 15.26.00, for that Area's GED.
2. **NAME/RANK/SERIAL NO. OF WATCH COMMANDER BRIEFED ON PLANNED GED ACTIVITIES:** The watch commander who was briefed on the GED's planned activities for the day.
 - A. **WHAT ARE THE UNIT'S MISSION/ACTIVITIES AND/OR PROBLEM-SOLVING STRATEGIES FOR THE DAY?**
Search warrant service, directed patrol, etc.
 - B. **WHAT WERE THE RESULTS?** Arrests, citations, field interviews, etc.
3. **WERE ALL GED OFFICERS IN CLASS A OR CLASS C UNIFORMS?** If "no," explain why and document the name, rank and Serial No. of the staff/command officer approving the exception.

SIGNATURE OF APPROVING STAFF/COMMAND OFFICER. Signature of Staff/Command Officer approving the exception as soon as practicable.

4. **WERE ALL GED UNITS DEPLOYED IN BLACK AND WHITE POLICE VEHICLES?** If "no," explain why and document the name, rank and Serial No. of the staff/command officer approving the exception.

SIGNATURE OF APPROVING STAFF/COMMAND OFFICER. Signature of Staff/Command Officer approving the exception as soon as practicable.

5. **DID GED ATTEND A SCHEDULED PATROL ROLL CALL?** If "no," name, rank and Serial No. of watch commander in attendance at GED roll call. GED units shall attend patrol roll calls. If unable, the on-duty watch commander shall attend GED's roll call.

6. **WATCH COMMANDER NOTIFIED OF GED'S END OF WATCH:** *Print name and Serial No. of the on-duty watch commander who was notified of the end of watch in the field to the right. Place the signature of the on-duty watch commander in the signature box below.*

SIGNATURE BOX

SIGNATURE OF OFFICER IN CHARGE:
Signature, Serial No., and date of signature of the Officer in Charge.

SIGNATURE OF REPORTING SUPERVISOR:
Signature, Serial No., and date of signature of the Reporting Supervisor.

SIGNATURE COMMANDING OFFICER:
Signature, Serial No., and date of signature of the Commanding Officer.

**NARRATIVE
(LOCATED ON PAGE 3)**

The narrative shall include a summary of the day's events. Detailed instructions are located at the top of the page.