

OFFICE OF OPERATIONS

NOTICE
14.5

October 23, 2012

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

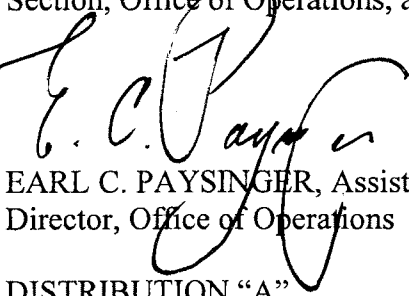
SUBJECT: UTILIZATION OF THE DAILY SIGN-IN SHEET, FORM 15.19.00

During a recent inspection of the Daily Sign-In Sheet, Form 15.19.00, it was noted that some personnel were not in compliance with procedures related to the completion of the Daily Sign-In Sheet. In particular, personnel assigned to kitroom and front desk duties were not completing the Daily Sign-In Sheet, as required.

This Notice is to remind all personnel who do not complete a daily activities report of their responsibility to adhere to the requirements delineated in Department Manual Section 3/705.05, *Daily Sign-In Sheet*. Commanding officers are also reminded that it is their responsibility to ensure all personnel who do not complete a daily activities report comply with the Daily Sign-In Sheet requirements.

Department Manual Section 3/705.05, states in part that **Department employees who do not maintain a daily activities report are required to document their start and end-of-watch times, including Code Seven time when applicable, on the Daily Sign-In Sheet.** Employees who complete a daily report, such as a Daily Field Activities Report, Form 15.52.00; Sergeant's Daily Report, Form 15.48.00; or, Watch Commander's Daily Report, Form 15.80.00, are not required to complete the Daily Sign-In Sheet. The Daily Sign-In Sheet can be accessed in LAPD E-Forms on the Department's Local Area Network (LAN).

If you have any questions, please contact Lieutenant Sean Parker, Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

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