

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: 05/19/2008
NUMBER: 6.05 – PATROL
SUBJECT: ELECTRONIC DAILY JOURNAL
RELATED POLICY: N/A
ORIGINATING DIVISION: OPERATIONAL SUPPORT
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 6.05 01/08/2007

I. PURPOSE

NEW
05/19/08

This Department procedure establishes guidelines for Department personnel to accurately document daily activity in the Electronic or Paper Daily Journal. The procedure also outlines supervisory review and inspection criteria.

II. SCOPE

This procedure applies to all members of the Department who are required to record daily activity.

III. BACKGROUND

The Officer's Daily Journal and the Computer Aided Dispatch (CAD) systems provide the framework from which many resource decisions are made. In order to meet the needs of the Department and the community, timely and accurate information is essential.

The Department's Electronic Daily Journal reports are used to record daily activity of field officers. Personnel have the responsibility to accurately enter their activity and ensure that their time is accounted for correctly. The Mobile Computer Terminal (MCT) is used by officers to access the CAD and, in turn, record their activity in the Officer's Daily Journal (ODJ) system. Those units required to complete a journal, but without access to an MCT, will complete a paper journal (PD-972) using the same criteria established within this procedure.

IV. PROCEDURE

A. All officers and Police Service Officers (PSOs) assigned to patrol are required to complete an Electronic Daily Journal accounting for the day's activities, except as otherwise directed by their commanding officer.

1. The journal must be completed in accordance with the Electronic Daily Journal Guide. This guide can be accessed through the CAD system. Once the journal mask is opened, clicking on the "help" tab at the top of the screen will produce a drop down tab labeled "Show Help". Clicking the "Show Help" tab will open the informational guide.
2. The senior officer of a two-officer unit has the responsibility for ensuring the proper completion of the journal.
3. Journal entries must specifically record the type of activity completed. For example, a Field Interview will be logged as an F.I., not as a Problem Solving Effort (PSE).
4. When covering another officer who is conducting self-initiated activity such as an F.I. or traffic stop, officers shall log the time spent covering as "RTN", unless the initial officer requested a cover unit. In that case, it shall be logged as a volunteer call or radio call (VC or RC). In no case shall more than one officer log the F.I. or cite on their Daily Journal.
5. Entries made out of order require the officer to use the Time Override function contained in the Electronic Daily Journal entry mask. The entry time must reflect the time the activity occurred, not the time the event is journalized.
6. All cases are required to have comments entered in the "Comments" section of the ODJ mask explaining the disposition code used. Comments placed directly on the case will not appear on the ODJ. If a CAD failure occurs during a shift, all activity not already journalized shall be recorded on a paper journal (PD 972). If the CAD system comes back up prior to the end of the shift, officers have the option of completing the paper journal or entering all remaining information on the ODJ (refer to section IV, C.).

B. Journals shall be inspected pursuant to the Police Department Inspection Guide.

1. Sergeants will conduct inspections of journals of all personnel assigned to them at least twice a month. Journal records are stored in the CAD system and available using the ODJ command. They can be accessed for a period of 15 months on CAD. After 15 months, electronic journals should be

NEW
05/19/08

NEW
05/19/08

requested through the Tape Research Office located in the Communications Division.

2. Sergeants will review the journals for the following:
 - a. Proper format, completeness, and accuracy;
 - b. Activity related to beat area goals; and,
 - c. Large blocks of unaccounted time.
3. Sergeants will include the results of these inspections in the monthly Report of Inspection form (PD-931) submitted to their lieutenant.
 - a. The number of journals reviewed will be included in this inspection.
 - b. Brief comments as to the team's activities and their relation to the goal(s) of the beat area must be included.

NEW
05/19//08

NEW
05/19//08

C. Paper Journals

1. The journal shall be completed in accordance with the instructions outlined in the Preliminary Investigation Manual.
2. Journals shall be submitted and reviewed by a sergeant for format, completeness, and accuracy at the end of each shift worked.
3. The officer's sergeant will review, approve, sign, and date the journals for each officer under his/her command the day following their submission or within two days after his/her return to work.
4. Sergeants will include details of these paper journal inspections in the monthly Report of Inspection form (PD-931) submitted to their lieutenant.
5. Paper journals will be maintained at the command for two years and then destroyed, unless the journal is evidence in an ongoing civil or criminal case, or for disciplinary purposes.

NEW
05/19//08