CLEVELAND DIVISION OF POLICE
GENERAL POLICE ORDER

EFFECTIVE DATE: FEBRUARY 10, 2020	CHAPTER: 4 - Field Operations	PAGE: 1 of 4	NUMBER: 4.04.03

SUBJECT:
DAILY REPORTS, DUTY REPORTS, AND UNIT HISTORIES

CHIEF:
Calvin D. Williams, Chief

This General Police Order has been revised in its entirety

PURPOSE: To establish procedures for the proper completion of the Duty Report (Form 71-ZC-1), the Traffic Duty Report (Form 71-146), the superior officer Daily Report (Form C of C 71-5), and the Mobile Computer Aided Dispatch (MCAD) Unit History report.

POLICY: All officers through the rank of captain shall complete an accurate Daily Report, Duty Report, or an MCAD Unit History consistent with this order for the tracking of officers' activities and vehicles used during a tour of duty. Only the Chief of Police or Chief's designee may grant an exception to this policy.

PROCEDURES:

I.   General Guidelines

    A.   Officers below the rank of sergeant shall complete the Duty Report, the Traffic Duty Report, or if equipped with and utilizing MCAD, the MCAD Unit History.

        1.   Duty Reports shall be typed or completed using blue or black ink.

        2.   Duty Reports shall be submitted with a duplicate copy.

    B.   Superior officers shall complete the superior officer Daily Report.

        1.   Daily Reports shall be typed.

        2.   Daily Reports shall include a detailed report of the superior officer's activities during their tour of duty including times for entries.

    C.   Daily Reports and Duty Reports shall be completed and turned in before reporting off duty.

    D.   All assignments in MCAD shall be cleared with a disposition before signing off.

    E.   Use time announcements from the radio dispatcher for all official times on the paper Daily Report or Duty Report.

II.   Duty Reports

    A.   Officers below the rank of sergeant not equipped with and utilizing MCAD, shall complete a Duty Report.

    B.   Officers shall complete all applicable fields of their Duty Report.

1. Officers using undercover vehicles shall be exempt from documenting the vehicle's license plate number on their Duty Report. This exception does not include unmarked vehicles.

2. There shall be no blank spaces where there is information available to complete the section. Unavailable or not applicable information shall be noted with a slash mark (/) where appropriate.

3. If more than one vehicle is used during a tour of duty, the following information shall be entered into the main body of the Duty Report:

    a. Car number.

    b. Vehicle code.

    c. Gas card number.

    d. Shotgun serial number.

    e. Ammunition box number.

    f. Beginning and ending mileage.

    g. Vehicle inspection (name/badge).

    h. Due for service (date/mileage).

4. In instances where a rental vehicle is being used, members shall accurately note the beginning and ending mileage in the mileage section.

C. Signature Section

1. Original Duty Reports shall have original signatures from all officers required to sign the report.

2. Officers shall include a legible badge number after their signature.

3. Officers shall not sign any name other than their own on a Duty Report.

4. By signing the Duty Report officers are indicating a review and agreement with the information on the report.

III. MCAD Unit History

A. MCAD Unit Histories are generated during the process of logging in and entering the proper information into the Update Unit Properties fields.

B. When MCAD fails and officers are unable to document their work during the time of failure, they shall complete a paper Duty Report.

1. Complete all applicable fields of the Duty Report to include a line stating what time MCAD went down and a line stating when MCAD is up and functioning.

2. Duty Reports shall be turned in at the end of the tour of duty and forwarded for review.

C. When using MCAD and more than one vehicle is used during the tour of duty, officers shall enter all the information contained in Section II.B.3. of this order. The newly entered information will write to the officer's unit history.

IV. Dispositions

A. Dispositions shall include the following information as applicable:

1. Thorough documentation in the "Disposition" field of a Duty Report or in the "Comments" field in MCAD.

2. Complete incident report numbers (i.e., 00XX-000000) or indicate if an incident report was not made (i.e., No Report)

3. Any forms completed (i.e., Hit-Skip card, UTT, MMC, PIN).

4. The last names of the person arrested. In cases of multiple arrests, one name followed by et al is sufficient.

5. The last name of any person contacted and the action taken. In cases of multiple contacts, one name followed by et al is sufficient.

6. For traffic stops, the license plate number of the vehicle.

7. Notification to outside agencies with the last name of the person contacted (i.e., Cuyahoga County Department of Children and Family Services, 696-KIDS, other law enforcement agencies).

8. The existence of captured Wearable Camera System (WCS) media.

9. Notation that the WCS should have been activated but was not.

10. Unholstering firearms.

a. Primary officer only (UNHOL) – Either the passenger or the driver when working as a single response car.

b. Secondary officer only (UNHOL2) – The driver.

        c.   Both (UNHOL3) – Driver and passenger.

    11.   The name of the supervisor conferred with or notified

V.   Supervisory Review

A.   Duty Reports and Traffic Duty Reports shall be reviewed for accuracy, completeness, and dispositions that coincide with the nature of assignment. They shall be signed by a superior officer.

B.   Daily Reports shall be reviewed for accuracy, completeness, and conformity. They shall be signed by the superior officer thru whom the report is forwarded.

C.   MCAD Unit Histories shall be reviewed by the unit/sector supervisor daily, throughout their tour of duty, to monitor and review officers' daily activities and to ensure officers are properly entering the following information:

    1.   Proper equipment entry.

    2.   Partner's name, if applicable.

    3.   Proper dispositions that coincide with the nature of the assignment.

D.   Unit/Sector supervisors reviewing MCAD Unit Histories shall note in their Daily Report the following information:

    1.   The call sign of the units reviewed.

    2.   The time of review.

    3.   Any issues found and the resolutions.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.

CDW/mrp
Bureau of Compliance