

## OPINION

Portland Police's 48-hour rule a barrier to accountability: Editorial Agenda 2016

Updated February 7, 2016 at 7:04 AM; Posted February 7, 2016 at 7:00 AM

By The Oregonian Editorial Board Editorial.oped@oregonian.com

It's not a stretch to say that someone's ability to recount an event is better immediately after it happens than, for instance, two days later. That's why it seems so reasonable for the U.S. Department of Justice to insist that Portland Police officers submit reports about incidents in which they shoot a suspect shortly after such an event, not 48 hours later.

Unfortunately, what's reasonable doesn't necessarily match up with what's allowable, at least when a union contract is involved. And thanks to a provision in the police union's contract, officers who use deadly force must receive at least 48 hours notice before the bureau's personnel investigators can require them to give an account of what happened. That's plenty of time for an officer to accidentally or intentionally come across information that could color his or her account of what happened.

It's time for the bureau to pressure the police union to drop the 48-hour rule now, well before the contract's 2017 expiration. For one thing, the Justice Department is making the issue of getting more timely reports from police officers a priority, according to The Oregonian/OregonLive's Maxine Bernstein. Under terms of a police-reforms settlement between DOJ and the city, the bureau must revise its policies governing how quickly officers submit use-of-force reports in the aftermath of a shooting.

[http://media.oregonlive.com/opinion\\_impact/photo/agenda-2013jpg-da8a3522a991b9c6.jpg](http://media.oregonlive.com/opinion_impact/photo/agenda-2013jpg-da8a3522a991b9c6.jpg)

But the city should also recognize that doing away with the 48-hour rule would show the community that the police bureau is serious about its responsibility as an employer to hold officers accountable for actions that violate the bureau's policies and procedures.

*It's important for the public - and even police leadership - to first sort out what changing the 48-hour rule may and may not mean.*

An officer-involved shooting spurs two separate investigations: an administrative inquiry, conducted by internal affairs personnel to see if the officer violated workplace policies or procedures; and a criminal inquiry conducted by detectives and overseen by prosecutors to determine if the officer broke any laws.

In the administrative process, the bureau can compel the officer, after issuing the 48-hour notice, to give an account of what happened. That account is used in the bureau's evaluation of whether the officer followed police protocols or whether the employee violated policies that merit administrative disciplinary action, such as suspension or termination.

“The law must both effectively respond to police misconduct and protect those dedicated law enforcement officers who are unfairly targeted,” said the statement from the Maryland Chiefs of Police Association and the Maryland Sheriffs’ Association. “Citizens and other public employees are entitled to due process before the government takes negative action against them, and our law enforcement officers deserve *nothing less*.”

But criminologists say the special legal protections for officers erodes public trust in the police during a time that public confidence in officers has fallen after a series of deaths of unarmed black men and boys around the country.

“These are rights that civilians are not entitled to,” said David Harris, a law professor at the University of Pittsburgh Law School and an expert on police accountability. “Don’t you think that two or 10 days is the perfect time to get your story straight, talk to other officers, get the forensics results to make sure you don’t make mistakes?”

In Baltimore, demonstrations and rioting that have occurred since the April 19 death of Mr. Gray, and weeks of unrest that occurred after the fatal police shooting of Michael Brown in Ferguson, Mo., last year, have been inflamed by a lack of information about the investigations, police officers and others say.

“People have an expectation that they’re going to have all the facts at the end of the business day,” Mr. Pasco said.

The United States [Supreme Court in 1967](#) determined that because police officers had in some instances been deprived of their constitutional right against self-incrimination, officers could not be compelled to give evidence against themselves, including as part of administrative investigations.

Since then, the extra layer of legal protection for officers has expanded, in large part because of the power of police unions, which have had similar rules inserted in union contracts and have frequently paid for television advertisements that label politicians who disagree with them as antipolice. In Maryland, law enforcement unions have donated tens of thousands of dollars to state and local elected officials, including to Ms. Rawlings-Blake.

“Police unions are fairly powerful and pretty active politically, especially in local elections,” said Seth W. Stoughton, a law professor at the University of South Carolina. “It’s difficult to find a politician who doesn’t want to be on the side of crime-fighting. That gives unions a lot of sway.”

In the criminal investigation, detectives attempt to get a voluntary statement from the officer. They cannot and do not get access to the compelled statement in the administrative investigation. Rather, like any subject of a criminal inquiry, the officer has the right to remain silent - a Fifth Amendment right against self-incrimination that carries throughout any criminal proceeding.

The police bureau, however, worries that compelling a statement from the officer for the personnel investigation could cast a legal shadow on the admissibility of voluntary statements that the officer later gives to criminal investigators - even though the criminal side never hears the compelled statement.

"In Oregon, there is a belief both from the district attorney and from city attorneys that once you compel somebody to give a statement that (it affects) any interview they give afterwards," Cmdr. George Burke, who leads the detective division, told The Oregonian/OregonLive editorial board.

That's not necessarily the case, however.

"A carefully walled off internal affairs statement, even if compelled, would not impair a criminal prosecution," said Multnomah County Chief Deputy District Attorney Don Rees. He did acknowledge that there could be logistical issues to guarantee such information is kept separate. "The devil is in the details," he said.

But the focus on how it might affect the criminal inquiry is also almost irrelevant. The reality is that few officers are ever charged criminally for shooting a person. Only one Portland police officer has ever faced criminal prosecution for force used on duty. While criminal prosecution should always remain an option if circumstances merit it, the public's best hope for an accountable and trustworthy police force lies in the job that the bureau does as an employer.

That means looking at whether the bureau sets professional standards, trains its officers and disciplines them if they violate policies. It also means conducting thorough investigations that rely on the best possible information when evaluating the actions of an officer who uses deadly force. Two-day old accounts, however, hardly qualify as best possible information.

Portland Police Chief Larry O'Dea deserves credit for the work the bureau has completed so far to improve training and transparency, whether required by the police-reform settlement or recommended by outside consultants. But his concerns about doing away with the 48-hour rule for rank-and-file officers are misplaced or solvable. Fortunately, lawyers for the justice department are to meet with city and county representatives this week to hash out the legal questions. How the city proceeds on the 48-hour question will show the depth of its commitment to holding its officers and itself accountable.

- The Oregonian/OregonLive editorial board

[U.S.](#)

# Complaints in Baltimore About Law Offering Protections for Officers

By [TIMOTHY WILLIAMS](#) APRIL 30, 2015

By The New York Times

As Justice Department officials began meeting with [community leaders in Baltimore this week](#) in the early stages of their civil rights inquiry into the death of Freddie Gray, they heard repeated complaints about a state law that gives special legal protections to police officers suspected of abusing their power.

The law is similar to at least a dozen across the country, commonly known as police officers' bills of rights. But Maryland's, enacted in the early 1970s, was the first and goes the furthest in offering layers of legal protection to police officers. Among its provisions is one that gives officers 10 days before they have to talk to investigators.

"There should be no reason why they should have 10 days to get their story together," said Tré Murphy, coordinator for the Baltimore United for Change Coalition, who attended one of the meetings. "They are not being held accountable, and frankly, we need to do something about it."

The law has been a concern of Baltimore's mayor, Stephanie Rawlings-Blake, since even before her city was racked by [protests after the death of Mr. Gray](#) from spinal cord injuries he sustained [while in police custody](#).

"When I went down to Annapolis to try to fight for reform, simple reform of the enforcement bill of rights, people looked at me like I had three eyes," Ms. Rawlings-Blake said at a news conference on Thursday, her latest of a string of complaints about the law this week.

Earlier this year, Jill P. Carter, a Democratic lawmaker in the Maryland House of Delegates, introduced a bill that would have eliminated the 10-day rule. The legislation never advanced out of committee in the face of intense opposition from police unions around the state.

"It sat in the drawer," Ms. Carter said in an interview. "It was like I was screaming in a tunnel and no one was there and no one cared."

Ms. Carter added that she would continue to press the issue.

"I absolutely will introduce law enforcement accountability and reform bills next session," she said.



While the state laws protecting police officers vary, they generally allow officers a period of time — from 24 hours to several days — before requiring them to speak to investigators. The legislation also often provides other protections unavailable to civilians, including limiting the amount of time officers can be questioned and prohibiting investigators from lying to obtain an admission of wrongdoing.

In addition to the 10-day rule, the Maryland law also limits the time in which a complaint may be made against an officer to 90 days from the incident — even if the victim remains hospitalized with severe injuries or is otherwise incapacitated.

Rachelle Johnson, a 20-year-old junior at Towson College, who attended a protest in Baltimore on Wednesday, criticized the law in an interview. “The law needs to be harder on the cops,” she said. “We need answers right away.”

Despite the protections granted to them, five of the six officers involved in the arrest of Mr. Gray spoke to investigators within hours, said Michael Davey, a lawyer representing several of the officers, at a news briefing last week. But he said, “Had any of the five officers that did give statements contacted me or any competent attorney, defense attorney, prior to giving statements, they most likely would not have.”

Police say they need the special protections because while criminal defendants, including law enforcement officers, have the right to remain silent during the course of criminal investigations, officers are placed in the unusual position of facing dismissal if they refuse to answer questions from superiors.

They also say the bill of rights laws are critical in safeguarding the constitutional rights of the police and point to studies that show officers and others involved in traumatic events have more reliable memories of the encounter after at least one night of sleep.

“Your initial recollections tend to be blurred and distorted, and so before an officer makes inaccurate statements, he has a chance to compose himself,” said James Pasco, executive director of the Fraternal Order of Police, which says it represents more than 325,000 sworn law enforcement officers.



Mr. Pasco said social media and other new technologies had made the public accustomed to receiving information ever-faster, which has exerted pressure on investigators and by extension officers involved in high-profile cases in which they have used deadly force.

Maryland law enforcement groups released a statement in February, when the debate over amending the officers’ bill of rights was at its height.



## PALO ALTO POLICE DEPARTMENT PERFORMANCE EVALUATION RATING CATEGORIES AND CRITERIA

Category	Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unacceptable
<b>1. Problem Solving</b> Degree to which employee identifies problems and takes appropriate action to find long-term solutions.	Consistently seeks out and identifies problems and takes appropriate action. Draws on a variety of resources to solve problems in a comprehensive and timely manner.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Identifies problems in assigned area or learns of problems from departmental sources. Assists with problem-solving efforts and solves problems in a timely fashion.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Is unaware of problems in assigned area does not take action to solve problems. Does not assist or participate in problem-solving efforts.
<b>2. Community Interaction</b> Degree to which employee interacts with and participates in the community.	Has exceptional knowledge of community issues and regularly participates in meetings/events. Seeks feedback, understands issues, and builds positive relationships.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Familiar with community groups and keeps abreast of major issues. Participates in community meetings when necessary.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Lack of interest in community. Does not participate in community meetings or is unaware of community groups.
<b>3. Performance of Duties</b> Degree to which employee understands good work habits, departmental goals and objectives, and works to achieve them.	Exceptional in meeting performance standards. Exemplifies department goals and objectives. Sets example and works with others to achieve goals.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Demonstrates clear understanding of department goals and standards. Works appropriately toward achieving those goals.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Does not understand department goals, or if known, does not support or adhere to performance standards. Does not work to achieve goals.
<b>4. Judgment and Decision Making</b> Degree to which employee makes good decisions and performs under pressure or in stressful conditions.	Outstanding judgment and decision-making. Effectively manages incidents with little or no supervision. Makes excellent decisions.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Makes appropriate decisions. Seeks out guidance and supervision when necessary. Considers the impact of decisions and accepts responsibility for actions taken.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Unable to make independent decisions. Exercises poor judgment and decision-making ability. Requires constant supervision. Fails to accept responsibility for actions taken.
<b>5. Initiative</b> Degree to which employee displays the motivation necessary to perform duties without urging from supervisors or fellow employees.	Highly motivated and sets an example for other employees. Actively pursues every opportunity to improve performance. Productivity is exemplary.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Displays proper motivation. Only requires routine guidance and direction. Attends and participates in department provided training. Uses resources as necessary. Productivity meets department standards.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Lacks motivation and must be urged to get results. Fails to attend or participate in department training. Self-initiated activity and productivity are below standard.
<b>6. Oral Communication Skills</b> Degree to which employee verbally communicates with citizens and fellow employees.	Exceptional in expressing thoughts and ideas. Always conveys a positive attitude in the workplace.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Communicates in a professional and appropriate manner. Generally conveys a positive attitude.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Verbal communication is ineffective and inappropriate. Unable to communicate clearly. Conveys a negative attitude.
<b>7. Written Communication Skills</b> Degree to which employee communicates through written documents, reports, departmental memorandum, project reports, etc.	Submits exemplary written documents. Identifies and addresses all pertinent issues regardless of complexity of subject. Documents are clear, concise, and are submitted on or before the due date.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Submits concise, comprehensive, and understandable written documents. Documents are free of spelling errors, grammatical errors, and are turned in on time.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Does not produce professional, clear, and concise written documents. Written documents do not meet department standards and are not turned in on time.



## ***RATING CATEGORIES AND CRITERIA CONTINUATION***

<b>Category</b>	<b>Outstanding</b>	<b>Exceeds Standards</b>	<b>Meets Standards</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
<b>8. Teamwork</b> Degree to which employee works in groups, assists coworkers in getting work done, and promotes good working relationships.	Exceptional in getting team results. Selfless in helping others. Promotes harmony and good working relationships.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Accepts role in organization. Good peer relationships and respects coworkers' opinions. Works effectively in a team environment.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Detrimental to team efforts. Unable to accept role in organization, resists instructions, and is self-serving in a team environment.
<b>9. Investigative Skills</b> Degree to which employee manages and conducts thorough, timely, and complete investigations.	Demonstrates exceptional knowledge of criminal codes and legal procedures. Conducts excellent investigations regardless of complexity. Expertise in interviewing, evidence collection, and crime scene management.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Required knowledge of criminal codes and legal procedures. Conducts organized and logical investigations. Demonstrates effective interview techniques. Capable in crime scene management.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Does not have required knowledge of basic criminal codes and legal procedures. Unable to complete basic investigations or recognize pertinent evidence. Does not demonstrate adequate interviewing skills.
<b>10. Employee and Workplace Safety</b> Degree to which employee maintains professional safety standards and adheres to workplace safety procedures.	Strives to continually improve employee and workplace safety. Handles critical incidents effectively and employs specialized resources without guidance.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Proficient in all aspects of employee and workplace safety. Demonstrates acceptable level of critical incident management.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Consistently fails to employ safety skills and overlooks obvious workplace safety procedures. Demonstrates unacceptable performance in handling critical incidents.
<b>11. Appearance</b> Degree to which employee maintains physical fitness, uniform/attire, and grooming standards in accordance with department policy.	Physical fitness is outstanding. Uniform/attire is always clean, neat, polished and pressed. Exceeds grooming and hygiene standards. Equipment is exceptionally maintained.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Maintains acceptable physical fitness. Uniform/attire is always clean and in good repair. Adheres to grooming and hygiene standards. Presents a neat and professional appearance.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Physical fitness prevents employee from performing duties. Grooming and appearance fail to comply with department policy. Personal hygiene is poor.
<b>12. Commitment to Organizational Mission and Goals</b> Degree to which employee demonstrates understanding and support for department's mission, vision, and principles.	Exemplifies the MVPs with policy implementation. Issues are identified and solutions are implemented to solve problems. Motivates employees to support MVPs.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Properly implements policies and procedures. Problems are addressed and solutions are suggested to resolve issues. Promotes MVP's in the workplace.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Does not understand or ignores policies and procedures. Opposes management decisions and does not support department MVP's.

## ***SUPERVISORY/MANAGERIAL PERFORMANCE***

Category	Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unacceptable
<b>1. Leadership Skills</b> Degree to which supervisor/manager practices effective leadership skills and enhances working relationships to achieve desired results.	Demonstrates outstanding leadership skills. Aptitude for decision-making is exceptional. Skills inspire employees to extraordinary development and achievement.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Assumes responsibility and decision making authority. Fair and impartial in all situations. Shares knowledge and expertise with employees. Successful in motivating employees.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Seldom accepts responsibility. Avoids decision-making. Does not have good leadership skills. Creates conflict in the workplace.
<b>2. Employee Development</b> Degree to which supervisor/manager improves or facilitates training, performance, and professional development of employees.	Ensures the development of employees. Employees consistently maintain high levels of performance. Outstanding efforts made for enhancing employee performance.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Provides employees the opportunity for training and overall development. Addresses performance issues by giving honest and accurate feedback.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Ignores or creates barriers for employee development. Disregards employee performance issues.
<b>3. Planning and Organizational Skills</b> Degree to which supervisor/manager coordinates, facilitates, and delegates to ensure successful completion of assigned tasks.	Displays outstanding budgetary and administrative skills. Inspires employees to successfully develop, implement, and complete projects.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Adheres to budgetary and administrative guidelines. Provides opportunities for employees to develop, implement, and complete projects.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Displays indiscretion regarding budgetary and administrative expectations. Does not delegate work to capable employees or refuses responsibility by delegating all tasks.
<b>4. Maintains Professional Work Environment</b> Degree to which supervisor/manager ensures adherence to policies, procedures, and regulations.	Inspires a cohesive and professional work environment. Takes exceptional steps to ensure the development and adherence to professional standards. Effectively applies disciplinary procedures.	Performance meets job standards and often exceeds standards in specific performance areas in this category.	Maintains a professional work environment. Adheres to professional standards. Known issues are confronted. Satisfactorily applies disciplinary procedures.	Performance meets job standards generally, however improvement is required in specific performance areas in this category.	Sets a poor example or ignores employees. Disciplines inappropriately and oppressively. Responds emotionally without due regard for fairness.





# **PALO ALTO POLICE DEPARTMENT PERFORMANCE EVALUATION**

**Position:** POLICE SERGEANT

- ☐ Annual
- ☐ Probationary
- ☐ Reassignment

<b>Name:</b>	<b>Rank:</b>	<b>Assignment:</b>
<b>Evaluator:</b>	<b>Rating Period From:</b>	

☐ = Not applicable when marked

Category	Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unacceptable
<b>1. Problem Solving</b> Degree to which employee identifies problems and takes appropriate action to find long-term solutions.					
<b>2. Community Interaction</b> Degree to which employee interacts with and participates in the community.	<input type="checkbox"/>				
<b>3. Performance of Duties</b> Degree to which employee understands good work habits, departmental goals and objectives, and works to achieve them.	<input type="checkbox"/>				
<b>4. Judgment and Decision Making</b> Degree to which employee makes good decisions and performs under pressure or in stressful conditions.	<input type="checkbox"/>				
<b>5. Initiative</b> Degree to which employee displays the motivation necessary to perform duties without urging from supervisors or fellow employees.	<input type="checkbox"/>				
<b>6. Oral Communication Skills</b> Degree to which employee verbally communicates with citizens and fellow employees.	<input type="checkbox"/>				
<b>7. Written Communication Skills</b> Degree to which employee communicates through written documents, reports, departmental memorandum, project reports, etc.	<input type="checkbox"/>				
<b>8. Teamwork</b> Degree to which employee works in groups, assists coworkers in getting work done, and promotes good working relationships.	<input type="checkbox"/>				
<b>9. Investigative Skills</b> Degree to which employee manages and conducts thorough, timely, and complete investigations.	<input type="checkbox"/>				
<b>10. Employee and Workplace Safety</b> Degree to which employee maintains professional safety standards and adheres to workplace safety procedures.	<input type="checkbox"/>				
<b>11. Appearance</b> Degree to which employee maintains physical fitness, uniform/attire, and grooming standards in accordance with department policy.	<input type="checkbox"/>				
<b>12. Commitment to Organizational Mission and Goals</b> Degree to which employee demonstrates understanding and support for department's mission, vision, and core values.	<input type="checkbox"/>				
<b>1. Leadership Skills</b> Degree to which supervisor/manager practices effective leadership skills and enhances working relationships to achieve desired results.	<input type="checkbox"/>				
<b>2. Employee Development</b> Degree to which supervisor/manager improves or facilitates training, performance, and professional development of employees.	<input type="checkbox"/>				
<b>3. Planning and Organizational Skills</b> Degree to which supervisor/manager coordinates, facilitates, and delegates to ensure successful completion of assigned tasks.	<input type="checkbox"/>				
<b>4. Maintains Professional Work Environment</b> Degree to which supervisor/manager ensures adherence to policies, procedures, and regulations.	<input type="checkbox"/>				
<b>OVERALL RATING</b>					

---

**Problem Solving**

**Community Interaction**

**Performance of Duties**

**Judgment and Decision Making**

**Initiative**

**Oral Communication Skills**

**Written Communication Skills**

**Teamwork**

**Investigative Skills**

**Employee and Workplace Safety**

**Appearance**

**Commitment to Organizational Mission and Goals**

**Leadership Skills**

**Employee Development**

**Planning and Organizational Skills**

**Maintains Professional Work Environment**

**Overall Performance Assessment**

**PART III**

***SIGNATURES***

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature indicates only that the evaluation has been reviewed with employee.

Employee Comments Attached?      Yes      No

Evaluator's Signature \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Date \_\_\_\_\_

**Reviewer's Comments:**

\_\_\_\_\_  
\_\_\_\_\_

**Reviewer's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Division Captain/Coordinator:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Chief of Police:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Distribution:**

**Original:** Administrative Services Department – HR Division

**Copy:**                      Employee  
                                Police Personnel File



1. OFFICER'S LAST NAME, FIRST INITIAL (PRINT)		2. SERIAL NO.	3. WATCH	4. BEAT(S)	5. SECTOR(S)	6. UNIT	7. WORK ALLOCATION			8. SOW	9. EOW	10. TIME OFF		11. RIFLE #	12. SHOTGUN #	13. DATE:							
							(A) REG TIME WORKED	(B) OT TIME WORKED	(C) TOTAL ACTIVITY TIME			(A) HRS/MIN	(B) TYPE										
																14. DAY OF THE WEEK:							
																15. VEHICLE SHOP NO:							
19. ARRESTS FOR OPEN CHARGES *						20. D.U.I. *		21. WARRANTS *		22. TRAFFIC ENFORCEMENT *			24. REPORTS			25. SOURCE OF ACTIVITY			16. MILEAGE END:				
MISD CITE		MISD BOOKED		FELONY		FELONY & MISD		FELONY	MISD	ADVISAL	CITES	PARK	CRIME*	TRAFFIC*	OTHER*	TOTAL TIME ON REPORTS	RADIO	STATION	CITIZEN	OBS	OTHER	17. MILEAGE START:	
ASGN	OBS	ASGN	OBS	ASGN	OBS	ASGN	OBS															18. TOTAL MILES:	
										23. FIELD INTERVIEWS *													
										VEH			PED	BIKE									
26. MISSION ASSIGNMENT:															36. APPROVAL @ SOW: _____								
27.(F) ARREST*	28. (M) ARREST*	29. CITES*	30. FIELD INTERVIEWS*	31. CITIZEN CONTACT(S)*	32. BUSINESS CONTACT(S)*	33. ADVISALS*	34. MISSION COMPLETED?	35. REASON MISSION ASSIGNMENT NOT COMPLETED:								37. TIME DEVOTED TO MA: _____ / PP: _____							
							Y <input type="checkbox"/> N <input type="checkbox"/>																
AVAILABLE TIME 38. UNLOG'D		39. OBS	40. ASGN	41. TIMES	42. INCIDENT #, SOURCE, CODE	43. LOCATION OF ACTIVITY				44. TYPE OF ACTIVITY				45. NAME OF PERSON(S)									
				R	INC. NO.	A.																	
				C	S & C	46. DISPO								47. SUPV. AT SCENE		48. DR NO. / CITATION NO.							
				R	INC. NO.	B.																	
				C	S & C	46. DISPO								47. SUPV. AT SCENE		48. DR NO. / CITATION NO.							
				R	INC. NO.	C.																	
				C	S & C	46. DISPO								47. SUPV. AT SCENE		48. DR NO. / CITATION NO.							
				R	INC. NO.	D.																	
				C	S & C	46. DISPO								47. SUPV. AT SCENE		48. DR NO. / CITATION NO.							
				R	INC. NO.	E.																	
				C	S & C	46. DISPO								47. SUPV. AT SCENE		48. DR NO. / CITATION NO.							
				R	INC. NO.	F.																	
				C	S & C	46. DISPO								47. SUPV. AT SCENE		48. DR NO. / CITATION NO.							
49. TOTAL UNLOGGED TIME	50. TOTAL OBS TIME	51. TOTAL ASGN TIME	52. TOTAL TIME	53. OUTREACH CONTACTS / QUANTITY:				54. K - 9 ONLY				55. SUPERVISOR'S NOTES:											
				OFFICER # 1	OFFICER # 2	TRAINING	ALARMS	SEARCHES	NARCO														

## BURBANK POLICE DEPARTMENT

## DAILY FIELD ACTIVITY REPORT (CONTINUATION)

PAGE \_\_\_\_ OF \_\_\_\_

AVAILABLE TIME 38. UNLOG'D 39. OBS		40. ASGN	41. TIMES	42. INCIDENT #., SOURCE, CODE.	43. LOCATION OF ACTIVITY	44. TYPE OF ACTIVITY	45. NAME OF PERSON(S)	
			R	INC. NO.	G.			
			C	S & C	46. DISPO		47. SUPV. AT SCENE	48. DR NO. / CITATION NO.
			R	INC. NO.	H.			
			C	S & C	46. DISPO		47. SUPV. AT SCENE	48. DR NO. / CITATION NO.
			R	INC. NO.	I.			
			C	S & C	46. DISPO		47. SUPV. AT SCENE	48. DR NO. / CITATION NO.
			R	INC. NO.	J.			
			C	S & C	46. DISPO		47. SUPV. AT SCENE	48. DR NO. / CITATION NO.
			R	INC. NO.	K.			
			C	S & C	46. DISPO		47. SUPV. AT SCENE	48. DR NO. / CITATION NO.
			R	INC. NO.	L.			
			C	S & C	46. DISPO		47. SUPV. AT SCENE	48. DR NO. / CITATION NO.
			R	INC. NO.	M.			
			C	S & C	46. DISPO		47. SUPV. AT SCENE	48. DR NO. / CITATION NO.
			R	INC. NO.	N.			
			C	S & C	46. DISPO		47. SUPV. AT SCENE	48. DR NO. / CITATION NO.
			R	INC. NO.	O.			
			C	S & C	46. DISPO		47. SUPV. AT SCENE	48. DR # / CITATION NO.
			R	INC. NO.	P.			
			C	S & C	46. DISPO		47. SUPV. AT SCENE	48. DR # / CITATION NO.
			R	INC. NO.	Q.			
			C	S & C	46. DISPO		47. SUPV. AT SCENE	48. DR # / CITATION NO.
TIME SUBTOTALS FOR THIS PAGE ONLY (COMBINE AND CARRY ALL SUBTOTALS FORWARD TO PAGE 1)								
56. SUB TOTAL UNLOGGED TIME	57. SUB TOTAL OBS TIME	58. SUB TOTAL ASGN TIME		59. OFFICER'S SIGNATURE	60. OFFICER'S SERIAL NUMBER	61. DFAR COMPLETION DATE	62. RECEIVING SUPERVISOR'S SIGNATURE, SERIAL NUMBER AND DATE	63. APPROVING SUPERVISOR'S SIGNATURE SERIAL NUMBER AND DATE



## BURBANK POLICE DEPARTMENT DAILY FIELD ACTIVITY REPORT INSTRUCTIONS



1. **OFFICER'S NAME:** Last name and first initial (print).
2. **SERIAL NO.:** Serial number of each officer of the unit shall appear on the report.
3. **GROUP:** Enter only 1, 2, 3, or 4.
4. **BEAT(S):** Enter the beat(s) to which you are assigned for that watch.
5. **SECTOR(S):** Enter the sector(s) to which are assigned for that watch.
6. **UNIT ASSIGNMENT:** Use complete number for unit designation; e.g. 1L14.
7. **WORK ALLOCATION:** **Box 7A: Regular Time Worked** - Record total time worked during regular shift hours.  
**Box 7B: OT Time Worked** - Record total overtime worked.  
**Box 7C: Total Activity Time** - Each officer shall record their total time engaged in "logged" activities. This is all logged time for assigned activities plus all logged time engaged in "obs" activities. **Note:** Record ONLY that activity time which occurred during regular watch hours and did not occur during overtime.
8. **SOW:** Each officer shall enter start of watch time.
9. **EOW:** Each officer shall enter end of watch time.
10. **TIME OFF:** Each officer shall enter "Hrs / Min" of time taken off during a watch in Box 10A and note the corresponding "Type" (Vac, CTO, Sick, Train, etc.) hours in Box 10B.
11. **RIFLE #:** Enter the number listed on the stock.
12. **SHOTGUN #:** Enter the number listed on the stock.
13. **DATE:** The calendar date you started your shift.
14. **DAY OF WEEK:** Must coincide with date worked. May be abbreviated; e.g. Tue, Wed, etc.
15. **VEHICLE SHOP NUMBER:** Complete shop number of vehicle(s) assigned.
16. **MILEAGE END:** Vehicle mileage reading of assigned vehicle at completion of shift.
17. **MILEAGE START:** Vehicle mileage reading of assigned vehicle at time assigned.
18. **TOTAL MILES:** Difference between Box 16 and Box 17.



## BURBANK POLICE DEPARTMENT DAILY FIELD ACTIVITY REPORT INSTRUCTIONS

**NOTE:** Stats notes in the BLUE area are a recap of the TOTAL STATS earned during the shift.

19. **\*ARRESTS FOR OPEN CHARGES:** Total number in all arrest 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. Ex: ADW vs. DUI; Residential Burglary vs. Possession of Hype Kit, etc. Although two units may be involved in an arrest, only one unit should take credit. Conflicts shall be resolved by the concerned watch supervisor. If an officer takes credit for an arrest, his/her name must appear on the arrest report as one of the arresting officers. Officers working in an "A" car shall both receive full credit for all stats in blue. Credit shall not be taken for transporting arrestees for another unit. Note: Each officer shall be responsible for his/her own Outreach card totals and note in yellow DFAR area.

**DUI ARRESTS SHALL BE LOGGED SEPARATELY IN Box 20.**

- **MISDEMEANOR CITES:** Any misdemeanor arrestee who is cited out of custody.
  - **ASGN:** Total number of arrests arising from a radio, station, or citizen call.
  - **OBS:** Total number of arrests observed by officers or self-initiated activity.
- **MISDEMEANOR BOOK:** All misdemeanor arrestees who are formally booked.
  - **ASGN:** Total number of arrests arising from a radio, station, or citizen call.
  - **OBS:** Total number of arrests based on officer obs.
- **FELONY:** All felony arrests, except for DUI.
  - **ASGN:** Total number of arrests arising from a radio, station, or citizen call.
  - **OBS:** Total number of arrests observed based on officer obs.

20. **\*DUI:** Felony or Misdemeanor, assigned or observed.

21. **\*WARRANTS:** Felony: number of persons arrested by felony warrant exclusively. **Note:** This means there are no associated open charges.  
Misdemeanor: Number of persons arrested by misdemeanor warrant exclusively.

22. **\*TRAFFIC ENFORCEMENT:**

- **ADVISAL:** Total number of advisals given in place of citations.
- **CITES:** Total number of citations issued using a personal service citation.
- **PARK:** Total number of citations issued using a parking citation.

23. **\*FIELD INTERVIEWS:** Total number of Vehicle, Pedestrian, and Bike F.I.'s made.

24. **REPORTS:**

- **CRIME\*:** Total number of crime reports completed.
- **TRAFFIC\*:** Total number traffic reports completed.
- **OTHER\*:** Any reports other than an original crime or traffic report; e.g, impound, supplemental, misc., etc.
- **TOTAL TIME ON REPORTS:** Amount of time used to fill out reports. *This is the actual amount of time spent completing reports and shall be rounded to the nearest five minutes.*

25. **SOURCE OF ACTIVITY:** Enter totals for: Radio calls, Station calls, Citizen calls, Observations, and Other.

\* = Stats noted in these boxes will be split for Adam units.

## BURBANK POLICE DEPARTMENT DAILY FIELD ACTIVITY REPORT INSTRUCTIONS



**MISSION ASSIGNMENT :** The **GREEN** area of the DFAR is specific to the Mission Assignment area **ONLY**.

Stats earned in the MA are a sub-set (and not in addition to) the overall stat grand totals listed in the **BLUE** area.

26. **MISSION ASSIGNMENT:** Detailed description of officer-initiated Mission Assignment for that day's shift. Missions need to be specific (ex.: "Auto Burg suppression in Alameda Corridor). Total time spent in Mission Assignment area does not have to be continuous.

26. MISSION ASSIGNMENT:						
27. (F) ARREST*	28. (M) ARREST*	29. CITES*	30. FIELD INTERVIEWS*	31. CITIZEN CONTACT(S)*	32. BUSINESS CONTACT(S)*	33. ADVISALS*
1			2	1		1

27. **FELONY ARREST\*:** Number of Felony arrests conducted **only during Mission Assignment**.
28. **MISDEMEANOR ARREST\*:** Number of Misdemeanor Arrests conducted **only during Mission Assignment**.
29. **CITES\*:** Number of citations issued **only during Mission Assignment**.
30. **FIELD INTERVIEWS\*:** Number of FIs conducted **only during Mission Assignment**.
31. **CITIZEN CONTACT(S)\*:** Number of yellow citizen Outreach cards completed **only during Mission Assignment**.
32. **BUSINESS CONTACT(S)\*:** Number of yellow business Outreach cards completed **only during Mission Assignment**.
33. **ADVISALS\*:** Number of advisals given **only during Mission Assignment**.
34. **MISSION COMPLETED ?:** Check box "Yes" or "No".
35. **REASON MISSION ASSIGNMENT NOT COMPLETED:** If Mission Assignment could be completed, detail reason(s) why.
36. **ROLL CALL APPROVING SUPERVISOR:** Roll Call Supervisor's approval for officer-initiated Mission Assignment detailed in Box 26.
37. **TIME DEVOTED TO MISSION AND PREDPOL AREAS:** Total aggregate time spent throughout shift spent conducting **self-initiated**, proactive policing in **Mission Assignment and / or PredPol** area. Express in numerals and decimals (e.g. 1.5) and rounded to the nearest five minutes.

\* = Stats noted in these boxes will be split for Adam units.



## BURBANK POLICE DEPARTMENT DAILY FIELD ACTIVITY REPORT INSTRUCTIONS

**NOTE: The term "Detail Time" is no longer being used.**

**Any time engaged in official police activities will be referred to as "Activity Time".**

**Activity Time will be recorded as either Assigned time or Obs time.**

**All time shall be recorded only within the following three categories: Assigned, Obs, and Unlogged**

38. **UNLOGGED TIME:** All time not spent engaged in assigned or obs (self-initiated) activities. This is the amount of time between logged activities. **NOTE:** There should be no more than 20 minutes of unlogged time between any two activities.
39. **OBS (Observation) TIME:** Time spent on self-initiated activities that were directly **observed** by the officer. Typically, this is time spent driving without any connection to assigned or self-initiated activities.
40. **ASGN (Assigned) TIME:** Any activity which originates as a result of something not initiated or observed by the officer. These activities include radio calls, citizen calls, officer calls, and station calls. Include roll call, Code 7, equipment repairs, on-duty court appearances, on-duty qualifications, changeover into one-officer unit or two-officer unit, change of watch, and servicing equipment. Round times to the nearest five minutes.
- NOTE:** Any delay in handling an assigned activity shall be explained under Disposition (Box 46).
41. **TIMES:** Enter the time each activity is received (R) and concluded (C). Use 24-hour clock. When a unit is given more than one call at a time, "call received" time shall be noted as well as actual response time to the location. This can be denoted with a diagonal line through the "R" box. All times shall be rounded to the nearest five minute increment.
42. **INCIDENT NO.:** Record the last 4 digits of incident number.
- SOURCE AND CODE:** Source (S) from which the activity originated "R"- radio, "CITZ" – citizen "OBS"- observation, "STA" – station, "OFC"- sworn officer of any rank. The assisting units may take credit for an "Other" in Box 24 (source of activities). The letter "T" should 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).
43. **LOCATION OF ACTIVITY:** If no specific address, show as "S/W intersection of", etc. Call locations should be recorded exactly as received. Vague and incorrect locations should be clarified under "Disposition" (Box 46).
44. **TYPE OF ACTIVITY:** Shown exactly as received from Comm Center. Write activities received from other sources in similar language and use only abbreviations easily understood.
45. **NAME OF PERSON(S):** The full name of the person(s) contacted, arrested, cited, and/or F.I'd.
46. **ASSIGNED OR OFFICER-INITIATED ACTIVITY:**– check appropriate box to indicate if activity was "assigned" or "officer-initiated".



## BURBANK POLICE DEPARTMENT DAILY FIELD ACTIVITY REPORT INSTRUCTIONS

47. **DISPOSITION:** Explain in brief *descriptive* language what occurred and action(s) taken. Use only easily understood abbreviations. Explain any delay in answering call. The number and types of reports completed shall be indicated in Box 48. Follow-up activities are to be cross-referenced to the original entry, but will not require repeated listing of booking or DR numbers. A statement such as "arrestee bkd" will suffice for a follow up entry. **NOTE:** All activities which do not result in a report, arrest, citation, or F.I. shall indicate some type of reference such as the name, address, telephone number, and/or vehicle license number of an involved person.
48. **SUPERVISOR AT SCENE:** Name(s) of supervisor(s) at scene of activity. This includes roll call.
49. **DR NO. / CITATION NO.:** Enter DR number(s) / Citation number(s) if available. Use only for original entry. When several connected F.I.s are made at one time, enter last name of one suspect and number of additional suspects; e.g., Smith +3.
50. **TOTAL UNLOGGED TIME:** Grand total of all "unlogged" available time in left-hand column (Boxes 38).
51. **TOTAL OBS TIME:** Grand total time of all "obs" time in left-hand column (Boxes 39).
52. **TOTAL ASSIGNED TIME:** Grand total of all "assigned time" in left-hand column in (Boxes 40).
53. **TOTAL TIME:** The sum of all page totals of unlogged, obs and assigned time. Add each column total horizontally. (Box 53 should equal the sum of boxes 50, 51, 52).
54. **OUTREACH CONTACT:** Each officer is responsible for his/her own quantity and shall note in appropriate area in Box 53.
55. **NUMBER OF PARK CHECKS:** The number of times park checks were conducted. In *Dispo* be specific on how park area was checked.
56. **K-9 ONLY:** Enter number of Trainings, Alarms, Searches, and Narco searches conducted.
57. **SUPERVISOR'S NOTES:** Any pertinent notation(s).
58. **OFFICER'S SIGNATURE:** Each officer is responsible for the entire contents of the log. Each officer shall sign his or her name.
59. **OFFICER'S SERIAL No.:** Each officer shall write his or her serial number.
60. **TOTAL ASSIGNED & OFFICER INITIATED ACTIVITIES:**
61. **DATE COMPLETION DATE:** Each officer shall fill in date of DFAR completion
62. **RECEIVING SUPERVISOR'S SIGNATURE, SERIAL NO. AND DATE:** Supervisor shall write his or her signature, serial number, and date upon collection of log. (This will typically occur at end of watch.) **Note:** Logs can be initialed by supervisors on the officer's own watch or by supervisors of the oncoming watch.
63. **APPROVING SUPERVISOR'S SIGNATURE, SERIAL NO. & DATE:** **NOTE:** *Supervisor shall review logs for errors and omissions.*

When errors are identified, the log shall be corrected by the officer **before** receiving approval. Supervisor shall write the dates the log was received and approved along with the supervisor's last name and serial number.