

## **Hamden Police Department General Orders**

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**Policy Number:** 024-004

**Effective Date:** August 01, 2005

**Section:** Patrol

**Rescinds:**

**Title:** Activity Reports

**Approved By:**

**Approval Date:**

### **PURPOSE**

To establish procedures for Sergeants to submit their activity reports on a monthly basis.

### **POLICY**

To be able to effectively plan patrol activities the department needs to be able to access the time spent by officers in different areas. To this end the monthly activity report will be submitted by each Sergeant.

### **Procedures**

- A. It will be the responsibility of each sergeant to maintain a running log on officer(s) under his/her command.
- B. On the first of each month the squad sergeants will compile these figures and submit this total to their Detail Commander.
- C. The Detail Commander will then review the totals and then submit the completed report to the Patrol Captain for further evaluation.