5-09/230.00 - Deputy's Daily Work Sheet

The deputy's daily work sheet is utilized as a necessary supplement to the unit's operational log. It enables a unit commander to judge each deputy's proficiency, and to note changing conditions throughout the unit's jurisdiction. Information compiled on the deputy's daily work sheet is also used by the Department to compile statistics for RAPS, and therefore the accuracy of the work sheet is vital.

It is essential that the unit or station log and the deputy's daily work sheet agree in both classification and disposition of an incident. It shall be the unit commander's responsibility to ensure that the deputy's daily work sheet are reviewed in a timely manner, and any corrections made.

Through the Computer Aided Dispatch system, this shall be done by having the watch sergeant of the shift following the one just completed run an "Exceptions Report" to check for errors. He will then notify the deputy whose log has the errors. This can be done via memo. Once the deputy has corrected the errors, he will advise the sergeant that the corrections have been made. The watch sergeant will then "O.K." the work sheet via the CAD.