5-09/520.20 - Logging Public Contacts

Field units performing regular field law enforcement duties shall create an electronic deputy's daily work sheet (DDWS) through the Mobile Digital Computer (MDC) or Computer-Aided Dispatch (CAD) system.

Units included in this classification include, but are not limited to:

- General patrol
- Traffic patrol
- Motorcycle patrol
- COPS teams
- Special Assignment Officers
- Gang Enforcement Team patrol units
- Special Enforcement Bureau directed patrol units
- Bicycle patrol
- Foot patrol
- Beach patrol units
- Associated field supervisors for the above units

Regular field law enforcement duties include, but are not limited to:

- Responding to calls for service
- Conducting vehicle, bicycle, and pedestrian stops for enforcement/investigatory purposes
- Assisting members of the public

The requirement to create a DDWS extends to units not equipped with an MDC. When a unit is not equipped with an MDC, the DDWS shall be created at the beginning of the shift by utilizing a station CAD terminal. Completion of the DDWS shall occur either during the course of the shift or prior to its conclusion.