7-01/100.00 Daily Log Package

The Transportation Bureau Daily Log Package consists of the following documents:

- The In-Service Report approved by the Watch Sergeant, after necessary changes have been made on each shift.
- All Mobile Digital Terminal Logs and Trip Tickets, including L.A.P.D. "loop" Mobile Digital Terminal Logs and/or Trip Tickets.

Each day the Early Morning Watch Sergeant shall collect all documents necessary for the previous day's Daily Log Package. The In-Service Report shall be reviewed for completeness. He will ensure it is complete before giving it to the Timekeeping Senior Typist Clerk prior to 0900 hours. The Mobile Digital Terminal Logs and/or Trip Tickets shall be given to the Senior Systems Aide.

The Timekeeping S.T.C., after extracting the necessary information from the In-Service Report to complete required reports, shall package the In-Service Report along with the Overtime Worked Reports and forward them to the Consolidated Timekeeping Office at Men's Central Jail.

Each day the Senior Systems Aide will review the Mobile Digital Terminal Logs and Trip Tickets, make any necessary corrections and complete required reports.

The Early Morning Watch Sergeant shall ensure that the Daily Log package is properly processed, packaged, and passed on to the Day Watch Sergeant prior to going off duty each day. The Day Watch Sergeant shall ensure that the In-Service Report, "Absence Request" (SH-R-96) forms, and "Overtime Worked Report" (SH-R-251) are properly passed on to the Timekeeper S.T.C. and that the Mobile Digital Terminal Logs and/or Trip Tickets are delivered to the Senior Systems Aide. The Unit Commander shall be notified when a Daily Log Package is not completed and filed by the next court day.

The Daily Log Packages for weekends and holidays will be processed on the next regular working day.

The Transportation Bureau Daily Log Packages shall be retained on file for two years.