7-02/110.25 Watch Sergeant's Responsibilities

It is essential that Mobile Digital Terminal Logs and/or Trip Tickets be complete and accurate before filing. They are the main source of information necessary to arrive at major decisions affecting the operation of this Bureau. Supervisors shall consider the enforcement of this policy as one of their primary responsibilities. Specifically, Watch Sergeants or other supervisors processing Mobile Digital Terminal Logs and/or Trip Tickets shall:

- Review all Mobile Digital Terminal Logs and/or Trip Tickets for accuracy and completeness prior to the crew going off duty.
- If any errors are found, they shall be corrected. The incorrect Mobile Digital Terminal Log and a printout of the corrected Mobile Digital Terminal Log shall be submitted to the Senior Systems Aide, for her review.
- Initial the Mobile Digital Terminal Logs and/or Trip Tickets in the lower right hand corner after ensuring it is complete and accurate.
- Ensure that all Mobile Digital Terminal Logs and/or Trip Tickets are turned in prior to crews going off duty on the shift for which the Watch Sergeant is responsible. Initial Crew Log Sheets for all Mobile Digital Terminal Logs and/or Trip Tickets that have been received and approved.
- Follow up on any Mobile Digital Terminal Logs and/or Trip Tickets that were issued and noted on the Crew Log Sheet, but were missing at the end of the shift.
- Ensure that completed Trip Tickets are turned in by personnel borrowing vehicles. If, at the end of the shift, a Trip Ticket is missing, a memorandum is to be left for the next shift Watch Sergeant, who will do the follow up.

- Forward all Mobile Digital Terminal Logs and/or Trip Tickets for each shift to the Early Morning Watch Sergeant.