

## **Metrolink Bureau Unit Order 610-27 Metrolink Deputy Daily Activity Log**

### **Los Angeles County Sheriff's Department**

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| <b>METROLINK BUREAU</b>                             | <b>Unit Order:</b> 610-27       |
|   | <b>Effective Date:</b> 05-20-16 |
|   | <b>Revision Date:</b> 05-20-16  |
|   | <b>Annual Review:</b> 10-01-17  |
| <b>Subject:</b> Metrolink Deputy Daily Activity Log |                                 |
| <b>Reference:</b>                                   |                                 |

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for deputies to submit a Daily Activity Log.

#### **SCOPE OF ORDER:**

The order shall apply to all personnel working the filed in a patrol assignment.

#### **ORDER:**

Metrolink Deputy Daily Activity Logs (Train Ride Sheets) are to be submitted prior to leaving the station at the start of your shift and at the end of your shift to document and record your daily activity for statistical purposes.

### Deputies Responsibilities

Deputies shall submit a Daily Activity Log at the beginning of their shift to the on duty sergeant listing which trains they plan to ride for their shift. If the trains change after the form has been submitted, they are to advise the sergeant. Logs are submitted for safety reasons so the sergeant knows where the deputies are in case of derailment or other emergency and also for resource management of field units. Deputies shall also submit a completed Daily Activity Log at the end of their shift documenting all necessary information.

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