

98-10 INVESTIGATORS DAILY REMINDER BOOK (RED BOOK)



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-10

Subject: INVESTIGATORS DAILY REMINDER BOOK (RED BOOK)

Effective Date:	11/01/1998	Last Date Revised:	02/01/2005
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

All TRAP personnel working investigations are required to maintain a "Daily Reminder" (red book) or equivalent as provided by the unit. These books will provide information regarding the investigator's daily activities, including hours worked and cases under investigation.

GUIDELINES

Each investigator shall record his/her work effort in the daily activity book. Information shall include, but is not limited to:

- Time on and off duty as reflected on official unit payroll documents
- Partners (If applicable)
- Location visited
- Cases investigated including associated URN
- Brief synopsis of activities (including arrests made, cases cleared, etc.)

It will be the responsibility of the team supervisor to examine and audit red books on a monthly basis. The supervisor shall note the date the book was reviewed.

Each red book will be audited once a quarter by the area lieutenant who shall note the date the book was reviewed. Additionally, these books shall be retained at the respective team site for a period of one year after the last dated entry.

FORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS : 98-10 INVESTIGATION
DAILY REMINDER BOOK (RED BOOK)

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