

## 98-10 INVESTIGATORS DAILY REMINDER BOOK (RED BOOK)



# TASKFORCE FOR REGIONAL AUTOTHEFT

**Unit Order:** 98-10

**Subject:** INVESTIGATORS DAILY REMINDER BOOK (RED BOOK)

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

### 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 INVESTIGAT  
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PROJECT DIRECTOR

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