



PHILADELPHIA POLICE DEPARTMENT DIRECTIVE 12.17

Issued Date: 02-22-23	Effective Date: 02-22-23	Updated Date:
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SUBJECT: PATROL ACTIVITY LOG (75-158) PLEAC 2.1.1

1. PURPOSE

- A. The Patrol Activity Log (75-158) is a tool used to record an officer's activity, response to an incident, or service rendered. It is to be used by supervisors and Commanding Officers to review the actions and responses of subordinates on their tour of duty. Additionally, the log has been developed to allow for the recording of a sufficient amount of information, which reduces the need to complete additional paperwork.
 - B. Officers are not required to account for every minute of a tour of duty and should not use the Patrol Activity Log to record such items as time spent at roll call, checking the vehicle, enroute to assignment, or other unnecessary information.
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2. POLICY

- A. All non-supervisory uniformed police officers assigned to a foot patrol, Radio Patrol Car (RPC), Emergency Patrol Wagon (EPW), motorcycle, other motor vehicle, bike patrol, Mounted Patrol, district tactical teams, Narcotics Enforcement Teams (NETS), reimbursable details, and others at the discretion of the Commanding Officer shall record their actions on a Patrol Activity Log.
- B. All Patrol Activity Logs will be written in black or blue ink.
- C. The Patrol Activity Log allows for separate incident entries per log. If a mistake is made on an entry, a line will be drawn through the error.
- D. Officers will account for personal time and time taken for their thirty (30) minute lunch period by entering the time they go out of service, the location of the personal or lunch they are taking, and the time they return into service. In addition, officers are required to inform Police Radio of this same information. If the officer changes location during these time periods, they must inform Police Radio of their new location and note the new location and time on their Patrol Activity Log.

- E. Officers will make entries on the Patrol Activity Log whenever transporting custodial and non-custodial individuals. Police Radio will also be notified by requesting a time check and providing the mileage prior to transporting and upon arrival to their destination.

NOTE: Officers will also check their vehicles before and after transportation and note this check on their Patrol Activity Log.

3. PREPARATION OF THE PATROL ACTIVITY LOG

A. The police officer preparing the Patrol Activity Log shall:

1. Make each entry specific, legible, and in chronological order of occurrence. Incident sections shall not be skipped.
2. At the beginning of the tour of duty insert on the log:
 - a. Date
 - b. District
 - c. Platoon
 - d. PSA and Zone
 - e. Vehicle number (if applicable)—if a replacement vehicle is used, the replacement vehicle number and the normal sector car's number shall be inserted (example: 25T2 used as 259)
 - f. Mileage start
 - g. Mileage finish
 - h. Tour
 - i. Radio number
 - j. Flashlight number
 - k. Equipment check (i.e., Mobile Data Computer (MDC), Body-Worn Camera (BWC), Conducted Energy Weapon (CEW), and seatbelts
 - l. Day of week (written entry)
 - m. Unknown Property/Contraband found in vehicle.

NOTE: It is the operator's responsibility to conduct a vehicle inspection prior to and upon ending their tour of duty, by following the guidelines in [Directive 9.8, "Maintenance, Servicing, and Repair of Police Vehicles."](#)

NOTE: Entries will be made on the Sending and Receiving Report (S&R) by the Operation Room Supervisor (ORS) to document any missing, found and/or damaged equipment, including items in letter k. & m. above.

- B. Make an entry in the "Time" (indicated by the: ___ M, for A.M or P.M. block), "Location," and "Nature of Incident/Activity/Service Rendered" sections of the log whenever undertaking an assignment.

1. The lines provided for a narrative should include as much information as is available. For incidents not requiring a 75-48, it is most important that the narrative be thorough and contain all available pertinent information.

EXAMPLE: Include information such as personal and business names, vehicle information, addresses, alarm information and type, hospital case information, prisoner secured for transportation, Traffic Citation (TC) issued, use of Lights and Sirens whenever activated, activation of the Body-Worn Camera, etc.

2. Ensure that for each entry, the following applicable boxes are checked:
 - a. Whether the assignment is “unfounded.”
 - b. How the incident was received: Radio (R), District (D), Person (P), Sight (S).
 - c. What type of paperwork was completed in reference to the incident or service.
 - 1) Whether a 75-48, 75-48A, 75-48D, Vehicular Crash Report (TRACs) or other Department form was completed relative to the incident that was handled.
- C. At the end of the tour of duty, ensure the ending mileage is recorded in the block entitled “Mileage-Finish.” Additionally, total all reports and activity completed at the bottom of the reverse side of the log, sign each log (including recorder’s signature) and submit the Patrol Activity Log to the patrol supervisor.
- D. Officers may be required to complete more than one (1) log should the number of assignments they handle exceed incident sections available. If more than one (1) log is completed, ensure the block in the upper right hand corner of the front side of the log is completed noting how many logs were used. This block is indicated by: Log # ___ of ____.
 1. If a second log is needed, it is not necessary that the information regarding sector, platoon, etc., on the top front of the log be completed again. All report and activity totals should be placed on the second or final log. Additionally, if more than one (1) log is used, all logs must be signed by the officer(s) and their supervisors and stapled together.
- E. Officers participating in the “Ride Along Program” are to indicate on the log that they were accompanied by a ride along participant and list the name of the person as per [Directive 4.20, “Ride Along Program.”](#)

4. INSPECTION AND CONTROL

A. The Patrol Supervisor shall:

1. Ensure that every police officer accurately prepares their Patrol Activity Log by personally reviewing and signing it and by patrolling the police officer's assigned area.
 - a. Each Patrol Activity Log shall be signed at least once (1) each tour of duty and will include the time and location of the check. This reviewing signature will be placed on the top of the reverse side of the Patrol Activity Log marked, "Patrol Supervisor's Signature & Badge."
 - b. Additionally, the sergeant shall sign their name along with their payroll number on the bottom of the reverse side of the Patrol Activity Log indicating their approval of the contents of the Patrol Activity Log at the end of the officer's tour of duty. If more than one Patrol Activity Log has been used, ensure all are signed and stapled together before filing in the district file.

B. The Platoon Commander (Lieutenant) shall review and account for all Patrol Activity Logs, sign all of them, and include their payroll number in the lower right-hand corner of the reverse side of the Patrol Activity Log.

C. Commanding Officers shall periodically spot-check and initial Patrol Activity Logs to ensure compliance with the provisions of this directive.

D. The platoon's Operations Room Supervisor shall maintain a file of Patrol Activity Logs for the present month and the immediate preceding month in the Operations Room by date and tour of duty.

1. All previous Patrol Activity Logs shall be kept in the district's storage room. Accumulated Patrol Activity Logs shall be disposed of in accordance with the official Records Retention and Disposition Schedule.

RELATED PROCEDURES:	Directive 4.12,	Security Checks
	Directive 4.20,	Ride Along Program
	Directive 7.8,	Adult Detainees in Police Custody
	Directive 9.8,	Maintenance, Servicing, and Repair of Police Vehicles
	Directive 12.8,	Vehicle or Pedestrian Investigations
	Directive 12.11,	Complaint or Incident Report
	Directive 12.15,	Property Taken into Custody

BY COMMAND OF THE POLICE COMMISSIONER

PLEAC – Conforms to the standards according to the Pennsylvania Law Enforcement Accreditation Commission.
