

# FLORIDA HIGHWAY PATROL POLICY MANUAL

	<b>SUBJECT</b> REPORT OF DAILY ACTIVITY	<b>POLICY NUMBER</b> 13.05
		<b>ISSUE DATE</b> 02/01/96
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### 13.05.01 PURPOSE

To provide instruction for the recording and compilation of data related to members' daily activities.

### 13.05.02 POLICY

It is the policy of the Florida Highway Patrol that member's incident and unit activities be tracked in the Computer Aided Dispatch (CAD)/Mobile Data Computer (MDC) system. This data will be used to formulate the duty hours breakdown and other unit and incident information required to meet statistical and reporting requirements.

### 13.05.03 PROCEDURES

- A. Each member is responsible for logging on duty by radio or with the assigned MDC. While on-duty members will ensure that unit activity changes and incident assignments are made in the CAD utilizing the MDC or by calling information into the RCC by radio. Members should monitor information on the MDC to ensure it is entered accurately into the CAD when it is called in by radio to the RCC.
- B. Leave hours and regular days off will not be tracked in the CAD/MDC system, but will be entered into the People First Employee Timesheet.
- C. Supervisors are responsible for monitoring day to day activities of members using the CAD or MDC system to ensure personnel are logged on and being properly assigned to incidents and activities.
- D. Historical records will be stored in the Department's data warehouse. All reporting needed to meet the requirements for the Office of Strategic Services and for field reporting and review will be obtained from this data.
- E. Members are to record and transmit ending mileage into SharePoint on his/her first work day of every month.
- F. Reserve Troopers refer to FHP Policy 18.01 for information on submitting activity reports.
- G. Auxiliary Troopers refer to FHP Policy 18.02 for information on submitting activity reports.