Duty Sheet



COPP/VIP	unii

Completed by:	



ightarrow Please Print Legibly | Complete All Relevant Fields \leftarrow

Duty Date - Start: / / yyyy	End: / /
Duty Time - Out:: Estimated In::	Actual In::
Vehicle Number: Duty Type:	(<u>V</u> Vehicle – <u>W</u> Walking – <u>B</u> Bicycle)
Event Type:	(e.g. Neighborhood Patrol)

	Member		x Duty Role – As					
ID#	Name	Home Phone	Cell Phone	Radio Nmbr 🗴	Leader 🗶	Radio Prsn 🗶	Scribe 🗶	Add'l Other 🗶
9999	Doe, John	513-555-1212	513-555-1213					

REPORT ALL INJURIES AND ACCIDENTS IMMEDIATELY!!

Report all Critical Incidents such as accidents, injuries, threats, assaults, etc... by radio immediately to an on duty Police Supervisor

Before Patrol:

- Complete all relevant sections of this log ensuring all values and selections are accurate
- > Fax front page to Police Communications (Insert Fax Number)
- Call Police Communications to confirm receipt of the Fax (Insert Phone Number)
- Problems with Communications call Communications Supervisor (Insert Phone Number)
- Perform a radio check –
- o "Citizens On Patrol Unit Name 1 (2) (3)" radio operator responds ..., then
- o "Citizens On Patrol *Unit Name* 1 (2) (3)" is initiating (walking, vehicle, bicycle) patrol."

After Patrol:

- Complete the boxed section (End Date, etc) of this log ensuring all values are accurate
- Fax front page to the Citizens on Patrol Coordinator (Insert Fax Number)
- Advise communications
 - "Citizens On Patrol Unit Name 1 (2) (3)" radio operator responds ... ,
 then
 - "Citizens On Patrol Unit Name 1 (2) (3) securing from patrol"

Tables and Values for Simple Patrols

Duty Type Table Codes

B - Bicycle Patrol

V - Vehicle Patrol

W - Walking Patrol

M - Team Meetings

S - Sentry

VW - Vehicle / Walking

All other duties such as meetings and admin time go on a Monthly Admin Report

Event Type Table Values

Neighborhood Patrol Sports Event Coordinator's Unit Meeting Administrative Duties

Duty Role Table Values

Patrol Leader
Radio Operator
Scribe
Add'I/Other Patrol Member
Civilian Unit Coordinator
Participant