

Daily Activity Report Requirements for Law Enforcement

The **daily activity report** for law enforcement officers is essential for documenting all duties performed during a shift. It includes detailed records of arrests, incidents, and any interactions with the public. Accurate reports ensure accountability and support ongoing investigations.

Key Requirements

- **Date and Time:** Record the full date and start/end times of the shift.
- **Officer Identification:** Include the officer's name, badge number, and department/unit.
- **Summary of Activities:** Provide a chronological log of tasks, patrols, calls, and relevant observations throughout the shift.
- **Incident Reports:** Document detailed information for each incident or arrest, including case numbers and the parties involved.
- **Public Interactions:** Note all interactions with members of the public, whether routine or significant to an investigation.
- **Evidence Handling:** List any evidence collected, handled, or transferred, with reference numbers or chain of custody details.
- **Vehicle or Equipment Usage:** Record use of police vehicles or special equipment when applicable.
- **Signatures:** Officer's signature and supervisor acknowledgement, if required.

Best Practices

- Be concise and factual.
- Avoid personal opinions or assumptions.
- Update the report in real-time or as soon as possible after events occur.
- Verify accuracy before submission.