

Duty Log Standard

This standard evaluates an officer's ability to complete an accurate and informative duty log in accordance with department expectations.

Meets Standards: Yes

The officer's logs contain essential incident information (who, what, when, where, why, how) by documenting events in a clear and understandable manner. Logs are concise and contain enough information to keep other officers informed as to shift concerns or complaint activity. Grammar, spelling, word usage and sentence structure are professional and do not compromise clarity of meaning. Officer's log does not contain sarcastic or other unprofessional comments. The officer's log is descriptive when documenting time usage and accounts for the officer's activities both in and out of the office.

Meets Standards: No

The officer's logs do not contain essential information (who, what, when, where, why, how) by documenting events in a clear, concise and understandable manner. Logs are long winded or incomplete or do not contain enough information to keep other officers informed as to shift concerns or complaint activity. Logs contain grammar, spelling, word usage and sentence structure errors that are unprofessional or compromise the clarity of meaning. Officer's log contains sarcastic or other unprofessional comments. Officer's log is not descriptive when documenting time usage and does not account for the officer's activities in or out of the office.