

WINONA POLICE DEPARTMENT

NUMBER: 109-07 PAGES: 1

EFFECTIVE DATE: July 27, 2004

SUBJECT: SUPERVISOR MONTHLY ACTIVITY REPORT

1.0 PURPOSE:

It is the purpose of this general order to establish policy and procedures for Supervisors in the use of Monthly Activity Reports.

2.0 POLICY:

It is the general policy of this department that all information pertaining to an officer's activity while on duty shall be recorded. This form is the Monthly Activity Report.

3.0 PROCEDURE:

3.1 This report will be completed by the Shift Supervisor for each officer under his/her direct supervision at the end of each month. This report will be a detailed tally of all activities that the officers were involved in during that month.

3.2 This report will be forwarded to the Deputy Chief of Police by the 10th day of the month following the month that the report covers.