

OFFICE OF CHIEF OF POLICE  
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 5 Sep 08

SUBJECT: New Departmental General Order I-16, DAILY DETAIL.

The previous subject order designated as DGO I-16, AUTOMATED SCHEDULING AND STAFFING MANAGEMENT SYSTEM, is hereby canceled and renamed DGO I-16, DAILY DETAIL.

The new subject order has been published to set forth Departmental policy and procedures to facilitate scheduling, documenting, and archiving Daily Details.


The evaluation coordinator for this order shall be the Bureau of Field Operations Deputy Chief, who, without further notice, shall forward the required report to the Chief of Police on or by 5 Mar 09.

The Evaluation Coordinator shall receive, review and document the acceptance or rejection of all comments and/or recommendations received prior to submitting his/her six-month evaluation report.

The Evaluation Coordinator shall forward a copy of the six-month evaluation report, along with the comments/recommendations received, to the Office of Inspector General to be maintained in the appropriate Departmental General Order archive folder.

Personnel shall acknowledge receipt, review, and understanding of this directive in accordance with the provisions of DGO A-1, DEPARTMENTAL PUBLICATIONS.

By order of

  
Wayne G. Tucker  
Chief of Police

Date Signed: 29 Aug 08



DEPARTMENTAL  
GENERAL  
ORDER

I-16.1

Index as:

Daily Detail

Effective Date:  
5 Sep 08

Evaluation Coordinator:  
BFO Deputy Chief

Evaluation Due Date:  
5 Mar 09

Automatic Revision Cycle:  
3 Years

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### DAILY DETAIL

The purpose of this order is to set forth Departmental policy and procedures to facilitate scheduling, documenting, and archiving Daily Details.

#### I. POLICY

- A. Daily Details shall be prepared and maintained by all organizational units at levels to be determined by each Bureau Deputy Chief/Director.
- B. Daily Details shall accurately reflect the composition and assignment of the organizational unit workforce to ensure overtime, specific leaves of absences, and special assignments are properly documented on the Daily Detail and Time Sheets.
- C. Daily Details for all organizational units shall document the following information:
  - 1. Name, serial number and rank/classification of on-duty commanders and supervisors, and actual hours worked.

For units regularly assigned to field duties, the Daily Detail shall list the supervisor's name, rank, and serial number for each Team, including Teams that share a supervisor for all or part of the shift.

- 2. Name, serial number and rank/classification for all non-supervisory personnel on-duty, actual hours worked, and if acting in higher rank/classification.
- 3. Any change in personnel during a shift, including changes that occur for only part of the shift, shall be documented in the Daily Detail.

4. Document the nature of Special Assignments as follows:
- a. Special Assignment (SA) (e.g., school, conference, training, etc.); or
  - b. Special Field Assignment (SFA) (e.g., enforcement project, assisting another field unit).

**NOTE:** In the event the entire SFA or part of the SFA occurs outside of regular work shift hours, another supervisor shall be identified for these hours.

5. Name, serial number and rank/classification for all personnel off duty (Absentees) due to one of the following specific reasons:
- a. Regular day off (RDO);
  - b. Leave of Absence (Choose from the table below);

AUT	Authorized Leave (Without Pay)
CTU	Compensatory Day Used
FAM	Family Sick Leave
FDL	Family Death Leave
ICFS	On-Duty Injury (Sworn)
ICF	On-Duty Injury (Non-Sworn)
MIL	Military Leave
MLT	Management Leave
ADL	Administrative Leave
SCK	Sick Leave
STO	Shift Trade Off (Sworn)
STW	Shift Trade Work (Sworn)
TRN	Shift Trade Off (Non-Sworn)
TRNW	Shift Trade Work (Non-Sworn)
VAC	Vacation
FHP	Floating Holiday
UNP	Unauthorized Leave
OTHER	Provide Explanation

6. All units, regularly assigned to field duties, shall additionally include the following additional information:
  - a. Call Sign;
  - b. Vehicle number;
  - c. Transceiver number;
  - d. Regular Duty Assignment;
  - e. Assignment that day, if different from regular duty assignment;
  - f. Mandatory or Voluntary Work On Day-Off Program (WODOP);
  - g. Special skills, if known (i.e., Patrol Rifle Officer, Tactical Operations Team member, and foreign language skills)
  
7. Supervisors/Commanders/Managers of non-field units shall maintain a vehicle log for permanent and pool vehicles assigned to his/her unit. Logs shall include the following information:
  - a. Date and time;
  - b. Vehicle number; and
  - c. Driver name.

Vehicle logs shall be forwarded to the appropriate Bureau Administrative Unit and electronically entered onto the bureau server on a monthly basis.

To facilitate indexing, ensure the file name of the electronic copy of each Vehicle Log includes the organizational unit name and date [(e.g., VL-Unit-yymmdd (VL-CID-080815)].

## II. RESPONSIBILITIES

- A. All field units shall contact the Communications Division at the beginning of their shift and provide the vehicle number and radio number he/she is assigned to that day.

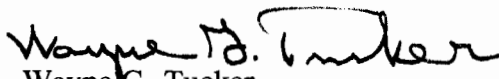
All field units shall contact the Communications Division at the end of their shift to sign off.

- B. Designated unit personnel shall prepare the Daily Detail and ensure the following tasks are completed:
1. Verify the appropriate sources of information to determine if any personnel are absent;
  2. Ensure new assignment or reassignment information of transferred or loaned personnel is documented on the Daily Detail;
  3. Ensure personnel information is updated, as necessary;
  4. Review the Daily Detail to ensure the information is correct and reflects an accurate accounting of personnel attendance within the unit that day; and
  5. Forward the Daily Detail to the first-level commander/manager (non-BFO) or Area Commander (BFO) for review and finalizing.
- C. The first-level commander/manager reviewer shall, within 72 hours:
1. Review the Daily Detail(s) to ensure Daily Details are accurate and reflect the composition and assignment of the unit workforce and to ensure overtime, specific leaves of absences, and special assignments are properly documented.
  2. Upon approval, mark the Daily Detail as "FINAL."
  3. Sign the first page of the Daily Detail and initial all other pages.
  4. Forward the Final Daily Detail to the appropriate division commander/manager or Area Commander.
- D. Division Commanders/Managers and Area Commanders shall:
1. Ensure Final Daily Detail(s) are submitted in accordance with the provisions of Part II, B of this order.
  2. Ensure all Final Daily Details received are scanned, read-only protected, and saved in the appropriate folder on the bureau/division server.

To facilitate indexing, ensure the file name of the electronic copy of each Daily Detail includes the organizational unit name and date [(e.g., DD-Unit-yymmdd (DD-Patrol 1-080515)].

3. Provide the IAD with access to the bureau server to access Daily Details upon request.
- E. The Personnel Manager shall ensure new/updated personnel data is forwarded to the appropriate organizational unit.
- F. All Departmental personnel shall ensure his/her Time Sheet accurately reflects the regular or overtime hours worked and/or the appropriate Leave of Absence code(s) are properly documented.

By Order of

  
Wayne G. Tucker  
Chief of Police

Date Signed: 29 Aug. 08