

# Procedural Directive

**California State University  
Northridge  
Department of Police Services**



To: All Police and Dispatch Personnel  
Subject: Supervisor's Daily Synopsis (i.e. shift report)  
Directive Number: 2005-13  
Date: December 18, 2019  
Amends/Supersedes: November 10, 2005 version; January 8, 2014 version; January 7, 2015 version.  
Approved: Gregory L. Murphy, Chief of Police

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## I. Objective:

This directive establishes procedures for the use of the shift supervisor daily synopsis report which is designed to incorporate shift logs completed by their respective patrol officers. It also provides definitions for each category listed within the supervisory daily synopsis report.

## II. Procedures:

Attachment "A" is a sample of the supervisor's daily synopsis. The primary patrol supervisor shall complete this log prior to the end of watch, attaching all field officer patrol logs (Attachment "B") for those who conclude their shift responsibilities during the supervisor's shift. For example, an officer who is on an overlap shift and/or has a late arrest from night watch and concludes his/her shift during day watch, shall provide their shift log to the day watch supervisor for inclusion into the day watch daily synopsis. In these situations, the night watch supervisor shall make note of the officer's continuation into day watch within their synopsis to ensure continuity in reporting procedures and tracking purposes.

### **Supervisor's Daily Synopsis definitions:**

*(Front page of daily synopsis.)*

1. Supervisor: This refers to the primary patrol supervisor responsible for patrol activities within the field. The progression of primary field supervision responsibility is as follows: regular scheduled sergeant,

overtime/shift coverage sergeant, regular scheduled corporal, and last would be the overtime/shift coverage corporal. In the event a primary supervisor is unable to complete his/her shift, then the responsibility or completion of the daily synopsis would move to the next supervisor in line.

2. Shift: the particular shift a supervisor is responsible for.
3. Date: the month, day, and year the synopsis is reporting.
4. Day: the day of week the daily synopsis covers.
5. Officer: each field officer normally scheduled to work and those actively working during the supervisor's shift shall be listed. This includes patrol officers, officers on specialized assignments, those working overtime and/or administrative details, and regularly scheduled officers who are on vacation, holiday, sick, CTO, or on any other leave.
6. Patrol Assignment: this section refers to the type of multi-dimensional patrol or other special assignment a patrol officer is assigned to. For example, Automobile Patrol, Motor Patrol, Bicycle Patrol, Trikke Patrol, T3 Patrol, Foot Patrol, Surveillance Detail, Training, etc.
7. BEAT(S): refers to the patrol beat assignment issued to an officer prior to his/her work shift.
8. SOW: refers to an officer's start of watch.
9. EOW: refers to an officer's end of watch.
10. Overtime/SP Detail/Notes: a brief description of the overtime/special detail assignment shall be placed here. For example: movie shoot, 961 detail, executive protection detail, concert, etc. The approximate location of the event should also be documented here, however if not enough room exists within the box the RIMS two letter abbreviation shall be utilized.
11. Directed Patrol: This section is for documenting the patrol directives within a given beat as set forth by the primary shift supervisor, for his/her shift to use as a guide in conducting their patrol activities. Tasks should include but not be limited to such directives as traffic enforcement, vandalism abatement, burglary/theft prevention, GTA/BFMV prevention, parking enforcement, crime prevention details, foot patrols with community meet & greets, etc. Each task shall also include the officer assigned and method of patrol assignment/mode of transportation (i.e. motor, foot, car, and bicycle). For developing directed patrol beat activities, supervisors are to utilize CSUN and LAPD crime analysis reports as well as other resources to include but not be limited to community complaints/concerns, field observations, interoffice memorandums/reports, etc.
12. Briefing Topics: This section is for documenting the briefing topics discussed at the beginning of each shift. Topics/briefings given by members of the Investigations Unit should also be included in this section.
13. Daily Directed Patrol Details (under the "directed patrol beat plans" header): Department procedural directive #2011-01: Daily Directed Patrol Plans requires shift supervisors to assign and ensure all shift officers complete their daily directed patrol details which include (CO)

community outreach, (TS) traffic safety, and (PS) parking scofflaw abatement. This section provides boxes to document the daily directed patrol activities completed by the supervisor's shift officers (i.e., officer, detail, start/end times, location, and objectives/results).

14. Daily Vehicle/Equipment Inspection Report: The vehicle/equipment inspection checkboxes on the supervisor's daily synopsis are designated for the shift supervisor's use in conducting and documenting his/her vehicle and equipment inventory/operation status check. The comments/notes section is an open area to report inventory/vehicle problems from all vehicles and equipment utilized by field/patrol personnel during the supervisor's shift. Checking all boxes listed with either a "Yes \_\_\_\_\_" or "No/BO \_\_\_\_\_" is to be completed to ensure that all vehicles/equipment and/or supervisory responsibilities (i.e., jail checks) have been completed. Problems noted with any equipment must be documented on a vehicle/equipment maintenance slip and reported to the vehicle inventory/repair coordinator.
15. Comments/Notes: Document comments or notes in this section regarding vehicle inspection.
16. Shop: Document shop number in this section.
17. SOW Miles/EOW Miles: Document shop starting mileage and ending mileage.
18. Total Miles: Calculate and document total mileage in this section.

***(Back page of daily synopsis.)***

19. Shift Synopsis: a brief summary of the shift's accomplishments, resource needs, equipment problems/concerns, etc. The purpose for this section is to provide an overview of the shift's activities, while listing those events of a notable nature for review by the watch commander and/or other command staff members (i.e. medical emergencies/injuries, student involved arrests, etc.).
20. Dispatcher One and Two Sections: Dispatcher lunch and 15 minute break sections are to be documented here. "Time out" refers to the time the dispatcher leaves his/her position/responsibilities and "time in" refers to the time they resume their duties. Dispatcher names and their hours of work shall be written into dotted area adjacent to the "Dispatcher One" or "Dispatcher Two" listing. For example: Dispatcher One – John Doe (0700 – 1530 hours).
21. Supervisor's Initials: Supervisors shall initial this section prior to turning their daily synopsis report to the watch commander.
22. Commander's Initials: the watch commander shall initial this section prior to reviewing the daily synopsis report and attached field officer logs.

**Reminder: All shift logs are to be compiled with the Police Supervisor's daily synopsis and turned in to the Watch Commander prior to the end of each shift.**







CALIFORNIA STATE UNIVERSITY, NORTHRIDGE POLICE DEPARTMENT

OFFICER DAILY LOG

OFFICERS(S)				BEAT(S)			DATE		DAY				
				1 2 3					S M T W T F S				

SHOP	BIKE	T3	#	EDW Miles				TOTAL MILES			
				SOW Miles							

Daily Vehicle Inspection Report					
	Yes	No/BO		Yes	No/BO
Tires	___	___	Blanket	___	___
Lighting Equipment	___	___	Water	___	___
Radio / P.A.	___	___	Bio-Hazard Bag	___	___
AED	___	___	I/C Vest	___	___
First Aid Kit	___	___	Teddy Bear	___	___
Active Shooter F.A. K	___	___	Chalk	___	___
Fire Extinguisher	___	___	ICP Flag	___	___
Bullhorn	___	___	Mobile Command board	___	___
Caution Tape	___	___	Rear passenger door locks/windows	___	___
Roll-a-Tape	___	___	TASER Inspection / Spark Test (Unit # _____)	___	___
Flares	___	___			

Comments/Notes: .....

#	AT SCENE	CLEAR	SOURCE		REFERENCE REPORT#/ CITATION #	LOCATION OF OCCURRENCE	CODE
			O B S	R A D			
1							
ACTIVITY/DISPO							
2							
ACTIVITY/DISPO							
3							
ACTIVITY/DISPO							
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ACTIVITY/DISPO							
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ACTIVITY/DISPO							
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ACTIVITY/DISPO							
7							
ACTIVITY/DISPO							
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ACTIVITY/DISPO							
9							
ACTIVITY/DISPO							
10							
ACTIVITY/DISPO							

#	AT SCENE	CLEAR	SOURCE		REFERENCE REPORT#/ CITATION #	LOCATION OF OCCURRENCE	CODE
			OBS	RAD			
ACTIVITY/DISPO							
11							
ACTIVITY/DISPO							
12							
ACTIVITY/DISPO							
13							
ACTIVITY/DISPO							
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ACTIVITY/DISPO							
22							
ACTIVITY/DISPO							

**Daily Activity Report**

<p><b>1. Reports</b> _____</p> <p><b>2. Traffic Safety</b> _____</p> <p><b>3. Parking Enforcement</b> _____</p> <p><b>4. Susp. Person/Veh.</b> _____</p> <p><b>5. Arrests</b> _____</p> <p><b>6. Alarms</b> _____</p> <p>a) 911 _____</p> <p>b) Blue Lights _____</p> <p>c) Elevators _____</p> <p>d) C-30's _____</p> <p>e) Fire _____</p>	<p><b>7. Neighborhood Checks</b> _____</p> <p><b>8. Foot Patrols</b> _____</p> <p><b>9. Citizen / Motorist Assist</b> _____</p> <p>a) Room Access/ Secure _____</p> <p>b) Other _____</p> <p><b>10. Activity</b> _____</p> <p>a) Admin _____</p> <p>b) Officer Assist/Back-up _____</p> <p>c) 961's _____</p> <p>d) Training _____</p> <p>e) Follow-up Investigation _____</p> <p>f) Other _____</p> <p><b>11. Community Outreach</b> _____</p> <p>Contacts: _____ Total Time: _____</p>
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Officer Signature

\_\_\_\_\_  
Supervisor Signature

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