

REPORT ALL INJURIES AND ACCIDENTS IMMEDIATELY!!

Report all Critical Incidents such as accidents, injuries, threats, assaults, etc... by radio immediately to an on duty Police Supervisor

Before Patrol:

- Complete all relevant sections of this log ensuring all values and selections are accurate
- Fax front page to Police Communications (**Insert Fax Number**)
- Call Police Communications to confirm receipt of the Fax (**Insert Phone Number**)
- Problems with Communications call Communications Supervisor (**Insert Phone Number**)
- Perform a radio check –
 - "Citizens On Patrol *Unit Name* 1 (2) (3)" – *radio operator responds ...* , then
 - "Citizens On Patrol *Unit Name* 1 (2) (3)" is initiating (walking, vehicle, bicycle) patrol."

After Patrol:

- Complete the boxed section (End Date, etc) of this log ensuring all values are accurate
- Fax front page to the Citizens on Patrol Coordinator (**Insert Fax Number**)
- Advise communications
 - "Citizens On Patrol *Unit Name* 1 (2) (3)" – *radio operator responds ...* , then
 - "Citizens On Patrol *Unit Name* 1 (2) (3) securing from patrol"

Tables and Values for Simple Patrols

Duty Type Table Codes

B - Bicycle Patrol
V - Vehicle Patrol
W - Walking Patrol
M - Team Meetings
S - Sentry
VW – Vehicle / Walking

All other duties such as meetings and admin time go on a Monthly Admin Report

Event Type Table Values

Neighborhood Patrol
Sports Event
Coordinator's Unit Meeting
Administrative Duties

Duty Role Table Values

Patrol Leader
Radio Operator
Scribe
Add'l/Other Patrol Member
Civilian Unit Coordinator
Participant