

STOCKTON POLICE DEPARTMENT

GENERAL ORDERS

DAILY ASSIGNMENT SHEET

SUBJECT

DATE: March 28, 2019

NO: A-3

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Daily Assignment Sheet
Personnel Daily Roster

I. POLICY

All operational Divisions and Sections will utilize Daily Assignment Sheets showing assignment of personnel and shall adhere to department procedure set forth.

II. PROCEDURE

A. A Daily Assignment Sheet or Roster will be completed by any Division or Section having personnel in the field. Generally, the following assignments will be involved:

1. Patrol, Traffic, Vice, Detectives, Photo Lab/Evidence Technicians, and special details such as D.U.I., Curfew Center, Special Enforcement, Parades, Traffic Checkpoints, etc.

B. Daily Assignment Sheets or Rosters will be typed and submitted to the Operations Desk Clerk for reproduction and minimal dissemination as follows:

1. One copy to the Watch Commander
2. One copy (plus original) to the Operations Desk Clerk
3. Thirteen copies to the Telecommunication Center
4. Thirty-five copies to Roll Call for Patrol personnel
5. One copy to the Internal Affairs secretary