

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDERS**

**DAILY ASSIGNMENT SHEET**  
**SUBJECT**

**DATE:** March 1, 2005

**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.
2. The "Roster Sergeant" will be presented a Daily Assignment Sheet or Roster listing any personnel (other than Patrol personnel) who are going to, or have attended a patrol roll call briefing.

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

1. One copy to the Watch Commander
2. One copy (plus original) to the Headquarters 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