

SPECIAL ORDER



Title
**Revised PD Form 346A (Weekly
Activity Report)**

Series / Number
SO-02-08

Effective Date
May 6, 2002

Distribution
B

DISTRICT OF COLUMBIA

I. Background

Policing for Prevention requires actions by police officers in the areas of focused law enforcement and neighborhood partnerships. Officers are expected to perform a variety of activities over the course of their tour of duty. This can vary from making arrests and writings NOIs to conducting business checks, school checks and Court Services and Offender Supervision Agency (CSOSA) accountability tours. To this end, officers assigned to Operational Services are required to prepare a PD Form 346-A (Weekly Activity Report) to capture any and all activities performed on a weekly basis.

II. Policy

The policy of the Metropolitan Police Department is to ensure that each officer record his/her weekly activities on the PD Form 346-A. This sheet will be used to document each officer's work and evaluate the officer's performance in comparison to other officers having similar assignments.

III. Regulations

- A. Patrol officers assigned to Operational Services shall record daily their activities on a PD Form 346-A.
- B. Roll call officials shall review and initial the officer's PD Form 346-A daily and sign it at the end of each week.
- C. If the PD Form 346-A reveals that an officer has allowed time to pass without significant activity being reported, steps shall be taken by the PSA Lieutenant to ensure timely counseling of the officer.

IV. Procedural Guidelines

- A. Members assigned to PSAs, Focused Mission Teams, or Specialized Units as directed shall:

1. Initiate a separate PD Form 346-A at the beginning of each week.
 2. Turn the report into the PSA Sergeant before checking off-duty at the end of each tour.
 3. Retain the form for the entire week and keep the activity information current by making the necessary daily entries on the form.
 4. Total the activities at the end of each week.
 5. Turn the report into the PSA/roll call sergeant at the end of each week.
- B. PSA Sergeants shall:
1. Ensure that each officer initiates a PD Form 346-A at the beginning of each week.
 2. Thoroughly review the PD Form 346-A daily and initial the activity recorded in the space provided at the end of each tour.
 3. Initiate a PD Form 346-A for the entire PSA.
 4. Total and transfer all information from each officer's individual Weekly Activity Report to the PD Form 346-A for the entire PSA.
 5. Submit individual officer's reports to the PSA Lieutenant.
 6. Submit the total weekly activity for the PSA to the PSA Lieutenant at the end of each tour of duty.
- C. PSA Lieutenants shall:
1. Review and retain each officer's individual weekly activity report.
 2. If the report reveals that an officer has allowed time to pass without significant activity being reported, initiate steps to ensure timely counseling of the officer.
 3. Document all counseling sessions with the officer relative to activities on the reverse side of the PD Form 346-A.
 4. Use the PD Form 346-A as part of the officer's performance evaluation.

- D. Commanders shall review the Weekly Activity Report at the end of each month.

With the publication of this order, PD Form 346 (Officers' Individual Activity Record) will be rescinded.

// SIGNED //
Charles H. Ramsey
Chief of Police

CHR:NMJ:rsk

Attachment