

CHAPTER 4
ACTIVITY REPORTING
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CHAPTER 4

ACTIVITY REPORTING

1. CHP 100, OFFICER'S EVALUATION/ACTIVITY SUMMARY, AND CHP 112, MANAGEMENT SUMMARY. Pursuant to the policies and procedures set forth in Highway Patrol Manual (HPM) 10.10, Performance Appraisal Manual, all officers shall complete a CHP 100, and sergeants shall complete a CHP 112, Management Summary, for each calendar month worked. The forms shall reflect relevant daily activity totals and activity comment entries.

2. BEAT CODES FOR SAFETY SERVICES PROGRAM ACTIVITIES. The 700 series beat codes and overtime duty codes have been designated for use by CHP personnel assigned to Safety Services Program (SSP) duties.
 - a. Beat code 700 shall be used by all officers and sergeants to report all **reimbursable** hours worked (regular and/or overtime) when assigned to an SSP contract activity. Beat code 700 shall be used in conjunction with a reimbursable special project code.
 - b. Beat code 701 shall be used by officers or sergeants performing miscellaneous/administrative SSP duties which are not related to a specific reimbursable SSP contract.
 - c. Beat code 702 shall be used by officers or sergeants assigned to duties associated with the Tax Seizure Program, California Department of Tax and Fee Administration.
 - d. Beat code 703 shall be used by officers or sergeants assigned to duties associated with the Tax Seizure Program, Employment Development Department.
 - e. Beat code 704 shall be used by officers or sergeants assigned to duties associated with the Tax Seizure Program, Franchise Tax Board.
 - f. Beat codes 710 through 798 shall be used by officers and sergeants to report all **nonreimbursable** hours worked (both regular and overtime) while performing SSP related duties. Each Area and Division shall designate the specific 700 series beat code to be used for applicable nonreimbursable SSP duties (e.g., patrol time, investigation of a burglary, Department of Justice stops at Department of Motor Vehicle offices, damage or disturbance at a state-owned or leased building). (Refer to General Order 100.64, Beat Descriptions.)

(1) For short-term SSP assignments, the appropriate 700 series beat code is to be used to record the number of hours worked.

(2) If the SSP assignment is for the entire shift (including briefing, debriefing, training, etc.), the entire time is to be recorded under the appropriate 700 series beat code.

g. Instructions for the completion of the CHP 415, Daily Field Record, shall be as follows:

(1) When SSP regular or overtime is reported, the CHP 415 must reflect the associated time in the "Elapsed" section using the applicable 700 series code in the "Beat" section.

(2) A reimbursable special project code must be included on the CHP 415 in the "Non-RIPA Activity Comments" box.

(a) All time spent responding to and from SSP activities is included as patrol time under the appropriate 700 series beat code.

(b) Enforcement services counts shall be recorded using the "Add Activity" tab to document arrests, citations issued, and accidents investigated, etc., while assigned to SSP duties.

3. TRAINING FOR SAFETY SERVICES PROGRAM PERSONNEL. Training received by all officers and sergeants engaged in SSP duties on a full- or part-time basis shall be documented on the CHP 415. (Refer to HPM 40.71, CHP 415 User's Manual.)