

CHAPTER 5
ACTIVITY REPORTING
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CHAPTER 5

ACTIVITY REPORTING

1. PURPOSE. The purpose of this chapter is to provide departmental policy for activity reporting within Iteris inSPECT and the Activity Tracking System (ATS).

2. SCOPE. These provisions apply to all employees assigned to or working with the Commercial Enforcement Program (CEP) who are not Motor Carrier Specialists. Motor Carrier Specialists shall continue to report their monthly activity on the CHP 100D, Weekly Field Activity Report Motor Carrier Safety Operations, in accordance with Highway Patrol Manual (HPM) 84.1, Motor Carrier Safety Operations, Chapter 3, Field Activity and Activity Inspection Reports.

3. GENERAL PROVISIONS OF THE ITERIS INSPECT REPORT.
 - a. Preparation of the Iteris inSPECT Report. Each officer and Commercial Vehicle Inspection Specialist (CVIS) assigned to commercial vehicle inspection or enforcement duty shall submit an Iteris inSPECT report.
 - (1) Sergeants, officers, and CVISs shall ensure all CEP inspections are documented within Iteris inSPECT, including those temporarily documented on paper forms.
 - (2) Instructions for the creation of an Iteris inSPECT report may be found on the CHP Intranet site under Resources, Commercial, Commercial Commander's Desk Reference, Resources.
 - (3) Iteris inSPECT reports shall be printed to PDF.

 - b. Submission of the Iteris inSPECT Report. The completed PDF of the Iteris inSPECT report shall be submitted electronically to the employee's immediate supervisor upon conclusion of the last working day of the month, and no later than the 5th day of the following month. The Iteris inSPECT report shall be reviewed by the employee's immediate supervisor to ensure the forms accurately report the work accomplished and have been prepared in accordance with the requirements of this chapter. Supervisory review should occur prior to the submission of the PDF Iteris inSPECT reports to the commercial vehicle enforcement facility (CVEF) commander or Division Special Services commander, by the 10th day of the month.

NOTE: Commercial vehicle enforcement facilities, platform scales (PS), and mobile road enforcement units shall submit negative reports to Division for months when commercial activity is not recorded.

(1) Submission of the Iteris inSPECT Report to the Division Commercial Coordinator. Each CVEF and Division commercial unit shall submit a composite summary report of commercial activity via e-mail to the respective Division commercial coordinator by the 10th day following the end of the month.

NOTE: All officers and sergeants, regardless of assignment or method of documenting monthly performance, shall complete a CHP 415, Daily Field Record, and a CHP 100, Officer's Evaluation/Activity Summary, each month according to HPM 40.71, CHP 415 User's Manual, Chapter 1, Form Description; HPM 10.10, Performance Appraisal Manual, Chapter 3, Performance Appraisal Process for Officer, California Highway Patrol; and HPM 10.10, Chapter 4, Performance Appraisal Process for Sergeant, California Highway Patrol.

c. Retention of the Iteris inSPECT Report. Divisions and CVEFs shall ensure the retention of at least three years of statistical information. This information should be available for operational and/or planning needs.

4. ACTIVITY TRACKING SYSTEM.

a. Required Entries Within the Activity Tracking System.

(1) Uniformed employees shall document specific CEP entries within ATS. Commercial Enforcement Program entries are preceded with the acronym "CEP" to ensure the items are easy to locate within ATS. The following list may not be all-inclusive; as the need arises for additional tracking, more CEP items may be added to ATS.

(a) Commercial Enforcement Program Level I. Record an entry when a Level I North American Standard (NAS) inspection has been completed.

(b) Commercial Enforcement Program Level II. Record an entry when a Level II NAS inspection has been completed.

(c) Commercial Enforcement Program Level III. Record an entry when a Level III NAS inspection has been completed.

(d) Commercial Enforcement Program Level IV. Record an entry when a Level IV NAS inspection has been completed.

(e) Commercial Enforcement Program Level V. Record an entry when a Level V NAS inspection has been completed.

(f) Commercial Enforcement Program Level VI. Record an entry when a Level VI NAS inspection has been completed.

(g) Commercial Enforcement Program Portable Scale Usage. Record an entry for each vehicle or combination of vehicles upon which a computation is made or individual reading is taken to determine compliance with weight laws. Include all vehicles weighed utilizing only departmental portable scales. Do not put an entry here for PS usage.

(h) Commercial Enforcement Program Post-Crash Inspection. Record an entry for each vehicle or combination of vehicles upon which a post-crash equipment inspection was conducted at the request of an Area. Include each NAS inspection documented at a crash.

(i) Commercial Enforcement Program Radioactive Materials Radiation Adjudication. Record an entry when a radiological alarm leads to an investigation to determine the source. Do not include alarms where no attempt to investigate is made after the initial alarm.

(j) Commercial Enforcement Program Scale Bypass. Record an entry when a driver bypasses a CVEF, PS, or roadside inspection site having signs displayed as required by Section 2813 of the California Vehicle Code. Include all drivers who were cited and/or when a NAS inspection was completed.

(2) Each officer's ATS shall be notated by a supervisor that their Iteris inSPECT report has been reviewed.

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