

WYOMING HIGHWAY PATROL ACTIVITY REPORT

Name:

Badge #

Div.

#1-AC-

#2-AC-

END

END

START

START

MILES

MILES

VEHICLE MILEAGE

FROM: TO: TOWN:

Cheyenne

Month

Day

Year

Month

Day

Year

ACTIVITY	DATE								DATE									TOTAL		TOTAL						
Explain Items marked " * " in remarks	NO	S	S	M	T	W	T	F	NO	S	S	M	T	W	T	F	NO	ITEMS		HOURS						
PATROLLING ALL HIGHWAYS	1								1								1									
PATROLLING TARGET HIGHWAYS	2								2								2									
ARRESTS: speeding (=/> 26001#s)	3								3								3									
ARRESTS: speeding (=/< 26000#s)	4								4								4									
ARRESTS: DWUI	5								5								5									
ARRESTS: crash	6								6								6									
ARRESTS: non-drug felony	7								7								7									
ARRESTS: non-drug misdemeanor	8								8								8									
ARRESTS: felony drugs	9								9								9									
ARRESTS: misdemeanor drugs	10								10								10									
ARRESTS: all other non-moving citations	11								11								11									
ARRESTS; all other moving citations	12								12								12									
ARRESTS; child restraint	13								13								13									
ARRESTS; seatbelt	14								14								14									
ARRESTS: size and weight and cv	15								15								15									
WARNINGS P-7	16								16								16									
FAULTY EQUIPMENT P-8	17								17								17									
ASSISTS P-7	18								18								18									
TOTAL number of vehicles stopped	19								19								19									
PERMITS written	20								20								20									
TRUCKS weighed	21								21								21									
CVSA inspections	22								22								22									
DRIVERS OUT OF SERVICE	23								23								23									
VEHICLES OUT OF SERVICE	24								24								24									
PASSENGER CRASH investigated/scene	25								25								25									
CMV CRASH investigated/scene	26								26								26									
CRASH - follow up investigation	27								27								27									
ALCOHOL related crashes	28								28								28									
COURT/COUNTY ATTNY visits	29								29								29									
BONDS TAKEN	30								30								30									
ABANDONED/unattended vehicle	31								31								31									
MEETINGS (staff, Division, Dist.) (P-12)	32								32								32									
TRAINING * (P-12)	33								33								33									
VEHICLE SEARCHES / P-61 required	34								34								34									
LIVESTOCK inspections	35								35								35									
STOLEN CARS RECOVERED	36								36								36									
SHIFT ADJUSTMENT for Strategic Plan	37								37								37									
ICOP / DVD / EVIDENCE / COPYING	38								38								38									
EQUIPMENT care	39								39								39									
RESTRICTED D.L. INVESTIGATIONS	40								40								40									
OFFICE DETAIL-REPORTS	41								41								41									
SPECIAL DETAIL *	42								42								42									
ASSIST OTHER OFFICER/ AGENCY *	43								43								43									
REDDI REPORTS/public service calls	44								44								44									
PUBLIC RELATIONS/Safety Talks (P-12)	45								45								45									
CAPITOL - watch hours	46								46								46									
CAPITOL - BLDG integrity hours	47								47								47									
CAPITOL -investigation hours	48								48								48									
EXECUTIVE Protection-hours w/dignitary	49								49								49									
EXECUTIVE Protection-advance hours	50								50								50									
STAFF ADMIN./DIST/DIV	51								51								51									
STAFF PERSONNEL ISSUES	52								52								52									
STAFF Liaison with/agencies/courts/other	53								53								53									
										S	S	M	T	W	T	F	← Total Hours →									
										DESCRIPTION																
										Reg. Hours 0600-1800																
										Diff. Hours 1800-0600																
										Overtime(+Holidays)*																
										Comp time earned*																
										Days Off																
										LWP/COMP taken*																
										Sick Leave - Hours																
										Vacation Time - Hours																
										On-Call Hours																
										← Total Hours →																
328																	Signed									
																	Approved									

WYOMING HIGHWAY PATROL ACTIVITY REPORT

P-26 INSTRUCTION SHEET

Use the following guidelines when filling out the activity sheet and determining the number of activities to report and the number of hours spent on that activity. Record hours to the nearest tenth.

Patrolling hours include time spent on traffic law enforcement (including coffee breaks, grant time) and any other time that the officer is available for enforcement activities unless designated elsewhere on the P-26.

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|---------|---|
| Line 1 | Record the number of hours spent on routine traffic enforcement on all highways not specifically designated a target highway for strategic plans or C.A.R.E. operations. |
| Line 2 | Record the number of hours spent on routine traffic enforcement on those highways selected in strategic plans or C.A.R.E. operations. |
| Line 3 | Record the number of speeding citations issued involving vehicles 26001 pounds and heavier |
| Line 4 | Record the number of speeding citations issued involving vehicles 26000 pounds and less. |
| Line 5 | Record the number of DWUI arrests and the hours spent on those arrests. The hours include the time spent from traffic stop until the Officer can return to patrol. (Field tests, citations, affidavits, chemical tests, vehicle inventories, book-in and also the reports completed at the office for that arrest). |
| Line 6 | Record the number of citations that are the causation of a crash, for example –speed too fast or improper backing. Do not include DWUI. |
| Line 7 | Record the number and hours on non-drug felony arrests and the hours spent from traffic stop until the officer can return to patrol. (field tests, citations, affidavits, chemical tests, vehicle inventories, book-in and also the reports completed at the office for that arrest). |
| Line 8 | Record the number and hours of all non-drug misdemeanor arrests and the hours spent from traffic stop until the officer can return to patrol. (field tests, citations, affidavits, chemical tests, vehicle inventories, book-in and also the reports completed at the office for that arrest). |
| Line 9 | Record felony drug arrests and the hours spent from traffic stop until the officer can return to patrol. (field tests, citations, affidavits, chemical tests, vehicle inventories, book-in and also the reports completed at the office for that arrest). |
| Line 10 | Record misdemeanor drug arrests and the hours spent from traffic stop until the officer can return to patrol. (Field tests, citations, affidavits, chemical tests, vehicle inventories, book-in and also the reports completed at the office for that arrest). |
| Line 11 | Record all other non-moving citations not recorded elsewhere such as registration, driver's license, equipment, game and fish, etc. |
| Line 12 | Record all other moving citations not recorded elsewhere such as improper turn, stop sign, etc. |
| Line 13 | Record child restraint citations |
| Line 14 | Record seatbelt citations |

Line 15	Record size and weight citations
Line 16	Record all warnings for any violation
Line 17	Record all repair orders for equipment violations
Line 18	Record the number of assists and the time spent on those assists from initial call until the Officer can return to patrol or respond to other calls.
Line 19	Record the total number of actual vehicle/traffic stops excluding assists unless the assist results in citations or arrests.
Line 20	Record the number of permits written and the time spent.
Line 21	Record the number of trucks weighed on any scale (port of entry or trunk) and the time spent.
Line 22	Record the number of CVSA inspections (level I, II, III) and the time spent on inspections.
Line 23	Record the number of CMV drivers placed out of service for any reason
Line 24	Record the number of CMV's placed out of service for any reason
Line 25	Record the number of non-commercial vehicle crashes and the time spent on crash investigation at the scene from initial call until the Officer can return to patrol or respond to other calls.
Line 26	Record the number of commercial motor vehicle crashes and the time spent on crash investigation from initial call until the Officer can return to patrol or respond to other calls.
Line 27	Record additional follow up investigation time. This includes time at wrecker yards, revisiting the scene, interviews, etc. (this time includes completion of the crash report if not done on scene)
Line 28	Record the number of crashes investigated that were alcohol related (driver with a measurable blood alcohol content or other evidence indicating alcohol involvement)
Line 29	Record the number and time spent at either county attorney and court offices for trials, trial preparation, dropping off citations or other paperwork and other meetings for case preparation. (Court time does not include the initial completion of arrest reports or initial logging of evidence)
Line 30	Record the number of bonds taken and the time spent until the Officer can return to patrol or respond to other calls.
Line 31	Record the number of abandoned or unattended vehicles (not recorded as 10-46) orange or green tagged or towed and the time spent until the Officer can return to patrol or respond to other calls.
Line 32	Record the number of meetings attended and the time spent until the Officer can return to patrol or respond to other calls.
Line 33	Record the number of training events and the time spent until the Officer can return to patrol or respond to other calls. * requires explanation
Line 34	Record the number of vehicle searches whether initiating officer or assisting and the time spent until the Officer can return to patrol or respond to other calls including completion of the P-61. (does not include free air sniff by K-9)

Line 35	Record the number of livestock inspections or livestock removals from the right of way and the time spent from initial call until the Officer can return to patrol or respond to other calls.
Line 36	Record the number of stolen cars recovered and the time spent from initial stop until the Officer can return to patrol or respond to other calls.
Line 37	Record the number of times the shift was adjusted/moved/changed to facilitate working events in conjunction with meeting the goals of the strategic plan.
Line 38	Record the number of hours spent downloading ICOP, burning or copying CD's and DVD's, logging in evidence and copying reports from the initial arrest. (Additional time making copies should be recorded elsewhere)
Line 39	Record the number and time spent on equipment care
Line 40	Record the number and time spent on restricted driver license investigations
Line 41	Record the number of hours spent receiving and answering E-mail, P-26, ERP, surveys, reviewing policy and periodicals, filing, etc. or other reports and time not recorded elsewhere
Line 42	Record the number and the time spent on special details such as, Squad deployments, event security, school bus inspections, etc. * requires explanation
Line 43	Record the number and time spent assisting other WHP officers or other agencies. * requires explanation
Line 44	Record the number and time spent on public service calls from initial call until the Officer can return to patrol or respond to other calls. (This includes removing debris from the highway, checking on a suspicious vehicle, REDDI reports responded to, etc.
Line 45	Record the number and time spent on public relation details such as safety talks, child safety seat, speaking engagements, etc.
Line 46	Division O – time spent on Capitol watch
Line 47	Division O -- time spent on building integrity
Line 48	Division O – time spent on investigations of incidents, persons or threats
Line 49	Division O – Record time when assigned to accompany dignitary
Line 50	Division O – Record time spent in preparation of dignitary events
Line 51	Staff –administrative duties
Line 52	Staff -Record number and time spent on personnel issues
Line 53	Staff –liaison with other agencies, courts, businesses, etc.