

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 20.25 PAGES: 1 of 1
	RELATED ORDERS: CALEA 71.1.2, 71.3.1
	ISSUED DATE: May 1 1993
	REVIEW DATE: October 20, 2015
REVISION DATE: September 18, 2014	
CHAPTER: Transportation	SUBJECT: Daily Log

- I. **PURPOSE:** To require a daily record of each activity performed by Transportation deputies in the performance of their duties.
- II. **POLICY:** Transportation deputies shall complete a daily log showing each activity performed during their workday.
- III. **PROCEDURE:**
 - A. A Daily Log (PD-77) is a record showing each activity performed by Transportation deputies, and includes the following:
 1. Departure, arrival times, destination, and number of prisoners.
 2. Vehicle mileages.
 3. Vehicle pre-trip inspection.
 4. Vehicle searches.
 - B. A Daily Log entry shall be completed for each detail, and provide all the information required. Entries shall be complete and accurate and shall reflect the time spent on each activity for the entire shift.
 - C. Explanation of unusual incidents or events other than routine prisoner transportation shall be entered in the "comments" column.