



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF SAFETY**  
**DIVISION OF STATE POLICE**  
**PROFESSIONAL STANDARDS OF CONDUCT**



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**CHAPTER 81-C**  
**STATE POLICE JOURNALS AND LOGS**

**81-C.1.0 Discussion:**

Information received by communication personnel shall be documented appropriately. Communications personnel shall be responsible for such documentation and shall maintain these logs and journals as prescribed by this directive.

**81-C.1.1 General:**

- A. This procedure applies to Headquarters Communications, troop stations and temporary command posts.
- B. All required journals and logs shall come under the direct responsibility of the Troop/Unit Commander for each designated installation.
- C. The Troop/Unit Commander may require that such journals and logs be prepared under the direction of a Shift Supervisor, or if there is none, a dispatcher on duty, unless otherwise directed.

**81-C.2.1 Administrative Log:**

- A. The Administrative Log shall be a typewritten document, compiled and maintained separately from the Daily Journal, containing data on police investigations and information pertaining to internal personnel practices.
  - 1. The Administrative Log shall not be shown, nor shall its contents be divulged, to persons outside of the Division without the express approval of the Director or his designee.
- B. All twenty-four hour stations will maintain an Administrative Log utilizing form DSSP 6 or a computer. Entries shall include but not be limited to the following:

1. Unscheduled absences - sick leave, emergency leave, special details, who notified, etc.
  2. Locations of Governor (only maintain on request of serving Governor).
  3. Line of Duty Injuries and who notified.
  4. Complaints against the Department or Division Employees, who notified.
  5. Any other information deemed appropriate by a Shift Supervisor or employee maintaining this log.
  6. Troop Stations will notify the Headquarters Communications Unit Shift Supervisor on all the above items.
- C. Whenever a change of personnel is made, the name of the oncoming dispatcher will be entered in the Administrative Log.
- D. At change of each shift, the Administrative Log shall reflect the name of the supervisor coming on duty.

**81-C.3.1 Daily Journal:**

- A. The Daily Journal shall be a typewritten document, compiled in chronological order, which catalogs the daily activities of a troop station, or Headquarters Communications Center.
1. The Daily Journal may be available for inspection as authorized by the Director.
- B. Each installation shall maintain a Daily Journal (utilizing DSSP 6 or a computer). Entries shall include but not be limited to the following:
1. Request for Service: Request for any type of State Police service, other than routine information requests, regardless of whether it is received by phone, radio or in person, shall include the name of the person receiving the information, name of the person requesting the service, address, phone number, time, type of request and to whom it was assigned.
    - a) The exemption will be intelligence gathering information, which shall include anonymous tips on drugs, DWI, and information of a sensitive nature, all of which will be deleted from this status.
    - b) Relays - including origin, type, priority code, destination, units involved and supervisors authorizing relay.

2. Emergency Situations: Emergency situations that could adversely effect the people or the environment of the State - included but not limited to:
  - a) Common carrier accidents such as trains, buses, planes, etc.
  - b) Oil, chemical or other hazardous material spills.
  - c) Any natural or man-made disasters.
  - d) Lost persons (children, hunters and hikers).
  - e) Alarms - received from, how received, time, location, and whom assigned to.
  - f) All untimely deaths (suicides, accidental deaths, etc.)
  - g) Troop stations will advise Headquarters Communications on all emergency situations, and will continue to update with all added information and notifications as received in conjunction with said emergency.
  - h) Events/alerts received by the Office of Emergency Management, Vermont Yankee, State Prison, State House (phones), routine tests which are conducted to check/test the systems will not be included.
3. Major Crimes: Reports of major crimes such as robberies, homicides, rape, arson, institution escapees, etc. Troop stations will advise Headquarters of all information regarding major crimes.

- C. Whenever a change of personnel is made, the name of the oncoming dispatcher will be entered in the Daily Journal.
- D. At the change of each shift, the Daily Journal shall reflect the name of the supervisor coming on duty.

#### **81-C.4.1 Other Required Logs**

- A. **Arrest Logs:** All twenty-four hour stations will maintain an Arrest Log and troop stations will relay current arrest information to the Headquarters Communications Unit without delay, by utilizing the SPOTS terminal.
- B. **Towed Vehicle Log:** All twenty-four hour stations will maintain a towed vehicle log, to insure compliance with Chapter 66-A (Unattended, Abandoned, Towed & Impounded Vehicles) and troop stations will relay current information to the Headquarters Communications Unit without delay, by utilizing the SPOTS terminal. *A NCIC check will be run by the troop station prior to dissemination of information to Headquarters.*

- C. **Accident Logs:** All twenty-four hour stations will maintain an Accident Log and troop stations will relay current accident information to Headquarters without delay, by utilizing the SPOTS terminal.
- D. **Complaint Logs:** In addition to daily journal entry, a Complaint Log (SPOTS form #123) will be filled out and maintained in a loose leaf binder at all stations.
1. Important Note: All complaints against the Department or Division Employees will be noted on the Administrative Log, not the Daily Journal.
  2. A complaint log will be completed in its entirety, containing who was advised.
  3. Troop Stations and Temporary Command Posts will advise the Headquarters Communications Unit of all information regarding the complaint.
  4. The supervisor of the Headquarters Communications Unit will also complete a complaint log. Copies of such complaint log will be routed as authorized by the Director. (Commissioner, Colonel, Bureau Commander, Troop/Unit Commander)
- E. **Radio Log:** All Headquarters and Troop Station dispatch centers will maintain a Radio Log (DSSP 8), in compliance with FCC Rules and Regulations, which includes but is not limited to:
1. Unit status, such as sign on, sign off, assignments and clear.
  2. Time checks and station identification every half hour.
  3. Other radio related activity, briefly stated.
  4. This log will reflect the name of the dispatcher currently on duty and he or she will sign his or her name in ink on each sheet next to his name.
  5. Personnel performing radio dispatch duties for short periods of time will initial the radio log to indicate same.

**SOURCES:** DSSP 6, DSSP 8 and SPOTS FORM #123

Chapter 66-A, Unattended, Abandoned, Towed & Impounded Vehicles

**C.A.L.E.A. STANDARD(S):** 66.1.10