

Georgia State Patrol Policy Manual

SUBJECT POST BLOTTER (STATION LOG BOOK)	POLICY NUMBER 13.04
DISTRIBUTION ALL EMPLOYEES	DATE 2/3/2004

13.04.1 Purpose

To provide instruction on the proper completion and maintenance of the Post Blotter (Station Log Book).

13.04.2 Policy

The Georgia State Patrol Post Blotter is a record of duty status for employees assigned to the various posts. In order to insure the accuracy and uniformity of that record, it is the policy of the Georgia State Patrol that the procedures provided below shall be followed.

13.04.3 Procedures

- A. Strict adherence shall be made to the use of the blotter. This is the Department's legal documentation of day-to-day occurrences.
- B. Physical Requirements
 - 1. The Post Blotter shall consist of a bound ledger, with numbered pages, of sufficient size to minimize the number of blotters needed for a calendar year.
 - 2. Under no circumstances shall pages be cut or torn from the blotter. In the event of an error or inadvertent skipping of a page, the procedures outlined in Paragraph (D)(3) below shall be followed.
 - 3. A new blotter shall be opened at the beginning of each year. The first entry shall be 0001 on January 1.
 - 4. If a blotter is filled prior to the end of the year, a new ledger shall be opened on the next subsequent date following the last entry in the first ledger.
- C. Format
 - 1. The first page of the first blotter opened each year shall bear a list of all assigned personnel as of January 1. This shall include any personnel who are assigned to the Post, but detached to another unit.
 - 2. The first entry each day shall begin at the top of the page, on the left page of the open ledger.

3. The heading of the blotter shall be composed of the day of the week, month, date, and year.
4. The blotter shall be opened at 0001 hours each day and run through 2400 hours in all Posts and Headquarters Security. All entries shall be printed in black ink, and the lines shall be drawn with red pen or pencil.
5. The first entry in the blotter shall account for all members of the Post by title and last name, giving their status for the day.
6. Members signing out shall record duties assigned, patrol car number, and odometer reading.
7. An example of the proper format for the Post Blotter is included in Exhibit 13.03-1, Post Blotter (Station Log Book) – Example.

D. General Entries

1. If a member is ready to go on duty when he/she signs in at the Post, he/she may sign out on assignment in the same entry. The same applies for signing in from assignment; members may sign out in the same entry.
2. Communications Equipment Officers and Post Secretaries assigned to a Post shall sign on and off duty in the blotter.
3. Errors and Skipped Pages
 - a. If a minor error is made, it shall be corrected by drawing a line through the mistake and initialing the strikethrough.
 - b. An entry may be voided by writing "Voided" across the entry and making the corrected entry immediately following. The voided entry should be closed with the member's initials and a red line, just as if the entry was correct. If an entry is made following the incorrect entry before the error is detected, the incorrect entry may be voided and a new entry made referencing the incorrect entry.
 - c. If an error is made on the opening entry, or the error so significant that it cannot be corrected by striking through or voiding a single entry, the word "Voided" shall be written across the entire page and a new page started.
 - d. Pages should not be voided unless the initial information entered is incorrect and cannot be corrected by striking through.
 - e. Members should take care not to skip pages when making entries. However, in the event a page is skipped, it shall be voided and left intact in the blotter.
 - f. "White-Out" or other correction fluids shall not be used in the blotter.
4. When making an entry in the blotter, members shall initial the entry.
5. When troopers go in-service (10-8,10-41) from a location other than the Post, including their residence, personnel assigned radio duty shall make the appropriate entry in the blotter. This entry shall include the following:

- a. The trooper's name;
 - b. The trooper's assigned route, or other assignment;
 - c. The vehicle number; and
 - d. The vehicle odometer reading.
6. Troopers signing in after completion of duty should record the following information:
- a. The entry number from which they signed out;
 - b. The car number;
 - c. The vehicle odometer reading;
 - d. The number of miles patrolled;
 - e. The total number of arrests issued;
 - f. The number of DUI citations issued, if any;
 - g. The total number of warnings issued;
 - h. The number of crashes investigated;
 - i. The total number of injuries in all crashes investigated;
 - j. The total number of fatalities in all crashes investigated, and
 - k. Any unusual circumstances or occurrences which they may have encountered.
7. When authorized, in advance, by a supervisor, troopers may report this information to personnel assigned radio duty via radio or telephone at the end of their shift. The person receiving the information shall make the appropriate entry in the blotter.

E. Retention

- 1. Post Blotters are permanent records of the activity of the Georgia State Patrol.
- 2. Blotters shall be retained in the Post indefinitely.

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