



<b>Series</b> 400 Personnel	<b>Effective Date</b> 09092014	<b>Review Date</b> Annually	<b>Directive Number</b>  <b>402.2</b>
<b>Chapter</b> 402 - Timekeeping			
<b>Reviewing Office</b> Civil Rights Division			<input type="checkbox"/> <b>New Directive</b> <input checked="" type="checkbox"/> <b>Revised</b> <small>Revisions in <i>italics</i></small>
<b>References</b>			

## **ELECTRONIC DAILY DETAIL**

### **402.2 - 1 Purpose**

The purpose of this directive is to outline the guidelines, procedures, and policies for preparing the Daily Detail in the Management Awareness System Program (MAS).

### **402.2 - 2 Procedure**

Patrol, Investigative, Administrative and Specialized Commands shall prepare a separate Daily Detail for each platoon. The daily detail shall be prepared in MAS and submitted the day before the scheduled assignments. The signed copy of the Daily Detail shall be retained as a permanent record. It is imperative that the preparation, and any necessary alterations, be made in an accurate and timely manner.

### **402.2 - 3 Daily Detail Preparation**

Preparation of the Daily Detail shall consist of the assignments for the following day's platoon and entered into the Management Awareness System (MAS). The Daily Detail User Guide is located on the Intranet under "MAS Information."

#### **402.2-3.1 Supervisors**

The names of all supervisors working shall be entered. The user must click on the type of "Supervision" being added, i.e., OIC, Patrol, or CBS. The user shall enter the member's name, radio code, car code and assignment/sector, if applicable, and click "Add" to add them to the detail. The shift's manpower will automatically tally when member(s) are added to the detail. Supervision must be entered prior to adding staff/patrol staff.

#### **402.2-3.2 Patrol/Staff Members**

All personnel scheduled to work shall be entered. The user must click on "Staff/Patrol Staff" to begin adding members assigned. The user shall enter the member's name, shift time, radio code, car code, shift time, and span of control supervisor and click "Add" to add them to the detail.

*Police officers shall be assigned to a sergeant who shall be designated as his/her primary supervisor. A maximum of ten (10) police officers shall be assigned to each primary supervisor. Each police officer is assigned to only one (1) supervisor. Each*

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*designated supervisor must be capable of responding to scenes and situations where his/her officers are deployed.*

### **402.2-3.3 Administrative/Investigative Personnel**

Administrative/Investigative personnel shall be carried on a separate Daily Detail for the appropriate platoon, as designated by the specialized command, precinct commanding officer.

### **402.2-3.4 Completion of Daily Detail**

Once completed, the detail shall be printed using the web browser print function and signed by the OIC prior to posting. Entries can be updated or corrected once they are committed. Updates can be made at anytime for the date shown on the daily detail; however, after 11:59 p.m., changes to that same detail cannot be made. Platoons one (1) and four (4) can make changes the following day up until 11:59 p.m. Details can be completed for future dates and can be copied from a previous platoon. Details cannot be copied from one future date to another future date.

### **402.2-3.5 Assignment Alteration**

The supervisor conducting on-duty roll call shall ensure that any necessary corrections or alterations to the Daily Detail are made prior to the end of the shift. When it becomes necessary to delete a Span of Control supervisor from the Daily Detail, e.g., call in sick, a new Span of Control supervisor has to be assigned to the member(s), prior to deleting the supervisor from the Daily Detail.

### **402.2-3.6 Paper Daily Details**

The completion of a paper Daily Detail shall only be used if the MAS system is down and an electronic detail cannot be created. The shift may create a temporary paper Daily Detail until MAS is operational for the efficiency of the shift. Any paper Daily Details generated shall be entered into MAS, provided that MAS becomes operational by the end of the shift, and entered by the shift that created the paper Daily Detail. All paper Daily Details shall be maintained by the command's administration office for future reference.

## **402.2 - 4 Submission of Daily Details**

*All commands shall send its daily details to the [DAILYDETAILS@detroitmi.gov](mailto:DAILYDETAILS@detroitmi.gov) account in GroupWise. The OIC of the precinct desk or other entities required to submit details to Communications shall ensure that they are sent to this address fifteen (15) minutes prior to the start of the shift. The subject line of the e-mail must first include the command, followed by the platoon, and lastly the date for the detail being submitted.*

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**402.2 - 4 Distribution and Retention**

**402.2-5.1 Day Before Scheduled Shift**

On the day before the scheduled assignments, each commanding officer shall ensure that a copy of the Daily Detail Sheet is posted on the command's bulletin board. Also, an additional copy shall be forwarded to the *precinct* commanding officer.