



PATROL DAILY ACTIVITY REVIEW (PDAR)

The purpose of this training bulletin is to provide personnel assigned to Field Operations Command an understanding and familiarization with the Patrol Daily Activity Review (PDAR), previously known as "COPRS." The [Patrol Daily Activity Review](#) can be accessed from MY18 using the keyword "PDAR" or by [clicking here](#). This training bulletin covers pertinent sections of the Field Operations Manual, and provides a how to tutorial on completing the PDAR.

Benefits of the Patrol Daily Activity Review include, but are not limited to the following:

- Calculates consume time automatically
- Factors in administrative start and end times
- No need for personnel to write down all activity if it's being tracked in CAD
- Ability to add subjects, vehicles, dispositions, and a narrative

Field Operations Manual (FOM) Section 35

- **Documenting Calls for Service**

All field staff will use the Mobile Software to document their field activity during a shift of duty. The events and information in the MDC are the primary source for absolutely everything a deputy or other staff member does while on duty. Note: Information provided to dispatch via the radio is also entered into PDAR; an example would be car stops.

- All calls for service, whether self-initiated or dispatched, must contain the details of the event.
- Each call for service should contain the following information
 1. Comments:
 2. Subjects:
 3. Vehicles:
 4. Disposition:
- All status changes (In Service, C-7, and Report Writing) should be made via the MDC when the unit starts the activity, and cleared when the unit ends the activity.
- Activities such as Court Attendance, Range Qualification, or vehicle maintenance that will take the unit out of service for an extended period of time, should be created as self-generated calls for service.





- Start and End of Shift
 1. At the start of shift, vehicle mileage, unit number, and radio call sign will be entered into the login screen.
 2. Sometime during the shift, the deputy will need to select and access the COPRS (County of Orange Paperless Reporting Solution) patrol daily activity review tab, and the beginning and end time of the day's shift will be entered. The patrol daily activity review screen is also where deputies can go to update comments, subjects, vehicles, dispositions, etc. for closed calls for service
 3. The Unit Notes screen will be used upon login to document Taser number, Taser cartridge serial numbers, Taser cartridge expiration dates, shotgun number, and any other equipment issued to the deputy for the shift.
 4. At the end of shift, the deputy will use the End of Tour button and input the complete ending vehicle mileage.
 5. Exceptions to End of Shift
 - a. In the event a unit needs to remain beyond their regular shift for report writing, or any other administrative duties, the deputy will not use the End of Tour button, but the Log Off button for the MDC, and advise Dispatch their activity via the radio. NOTE: because Mobile is the sole source for calculating consumed time, extended shifts for non-operational functions like report writing must be accounted for via the mobile software.

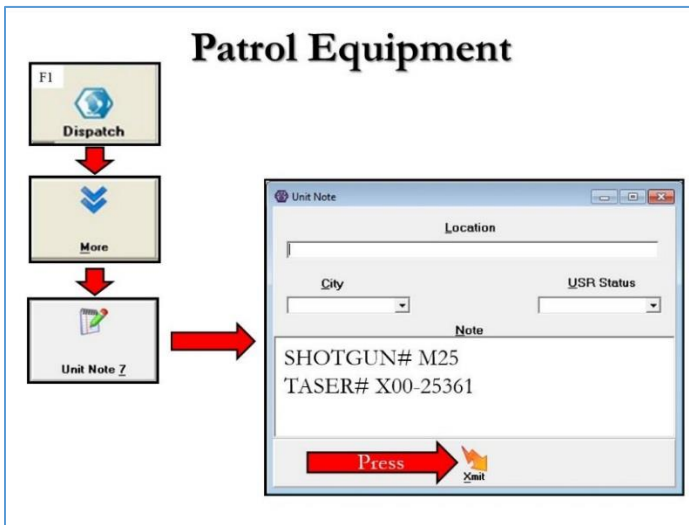
NOTE: Personnel assigned to positions that do not have regular access to an MDC (e.g., Motorcycle Enforcement Detail), will need to log into the PDAR system via the intranet at the end of their respective shifts.

Step 1: Log into MDC – All fields highlighted in red are required. When inputting mileage enter the full Odometer reading. When inputting portable radio and unit radio ID numbers, place a “9” before the five digit radio ID.



Step 2: Enter your assigned patrol equipment via the MDC.

Patrol Equipment



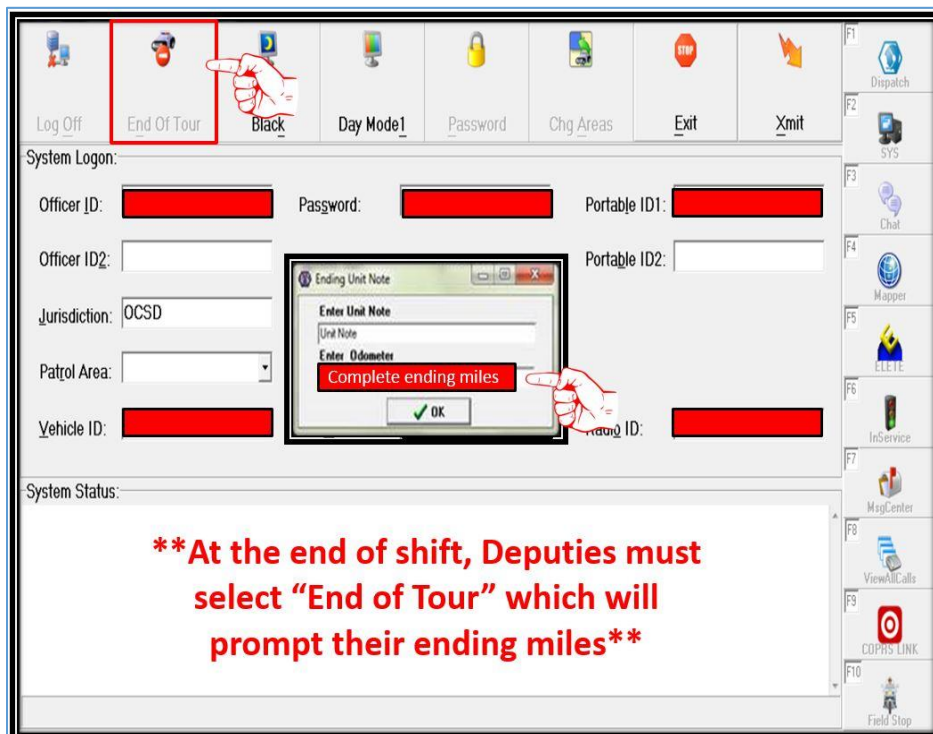
Patrol Equipment

(If not issued to you)

All Necessary Patrol equipment information will be inputted into the following field:



Step 3: At the end of watch the assigned shift deputies will click on the “End of Tour” icon, and input the ending mileage. If additional work is being done (e.g., report writing or other administrative duties) deputies will use the “Log Off” option instead. Both options allow personnel to enter ending mileage. When inputting mileage enter the full Odometer reading.



****At the end of shift, Deputies must select “End of Tour” which will prompt their ending miles****



Step 4: Deputies need to access PDAR at the **end of the shift**. This can be done from the shortcut icon on MOBILE, via MY18 or by following the link <http://my18.ad.ocsd.local/FieldOpsCenter/PDAR/PDARShifts> from any OCSO terminal.

Patrol Daily Activity Review (PDAR)

Log Off End Of Tour Black Day Mode Password Chg Areas Exit Xmit

System Login:

Officer ID: Password: Portable ID:

Officer ID2: Portable ID2:

Jurisdiction: OCSO Unit ID:

Patrol Area: Dispatch Zone:

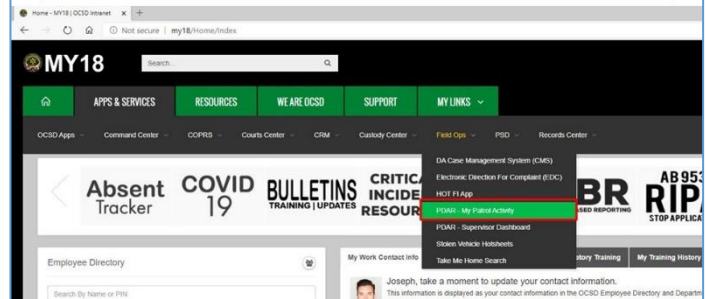
Vehicle ID: Odometer: Radio ID:

System Status:

All Deputies will have access to the PDAR link on their MDC to input the necessary information regarding their shift's start and end time

Patrol Daily Activity Review (PDAR)

There is also a direct link on My18 from the **APPS&SERVICES** tab under **FIELD OPS**. It can be accessed via any department computer on the OCSO domain.



Step 5: Click on **+ ADD A SHIFT**.

PDAR – My Patrol Activity

After opening the Patrol Daily Activity Review, Select **+ ADD A SHIFT**

Patrol Daily Activity Review

Q SEARCH CALLS **+ ADD A SHIFT**

Input Unit ID, shift date, start and end time, and select **SAVE**

Add A New Shift

Unit ID

Shift Date
3/16/2016

Start Time End Time

CLOSE **SAVE**





PDAR – My Shifts

After you have saved your shift, your prior saved shifts will also appear

Unit	Start Time	End Time	Delete		
184	10/18/2015 0600	10/18/2015 1800	X DELETE	RECALCULATE	REVIEW
184	10/17/2015 0600	10/17/2015 1800	X DELETE	RECALCULATE	REVIEW
184	10/16/2015 0600	10/16/2015 1800	X DELETE	RECALCULATE	REVIEW
184	10/15/2015 0600	10/15/2015 1800	X DELETE	RECALCULATE	REVIEW

You can select recalculate (Change your start and end times), Review (View your assigned or observed calls you handled on that day), or Delete (Delete the shift times)

Step 6: Review and update information as needed.

PDAR – Shift Activity Review

Under the review tab, you will be shown all the calls for service you handled. Select the specific call you would like to view, and select "REVIEW" a second time.

REVIEW

Call Number	Date Received	Complaint	Location	City	
15-232587	10/18/2015 05:41	459	2933 ARROYO	SC	REVIEW
15-232623	10/18/2015 07:44	459A	CM D ESTRELLA // CM MIRA COSTA	SC	REVIEW
15-232638	10/18/2015 08:29	415	108 AVD LUCIA	SC	REVIEW
15-232677	10/18/2015 09:34	415E	118 E AVD D LOS LOBOS MARINOS	SC	REVIEW
15-232683	10/18/2015 09:37	WLFR	CL FRONTERA // AVD VISTA HERMOSA	SC	REVIEW

NOTE: Calls For Service, status and events must be added via Mobile or Radio





Step 7: Update narrative, subjects, vehicles and dispositions.

PDAR – Call Review - Narrative

You will be shown a “Snapshot” of the call for service

You can add additional Narratives, but NOT edit or delete existing narratives. After typing in an additional narrative, press SAVE

PDAR – Call Review - Subjects

Subject tab: Add or Delete

After adding an additional subject, press the Button (If needed)

PDAR – Call Review - Vehicles

Vehicle tab: Add or Delete

After adding an additional vehicle, press the Button (If needed)

PDAR – Call Review - Dispositions

Disposition tab: Add or Delete

After adding an additional Disposition, press

PDAR – Call Review

After completing all additions or deletions, simply hit SAVE or + ADD. Your activity updates have now been saved within the CAD system (Time and date stamped).

SAVE or + ADD

