

CTA VOLUNTARY SPECIAL EMPLOYMENT PROGRAM/ DAILY ASSIGNMENT ACTIVITY REPORT

DATE

CHICAGO POLICE DEPARTMENT

BEAT NO.	WATCH	DUTY HOURS	VEHICLE NO.	RADIO NUMBER/S	CTA FARE CARD NO.	<input type="checkbox"/> UNIFORM
						<input type="checkbox"/> CIVILIAN DRESS

LIST AND RECORD ACTIONS AND RESULTS FROM DIRECTED MISSION

BRIEF DESCRIPTION OF DIRECTED MISSION	LOCATION	BEAT NO.	PROBLEM REFERENCE # (IF APPLICABLE)

ACTIONS TAKEN:

ACTIONS VERIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO	SERGEANT'S SIGNATURE
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CTA TRAIN POSTS

LIST STATION/PLATFORM CHECKS, TRAIN RIDES, AND ANY ASSIGNED MISSIONS. THE ISSUED LAW ENFORCEMENT VENTRA CARD MUST BE UTILIZED FOR EVERY ENTRY.

NO.	TIME	EVENT NO.	STATION ADDRESS	DISTRICT	CITATION ISSUED
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

CTA BUS ROUTES

LIST THE DISTRICT UPON BOARDING THE BUS, USE THE ISSUED LAW ENFORCEMENT VENTRA CARDS WHEN BOARDING, AND THE SUGGESTED RIDE SHOULD BE AT LEAST TWO OR THREE STOPS.

NO.	TIME	EVENT NO.	BUS ROUTE	BUS NO.	DISTRICT	DRIVER'S BADGE NO.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

LIST ALL REASONS FOR OCCASIONS THAT YOU WERE OFF YOUR ASSIGNED ROUTE/POST.
 (EXAMPLES: LUNCH, SPECIAL ATTENTIONS, RADIO ASSIGNMENTS, R-SERVICE, TEMPORARY FIXED POSTS, ARRESTS, PERSONALS, ETC.)

NO.	REASON	LOCATION	TIME LEFT POST	TIME RETURNED TO POST	COMMENTS
1.					
2.					
3.					
4.					
5.					

ARRESTS (Check the V column if Problem/Mission Related)

V	ARRESTEE'S NAME	ADDRESS OF ARREST/ HOME ADDRESS	SEX	RACE	AGE	CHARGES	RD NO.	CB NO.	BEAT OF ARREST

ENFORCEMENT/ CHARGES PLACED / OTHER POLICE SERVICE

	HOMI- CIDE	SEX OFF.	ROB- BERY	BAT- TERY	AS- SAULT	BURG- LARY	THEFT	AUTO THEFT	ARSON	VICE	U.U.W.	OTHER FELONIES	OTHER MISDEMEANORS	D/C	ANOVS	ARRESTS
ADULTS																
JUVENILES																PART I
TOTALS																PART II

	TRAFFIC CITATIONS HAZARD	TRAFFIC CITATIONS NON-HAZARD	PARKERS	TOWS SNOW	TOWS OTHER	CTA CHECKS	SCHOOL ABSENTEES/ CURFEWS	ISRS	RECOVERED GUNS	RECOVERED AUTOS
TOTALS										

REPORTING OFFICER'S NAME (PRINT)	STAR NO.	DATE	REPORTING OFFICER'S SIGNATURE
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REPORTING OFFICER'S NAME (PRINT)	STAR NO.	DATE	REPORTING OFFICER'S SIGNATURE
SUPERVISING SERGEANT'S SIGNATURE	STAR NO.	DATE	FIELD/TACT LT.'S OR WATCH COMMANDER'S SIGNATURE STAR NO. DATE