Daily Activity Report
Attachment #1

CODES   A-Attempt   Service was attempted—will try again

R-Return   The paper will be returned to the court

S-Served   Service was made on the defendant-alternate service request counts as served

T-Transfer The paper will be transferred to another office or deputy in your office.

Example: You locate a new address in another part of the county and you will

Transfer the paper to anther pct.—even though we will return it to the

Court a T would be placed in the correct field. If no new address is

Located then an R would be placed in the field.

P-Posting   You have posted the warning notice for eviction. P in non eviction columns   indicates alternate service posting. Also place a one in the attempt column.

Time

The out time is listed first because you will be out at a location before you

OUT/IN   return to your unit.

Attempt   One stop and no papers served equals one attempt in this column.

J.P.   Eviction Citation

Writ of Possession (on an eviction)

Citation

Writ-Execution, Garnishment, Sequestration and others

Truancy Summons

Bailiff—This number should represent hours—not number of times.

COUNTY   Citation

COURT   Writ- Execution, garnishment, Writ of Possession, Sequestration and others

DISTRICT   Citation

COURT   Writ- Execution, Garnishments, Sequestration and others

Protective Orders—Temporary and regular

Attorney General Papers

WARRANT   M- misdemeanor
felony

OTHER   R.E.P.-Refuge Enforcement Program
              A.S.A.P.-Absent Student Assistance Program
              Subpoena
              Calls For Service—Field deputies- this a citizen or officer originated
service request.
              LP Check—Checks collected for the tax office for vehicle registration
              CIV STBY—Civil Standby
              Traffic—W-Warning
                  C-Citation

Attachment #1 page 2

COMPUTER TRACKING

        The computer program has been designed to enter line 10 from the DAILY ACTIVITY REPORT.
        The report numbers the deputies 1 through 10 and it maybe repeated for reserves.
Example—The report will give the deputy #1 totals each day of the month. It adds this total to the
        Department total by day of the month. You will have the total number of papers severed And returned each day. It also keeps a running total of all activity for the month. So at Any time you can check to see how you are doing for the month.
      I should warn you before hand—the data services report will not match what you get at first. It takes Sometime for the officers to become accustom to the system. In the past we have found sometimes the Deputies try different ways to keep count of their papers. If this method is followed you will find the only difference in your totals and the data service total will be the papers the main frame system fail to complete the removal when the removal was enter by the computer process was not completed correctly.

Unit Number: The license plate number of the vehicle should be entered in this space.

PAGE

PAGE 1