COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER CIVIL BUREAU	DATE OF ISSUE February 3, 2026	PUBLISHED DATE February 3, 2026	NO. 009-26
SUBJECT: GENERAL ORDER Daily Activity Report		DISTRIBUTION Civil Bureau Personnel	AMENDS
REFERENCE: NYSSA 45			RESCINDS 009-20

Purpose: To provide documentation, accurate recording, and evaluation of the daily activities that are expected and conducted by the Civil Bureau during directed periods of time, and to provide statistical data to the Bureau Chief to identify trends in service and to maintain accurate accounting of productivity.

Policy: Deputies will complete a CB-001 Civil Bureau Daily Activity Report for each shift worked. Each report will be reviewed and approved by the Civil Sergeant.

I. Duties and Responsibilities

A. The Civil Sergeant of the Civil Bureau will:

1. Review Daily Activity Reports from Civil Deputies and provide feedback regarding individuals whose self-initiated activity should be redirected.

2. Sign and date all logs in the designated area after review.

3. Provide feedback to the Civil Bureau Chief related to areas of workload and Deputy performance of their duties as they relate to their documented daily activities including their service volume.

B. The Civil Bureau Chief will:

Review all recommendations made by the Civil Sergeant regarding workload, performance, and individual Deputy performance. He/she will address issues and act on areas identified that need improvement or corrective action.

C. Deputies will:

1. Ensure that all forms contain proper and accurate entries and that the Daily Activity Report is completed for each work shift in compliance with this Order.

2. To the extent possible, use non-directed time to perform activities that are enumerated on the Activity Codes Listing related to Civil Bureau/Sheriff's Office functions, (see attached).

D. At the end of their shift, the Deputies will sign and date the activity log in the designated area and submit the completed log to the Civil Sergeant for review. Completed Activity Reports will be maintained at a Bureau level for a period of one (1) year. The NYS Record Retention and Disposition Schedule CO-2 (SARA) will govern all control

and disposition of these records.

II. Completion of Daily Activity Reports

A. The Daily Activity Report contains standard identifying data and will be used to chronologically record all directed and self-initiated activities that occur during the shift. Examples of directed activities consist of, but are not limited to, the following:

1. Roll-call, vehicle and equipment checks.
2. Calls for services that are assigned by a supervisor, service of papers, and attempts.
3. Follow-up for return attempts.
4. Deliveries, vehicle transfers, mail runs, and other administrative duties.
5. Special details.
6. Vehicle maintenance, (i.e., refueling and washing).
7. Completion of paperwork.
8. Meetings with other units.

B. When recording self-initiated activities, members will identify which activity is being performed by using the appropriate Civil Bureau codes for paper type and activity. Codes are obtained from the attached "Civil Bureau Activity Codes" listing. Should a CR# be required for a self-initiated activity, members will obtain the number through an MDT entry or from the Dispatcher on MCSO Channel 2. In either case, exact location of the stop must be supplied by the member. Members will clear active jobs upon completion through the Dispatcher or by an MDT entry using an appropriate action code from the conventional Police Bureau Action Code List.

Note: The CR# that is used for the first service attempt and service envelope jacket will be used for all attempted services of that specific process until it has been served. A new CR# will be requested for all newly assigned work when the process is first initiated. For an Order of Protection, a new CR# will be requested for the first (and all subsequent stops) at the service location until the Order has been served or returned as not-servable.

C. All activities require a CR# which the Emergency Communications Department (ECD) Dispatcher will assign, with the exception of the following activity codes:

25 - Bank Deposit
26 - Mail Pick-up or Drop Off
35 - Administrative
37 - Personal Break
38 - Meal Break

III. Explanation of the Daily Activity Report

A. Initial Information

1. Deputy: Enter last name and first initial.
2. Zone: Enter the zone to which the Deputy is assigned.
3. IBM#: Enter agency assigned number.
4. Date: Enter month, day, year.
5. Vehicle #: Enter the fleet vehicle number.
6. Starting and Ending Mileage + Total
7. Fuel and Oil Check
8. Car #: Enter the radio call-number for assigned vehicle.
9. Platoon: Classified as 1st (day shift) or 2nd (afternoon shift).

10. Deputy Signature: Deputy completing the report will sign and date.

B. Activities Section

1. Time In: Enter the time that the Deputy arrived at the location to attempt/serve an assignment given to the Deputy either at the office or by radio.

2. Time Out: Enter the completion time of above assignment.

3. Location of Activity: Enter the actual location (i.e. street name, house number) whenever possible.

4. Civil Case Number: Enter the number that has been assigned to the process at the office.

5. Activity Code: Enter the numeric code for the appropriate activity as per the agency code sheets, (see attached).

6. Paper Code: Enter the appropriate letter/numeric code per the paper type, (see attached listing).

7. Supervisor's Signature: Supervisor reviewing the report will sign and date.

By Order of the Sheriff,

Todd K. Baxter

Monroe County Sheriff
Civil Bureau
Activity Codes Listing

CODE	ACTIVITY TYPE
01	DA – Personal
02	DA – Subpoena
03	SVS – Personal
04	SVS – Sub-Serve
05	SVS - Nail & Mail
06	IX - 1st Personal
07	IX - 1st Sub-Serve
08	IX - 1st Nail & Mail
09	IX - 1st Certified Mail
10	IX - 2nd Nail & Mail/personal/sub serve
11	IX - 2nd Certified Mail
12	PX – Personal
13	PX - Sub-Serve
14	PX - Nail & Mail
15	Arrest - Personal
16	Health Bureau - Personal
17	Health Bureau - Sub-Serve
18	DA – Attempt
19	Service Attempt
20	IX - 1st Attempt
21	IX - 2nd Attempt
22	PX – Attempt
23	Arrest - Attempt
24	Health Bureau Attempt
25	Bank Deposit
26	Mail Pick Up
27	County Clerk
28	Medical Records
29	Attorney Pick Up/Delivery
30	IX/PX Follow Up
31	PX - Sale
32	Eviction Perfection
33	Notice Posting
34	Deputy Assist
35	Phone Duty/Administration
36	Roll Call
37	Break
38	Lunch/Dinner Break

CODE	PAPER TYPE
S-1	Summons & Complaint
S-2	Summons - Divorce
S-3	Summons – Justice Court
S-4	Summons – Commission of Jurors
S-5	Subpoena
S-6	Subpoena – Justice Court
S-7	Notice of Appeal
S-8	Notice of Motion
S-9	Notice of Petition
S-10	Warrant or Order of Eviction
S-11	Writ of Habeus Corpus
S-12	Citation – Surrogates Court
S-13	Citation – Out of State
S-14	Order to Show Cause
S-15	Order of Protection
M-1	DA Subpoena
M-2	Health Bureau Calls
M-3	Voter Registration
C-1	Income Ex. – 1st Stage
C-2	Income Ex. – 2nd Stage
C-3	Property Ex. 1 (Debtor)
C-4	Property Ex. 2 (3rd Party)
C-5	Warrant of Attachment
C-6	Order of Seizure
C-7	Order or Warrant of Arrest
C-8	Posting Notice of Sales