



Florida Fish and Wildlife Conservation Commission  
Division of Law Enforcement

## ACTIVITY REPORTING

| GENERAL ORDER | EFFECTIVE DATE | RESCINDS/AMENDS | APPLICABILITY     |
|---------------|----------------|-----------------|-------------------|
| 63            | June 16, 2017  | July 16, 2012   | All Sworn Members |

References

N/A

### 1 POLICY

- A** The Division recognizes that accurate and comprehensive data on member activity is a management tool that facilitates the delivery of proactive and responsive law enforcement services.
- B** The Division recognizes that activity data is used to document agency compliance with legislative mandates and state and federal enforcement requirements.
- C** The Division believes that accurate reporting and measurement of core mission activities is essential to meet the goals and objectives of the Division's strategic plan.
- D** Therefore, it is the policy of the Division to collect data on member activity through an electronic reporting system (ActivityNet).

**E Definitions**

**(1) Water-Related Patrol**

- (a)** Water Patrol Hours: Hours performing water patrol enforcement activities which includes vessel patrol, patrols along shorelines, docks, jetties, bridges, and other enforcement activities adjacent to state waters to include hours enroute to/from vessel patrol.
- (b)** Water Patrol State Park Hours: Water Patrol that originates in and/or launches from a state park (101WP).
- (c)** Water-Related Administrative Hours: Any state water related hours spent completing reports, case management, teaching or attending approved training/meetings, testifying in court, giving depositions, or meeting with prosecutors. Note: Administrative duties performed while on patrol (i.e. paperwork while doing surveillance) shall be recorded as patrol time.
- (d)** Water-Related Maintenance Hours: Hours performing vessel and other water-related equipment maintenance.
- (e)** Water-Related Outreach Hours: Water related outreach events, including boating & marine programs and activities.
- (f)** Water-Related Air Patrol: Hours performing water-related air patrol (173W, 173F).

## (2) Land-Related Patrol

- (a) Land Patrol Hours: Includes time spent on patrol, on foot or from a vehicle, for the purpose of wildlife/hunting enforcement or general wilderness or resource law enforcement patrol.
- (b) State / Local Owned Land Patrol Hours: Hours performing patrol on state or locally owned lands (FWC, DEP, DOF, DHR Water Management Districts, etc.)
- (c) Privately Owned Land Patrol Hours: Hours performing patrol on privately owned lands.
- (d) Federal Land Patrol Hours: Hours performing patrol on federally owned lands.
- (e) Land-Related Administrative Hours: Any land related hours spent completing reports, case management, attending approved training/meetings, testifying in court, giving depositions, or meeting with prosecutors. Note: Administrative duties performed while on patrol (i.e. paperwork while doing surveillance) shall be recorded as patrol time.
- (f) Land-Related Maintenance Hours: Hours performing vehicle and other land-related equipment maintenance.
- (g) Land-Related Outreach Hours: Any outreach events that are not related to boating and marine activities.
- (h) Land-Related Air patrol: Hours performing land-related air patrol (173-173A).
- (i) State Park Patrol / Greenways and Trails: Patrol activity taking place inside state park boundaries or immediately adjacent to a state park if the patrol activity is directly related to providing patrol services for a park (100P). Hours within Greenways & Trails property should be entered under the State Park closest to the patrol location.
- (j) State Forest Patrol Hours: Patrol activity taking place within the boundaries of a state forest or immediately adjacent to a state forest if the patrol activity is directly related to providing state forest patrol services. (100SF)

## 2 RESPONSIBILITIES

- A** FWC Officers, including Reserve Officers I and II, all Investigators, all Pilots and certain Lieutenants are required to report their work hours and activities every two weeks on the Employee Activity Record in ActivityNet.
- B** Members shall account for their various activities in the Employee Activity Record as accurately as possible, but may round approximate work times for each activity to the nearest half hour.
- C** The reporting member is responsible for ensuring that the number of *Total Hours Worked* (reported in the Employee Activity Record) plus any leave taken equals the data reported in People First (statewide human resources management system) for the same two-week period.
- D** By submitting their Employee Activity Record for the reporting period, members certify that it represents a true and correct record of their activity.
- E** Members are responsible for completing and submitting their Employee Activity Record by close of business every other Thursday or as directed by their Regional Commander or Section Leader.
- F** Member intentional falsification of the Employee Activity Record, or any portion thereof, shall be cause for discipline which may include dismissal.
- G** Supervisors are responsible for reviewing, rejecting for required changes (if necessary), and approving the Employee Activity Records submitted by their subordinates in a timely manner.

## 3 PROCEDURES

- A** ActivityNet records two different sets of information: *Total Hours Worked* and *Core Mission Activities*:

- (1) The number of *Total Hours Worked* combines the hours from the water-related patrol and land-related patrol sections. This total, plus any leave taken, shall equal the hours entered into the People First system.
- (2) *Core Mission Activities* recording is intended to reflect the multi-tasking sworn members accomplish while on patrol. FWC officers are uniquely situated to perform multiple core mission activities simultaneously while on either land-related or water-related patrol (e.g. fisheries enforcement, manatee patrol, boating safety inspections, and maritime and wilderness law enforcement patrol). While the *Total Hours Worked* section must reflect the actual hours worked and reported, the *Core Mission Activities* hours reported may exceed the total number of actual hours worked if the elements of patrol activity for that day cannot be easily assigned to a single core mission.

**B Public Contact**

- (1) A member must have at least verbal interaction with an individual before the encounter can be counted as a public contact.
- (2) The number of *Users Checked* equals the number of individuals checked/inspected for compliance. At least verbal interaction with individuals is required. Mere observation does not constitute inspection or a user checked.
- (3) The number of Educational/Public Outreach Contacts equals the total number of individuals requesting or receiving information or educational materials, or who are part of a group presentation.
  - (a) The number of Educational/Public Outreach Contacts taking place within the boundaries of a State Park shall be recorded separately using the appropriate row.
- (4) *Assistance Rendered* equals the total number of individuals who are provided assistance by the member.
- (5) It is important to note that public contact activities should only be reported in one member's Employee Activity Record. Members working together may divide up the number of public contact activities among them for tracking purposes, if appropriate. For example, two members assist a family of four experiencing engine failure on the boat while underway. Each member could claim two individuals to whom assistance was rendered.

**C** Members shall follow the instructions on ActivityNet for completing and submitting their Employee Activity Record

**4 FORMS**

| FORM NUMBER | FORM TITLE   |
|-------------|--|
|             | Employee Activity Record (Actual activity hours shall only be submitted through ActivityNet) |
|             |  |