Patrol Officer Audit Report

> The **Patrol Officer Audit Report** provides administrators with a centralized tool to review officer activity, including license plate scans and chalking events, regardless of whether a violation was issued. Its primary purpose is to help administrators verify officer productivity, audit overall scan volumes, and monitor vendor or staff contract compliance. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing enforcement operations and contract compliance.

Setup and Configuration

This report is a standard feature within the enforcement reporting tools and requires no specialized system setup to run. However, administrators must have the **View Violation Reports** permission enabled under the **Violations** menu permissions to access and generate this report.

Using this Feature

Administrators can use this tool to filter officer activity by date range, event type, and device type to audit overall patrol volume, view specific officer scan totals, and export the results for external reconciliation.

Accessing and Generating the Report

1. Hover over **Violations**, select **LPR and Chalking**, then click **Patrol Officer Audit Report**.

2. Set the desired reporting timeframe using the **Start Date** and **Up To and Including** date fields.
3. Select the appropriate event classification from the **Event Type** drop-down menu (e.g., *Patrol*).
4. Select the source device type from the **Device Type** drop-down menu (e.g., *User* for handheld devices).
5. Click the **Search** button to view the report results at the bottom of the screen.

> This report displays aggregated scanning and chalking totals per officer regardless of whether citations were written. Activity logged outside the specified date range or filter selections will not appear in these search results.

Key Information Displayed

Once generated, the report displays a data table containing the following details for each patrol officer:

- **Patrol Officer:** The username or system identifier of the officer performing patrol duties.
- **Vehicles Audited:** The total count of unique vehicle license plates scanned or chalked by the officer during the selected timeframe.
- **Total Scans:** The overall count of scan events logged by the officer, including repeated scans of the same vehicle.

Available Actions and Buttons

- **Copy:** Click this button to copy the raw table data directly to your computer's clipboard.
- **CSV:** Click this button to download the results as a comma-separated values file for data manipulation.
- **Excel:** Click this button to download the results as a formatted Excel spreadsheet for offline analysis.
- **Print:** Click this button to open a clean, printer-friendly version of the generated report.

Best Practices and Considerations

- **Verify contract compliance:** Organizations utilizing third-party enforcement vendors should regularly export this report to Excel to confirm that patrol routes and contracted hours are being fulfilled as expected, even on shifts where no violations were issued.
- **Audit officer activity:** Review the relationship between *Vehicles Audited* and *Total Scans* to evaluate scanning thoroughness, identify officer patrol patterns, and ensure field equipment is being utilized effectively across all assigned shifts.
- **Archive for vendor reconciliation:** Export month-end or quarter-end reports to Excel/CSV to maintain historical audit logs for payroll, contract fulfillment checks, and management reporting.

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