

Volunteer Hours Tracking

The intent of volunteer hours tracking is to account for the hours actually worked. Volunteer hours are tracked in three ways.

1. Patrol Log

When on a scheduled patrol or callout, the Patrol Log is used to track volunteer hours. You are expected to arrive at least one-half hour prior to a scheduled patrol so that time counts. If you arrive earlier than that, you are only credited with the extra half hour. The Single Hours recorded on the Patrol Log are from your 10-8 time to the time you leave the station, rounded to the half-hour, plus a half-hour for preparation. If you attend a briefing while at the station, that time should be recorded on the Individual Office Hours Log and not on the Patrol Log.

2. Special Events Form

Anytime two or more people are involved in the same activity, the hours are tracked using a Special Event Form. Examples include working the booth at a street fair, attending team meetings, training meetings, honor guard practice, etc.

3. Individual Office Hours

If you volunteer time for any activity not listed above, record the time as follows:

- Poway – Record time on the Individual Office Hours Log
- 4S Ranch – Notify Administrator

Examples include working on administrative duties, YANA, newsletter, vehicles, attending briefing, etc.

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V:/PowayStation/VOLUNTEERS/Documents/HoursTracking