

# LASD - Department Operations Center



## COVID-19

### Activity Log (ICS 214) - Requirement

**The following information is being provided on behalf of Director Richard Martinez, Financial Programs Bureau; please disseminate these procedures and forms to all staff tasked with duties related to this incident.**

The completion of the attached **ICS 214** Activity Log form with narrative details are required for State and Federal government reimbursement and are used by Special Accounts Unit to identify claimable and non-claimable costs.

Every station, bureau or unit must identify an ICS 214 Unit Coordinator responsible to collect original forms, submit the copy of the Activity logs, and retain the original ICS 214 logs for their respective station, unit, or bureau.

- It is imperative that all personnel fill out the attached ICS 214 Activity Log form when carrying out any tasks whether on regular time or overtime related to the COVID-19 event.
- Personnel working in the field should print, complete, sign, obtain supervisor signature, and submit their original activity log to the 214 Unit Coordinator who will then scan and submit the documents on a weekly basis.
- ICS 214 Unit Coordinators will be required to submit an electronic copy of the attached Unit Summary Log on a weekly basis by emailing [REDACTED]. All summary logs should be filled out and submitted electronically along with the scanned ICS 214 forms.

Specific information to be included:

- The name of the incident should be written as **Covid-19 Response**.
- Under the Notable Activity section - include the details regarding the **specific task you performed, and specific location worked**. If backfill overtime was worked, please include the full name and employee number of the employee you are filling behind.
- Include any backfill OT behind an employee who is off ill with COVID-19. We will need to track these costs separately. If activated please include standby time, whether you are working at your unit of assignment, command post, or staging area.



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#### **Incident Overtime Tracking**

Proper coding and narrative details on overtime slips are required for State and Federal government reimbursement and are used by Special Accounts Unit to identify claimable and non-claimable overtime.

A fillable pdf version of the ICS 214 form and user instructions can be found by clicking the links below:

[ICS 214 Fillable PDF Form](#)

[ICs 214 Activity Log Guide](#)

**If you have any questions or require additional information, the DOC is available 24 hours at [REDACTED].**