

## **3-01/005.10 - Responsibility for Documentation**

In those incidents where a member is present at an event and the circumstances require the submission of a report, memorandum, or other documentation, it shall be the responsibility of the member to ensure that his/her observations and actions are fully and accurately recorded, or to take sufficiently detailed notes to enable the member to accurately relate his/her observations and actions of the incident at a later time.

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