4-01/000.00 - General Information

This chapter outlines the standard reporting procedures for use by members of this Department. Basic information regarding types of reports, content of reports, form numbers, file numbers, notifications, etc. is included.

Since specific classification and assignment data cannot be given for every conceivable report variation, general reporting guidelines are given in this chapter. Selected classifications are given in the alphabetical sections appearing in the subsequent chapters of this volume. Additional operating procedures may be located by reference to the subject index of this manual.

When an incident is the subject of a report, the classification listed for it in the alphabetical section of this volume shall be used. If a particular type of incident is not listed in the alphabetical section, the person writing the report shall be guided by similar classifications which are listed.

Whenever a specified form for preparation of a report proves inadequate, an Incident Report (SH-R-49) shall be used in lieu of or in addition to the form specified, as applicable.

Appendix, section 4-28/000.00 lists the form numbers with their titles referred to in the alphabetical sections of this volume.