

## **4-01/020.05 - Incident Reports**

Incident Reports are defined as the first pencil, printed or typed report submitted by personnel, or a first report sent to another Department Unit via JDIC (see section 4-01/100.20). All reports shall be written with a number 2 pencil or typed.

All reports written by Department members are considered official documents and shall be imaged. The only exceptions to this policy are Confidential Reports.

---