

## **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.

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