

DUNCANVILLE POLICE DEPARTMENT GENERAL ORDERS	
SUBJECT: Preparation and Submission of Reports	GO 2.06
EFFECTIVE DATE: December 31, 2013	APPROVED: Robert D. Brown, Jr. Chief of Police
AMENDS/SUPERSEDES: R80-015 ISSUED: January 1, 1980	

I. OBJECTIVES

To assure prompt and efficient communications to the department of services provided, activities performed, and information acquired by employees.

II. RULES

A. Any required departmental report or form should:

1. Be appropriate to the type of activity performed, services provided, or information received.
2. Cover the subject as completely as possible and contain all pertinent information reasonably available at the time.
3. Be written promptly, accurately, comprehensible, and legibly by either the employee responsible for its preparation or under his direction when such is appropriate.

B. Whenever it is reasonably possible, all required reports or forms relating to daily activities, such as citations, accident investigations, recovered or stored vehicles, arrests, radio transmissions and assignments, shall be completed and submitted at the end of the tour of duty during which such activities were performed by the employee responsible for such reports. When such completion and submission is not possible, reports shall be submitted in preliminary form and shall be completed during the employees next tour of duty unless a supervisor directs otherwise.