

- 4) The narrative will have witness, victim, and suspect statements when applicable.
 - 5) Neighborhood canvassing for witnesses is addressed in the narrative of the report.
 - 6) The vehicle pages of the report reflect accurate information regarding the vehicle(s) and the disposition of the vehicle(s) involved in the report.
 - 7) Evidence is properly submitted to the property unit.
 - 8) Stolen items have been entered into CLETS when applicable. Recovered items have been removed from CLETS when applicable.
 - 9) Attachments or a lack thereof are mentioned specifically in the narrative of the report. The attachments will be any additional files uploaded into media, or any physical attachments submitted with the report.
 - 10) Physical attachments will be clearly labelled with the case number in the upper right-hand corner. Each attachment will have a sequence number underneath the case number (e.g. "1 of 1").
 - 11) Dates and times of occurrence are reflected accurately in the report.
- E. All incomplete reports should have, at minimum, the "face page" and summary sections completed in RMS by the end of the workday. At the end of the deputy's work week, all reports assigned to the deputy during the deputy's work week should be turned in. For involved or ongoing investigations, deputies may seek the approval of the sergeant to hold a report over, until the deputy returns to work.
- F. Overtime will only be authorized for report writing when deputies were exceptionally busy and could not complete the reports during the shift, or when the report comes late in the shift.