

51.6 Incident Reports

OPERATIONS

STANDARD 51.6 **The agency has a written directive that governs the preparation of reports by personnel who process incidents.**

Commentary: *An incident may include a crime scene, accident scene or call for service that requires police presence. An agency needs to establish guidelines that specify the elements to be included in the report.*

Compliance Verification Strategies

Assessors may seek to verify agency compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A copy of the written directive is available for review.
2. Interview(s) with personnel responsible for this function to verify their knowledge of and compliance with the directive.
3. Review of agency reports to verify compliance with the directive.