



GUIDELINE - REPORTS AND RECORDS

GENERAL GUIDELINES

- Record only the necessary facts.
- Include the source of the information if not first-hand.
- Do not speculate as to the cause of the incident and do not assign blame.
- Avoid emotional statements or sarcasm, written or verbal, that may be taken out of context by third parties.
- Review your notes after an incident is over. Make sure they are complete and clear.
- Make any changes to your notes without erasing any existing writing by putting a line through any errors and initialling the change.
- Use a notebook for only one incident.

NOTE BOOKS

- Use a bound, lined log book (note book) with numbered pages. (Use a weather-proof log book for field use)
- Record your name, address and phone number on the inside cover of the log book
- Record only 1 incident per log book.
- Start at the beginning of the log book and skip no pages.
- Write and draw only in ink.
- Note the date and time (military, 24-hour time preferred) for each separate entry in the log book.
- Copy the log book at least every other day by taking a photograph and downloading it to your USB stick. Make sure the pages are clearly numbered and / or the date and time is clear. At the end of the response, copies of the log books and any witness statements should be passed to Convoy Commander for retention.

ELECTRONIC COMMUNICATION

- Assume that any information communicated by radio, cellular or satellite phones is not secure.
- Consider using a conventional phone for conversations containing sensitive or confidential information.
- Assume that e-mail is not secure unless it is encrypted which involves special software and procedures.
- Treat any e-mail or computer file as a written record and apply these record keeping guidelines.

RECORD RETENTION

- Retain your records in a safe and secure location.
- Turn in your records to the Convoy Commander when the incident is over.