



Kern County Sheriff's Office
Policies and Procedures

TITLE: REPORT WRITING PROCEDURE		NO: L-100	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: December 21, 1991	REVIEWED: 03/09/2018	REVISED: 04/20/2005	UPDATED: 03/09/2018

POLICY

All written reports communicated on a Sheriff's Office Form (crime reports, property record, FI card, etc.) will be in compliance with the Sheriff's Report Writing Manual.

Whenever the word "deputy" is used to refer to the person writing a report, it also includes all other department personnel who prepare reports (Detentions Deputy, Sheriff's Report Technicians, Sheriff's Aides, etc.).

There shall be no variation from the procedures outlined in the Report Writing Manual except under prior approval of a Chief Deputy. All divisions and all stations shall become familiar with this manual.

Additions, changes, or revision to this manual will be made in accordance with Section A-200 of the Sheriff's Policy and Procedures Manual.