

SUMNER POLICE DEPARTMENT

Exemplary Report Cover Sheet

Instructions: This document is formatted in tables. The box will automatically expand as type is added, if needed. Type names below the box headers. Type Phase, Case#, and date to the right of the headers. Type documentation in the box to the right of the category. Attach Cover Sheet and report to the End of Phase Report.

OIT's LAST NAME, INITIAL	EMP #	FTO's LAST NAME, INITIAL	EMP #
Phase #	Report Case#:	Today's Date:	

COMMENT ON: Report Writing issues that need attention	
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COMMENT ON: Report Writing issues that the OIT handles well	
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