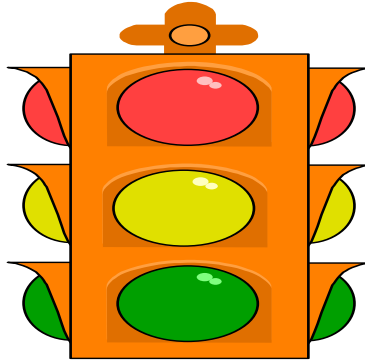


GENERAL GUIDELINES FOR DOCUMENTATION – Chapter Two



- **WRITE LEGIBLY**
- **WRITE IN INK**
- **CROSS THROUGH MISTAKES WITH ONE LINE, INITIAL THE MARK AND CORRECT**
- **USE GOOD SPELLING AND GRAMMER IN THE NARRATIVE**
- **RECORD TIME AND DATE (MM,DD,YY) FOR ALL ENTRIES**
- **COMPLETE ALL ENTRIES WITHIN 24 HOURS TO MAINTAIN ACCURACY**
- **SIGN OR INITIAL ALL ENTRIES**
- **USE STANDARD AGENCY ABBREVIATIONS**
- **ONLY PERTINENT INFORMATION SHOULD BE DOCUMENTED**
- **BE SPECIFIC AND RECORD EXACTLY WHAT OCCURRED**
- **DOCUMENT OBJECTIVELY, AVOID SUBJECTIVE STATEMENTS AND DO NOT SHOW PERSONAL BIAS**
- **BE ACCURATE AND TRUTHFUL WHEN DOCUMENTING FACTS AND EVENTS.**
- **REMEMBER THE SAYING – IF IT WAS NOT DOCUMENTED, IT DID NOT HAPPEN**