



SAULT STE. MARIE POLICE SERVICE
DATA ENTRY GUIDE

GENERAL REPORT:

OCCURRENCE #:	TASK #:
AUTHOR: (DICTATING OFFICER)	REPORT TIME: (TIME OF DICTATION)
ENTERED BY: (TRANSCRIBER)	ENTERED TIME: (DEFAULTS TO PRESENT TIME)
REMARKS:	

NARRATIVE:

(TRANSCRIBE GENERAL REPORT NARRATIVE AS DICTATED)