



**SAULT STE. MARIE POLICE SERVICE  
DATA ENTRY GUIDE**

---

**WITNESS STATEMENT/WILL SAY**

<b>OCCURRENCE:</b>	<b>TASK:</b>
<b>STMT. TAKER: (OFFICER)</b>	<b>STMT. TIME: (TIME STATEMENT TAKEN)</b>
<b>ENTERED BY: (TRANSCRIBER)</b>	<b>ENTERED TIME: (DEFAULTS TO PRESENT TIME)</b>
<b>REMARKS:</b>	

**NARRATIVE:**

**(TRANSCRIBE WITNESS STATEMENT/WILL SAY AS DICTATED)**