

GOOD OPERATIONAL REPORTING

Good report writing requires attention to detail, an understanding of the reasons why a report is required, and whom the audience of the report will be. A good report will be planned out in advance, will be factually correct and describe accurately the order of events that took place in clear and concise language.

- Reports must be: Organized: Get organized before writing the report. Gather the facts first. Record the facts in your notebook at the time of the incident or as soon thereafter as possible.

