

## What is the Reference Sheet?

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Your organization can write up any content that you would like to have readily available for your law enforcers out in the field. It can be formatted in many different ways. It is can be customized to be whatever you find to be useful.

## Policies & Procedures

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Think of policies and procedures that you want a new employee to know without having to repeat the information over and over. This should be a very helpful way to assist in training your employees over time.

## Contact Information

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Consider adding the contact information for the organization.

## Be Creative

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Whatever you think will help you to maximize the accuracy of the data and information that goes into the system and effectively manage employees will be helpful. Just be creative.