

CASE REPORT WRITING

9423

(No. 13 January 2011)

All extended investigations and all investigations that will be submitted for criminal or civil litigation shall be prepared using the Department's case report writing format as outlined in the CALFIRE "Case Report Writing Manual". A completed LE-66 shall be attached to each case report submitted. All field notes shall be destroyed upon complete and accurate transfer of information to the electronic version.

CASE REPORT SUBMISSION

9423.1

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Timely completion of case reports is critical to the processing of cases and continuing investigation. For fires with potential civil cost recovery action, a draft case report shall be completed and submitted to the Case Manager for review no later than 90 days after the incident date. The Case Officer (Lead Investigator) may request an extension of this time from the Case Manager where follow-up investigation is current and on-going.

Case reports prepared for criminal action shall be prepared and submitted according to requirements of the local District Attorney.

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