

Georgia Department of Public Safety

Policy Manual Exhibit

SUBJECT CAPITOL POLICE FILE GUIDE	EXHIBIT NUMBER 13.02-3
REFERENCE #13.02 - RECORDS, FORMS, AND REPORTS	DATE REVISED 8/26/2025
	POLICY REVIEWED 8/26/2025

- ☐ Crash Reports
- ☐ Incident Reports
- ☐ Citations (UTC)
- ☐ Enforcement Photographs (physical & digital [including Photo Library])
- ☐ Drug Seizure Reports
- ☐ SGT's Activity Report of Voided Tickets (DPS-1250)
- ☐ VHS/DVD/CD Evidence and Report (DPS-419)
- ☐ Intox Slips
- ☐ Roadblock Records (DPS-206; DPS-206A)
- ☐ Witness Statements
- ☐ Blood/Urine Sample Consent Form (DPS-1194)
- ☐ RADAR/LIDAR Test Logs (DPS-320)
- ☐ Speed Detection Certificates of Calibration
- ☐ Consent to Search Form (DPS-1193)
- ☐ Vehicle Tow Receipt
- ☐ Taser Logs
- ☐ Camera Test Logs
- ☐ Citation Receipts/Logs (DPS-549)
- ☐ Citation Logs (DPS-470)
- ☐ Duty Rosters (Daily & Monthly)
- ☐ Drug Testing Records – Equipment Calibration
- ☐ Post security videos
- ☐ P-Card documentation
- ☐ Sworn Time Sheet (DPS-617)
- ☐ Post level Open Records Requests
- ☐ Emergency Relay (DPS-385)
- ☐ Parental Notification Program (DPS 002)
- ☐ Leave Requests (DPS-526)
- ☐ Department Motor Vehicle Liability Waiver (DPS-1169)
- ☐ Emergency Generator Log (DPS-469)
- ☐ Compliment/Complaint Log (DPS-067; DPS-44; DPS-45)
- ☐ Ride A Long Waiver (DPS-127)
- ☐ Warnings
- ☐ Evidence Forms (DPS-366; DPS-367; DPS-368; DPS-369)