

# Georgia Department of Public Safety

## Policy Manual Exhibit

<b>SUBJECT</b> <b>CAPITOL POLICE FILE GUIDE</b>	<b>EXHIBIT NUMBER</b> <b>13.02-3</b>
<b>REFERENCE</b> <b>#13.02 - RECORDS, FORMS, AND REPORTS</b>	<b>DATE REVISED</b> <b>9/11/2023</b>
	<b>POLICY REVIEWED</b> <b>9/11/2023</b>

- Crash Reports
- Incident Reports (DPS-1113)
- Citations (UTC)
- 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)
- Drug Testing Records – Equipment Calibration
- Post security videos
- 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)
- Security/Fire System Install & Maintenance Records