

South Carolina Department of Natural Resources

Law Enforcement Division

MEMORANDUM

TO: Major \_\_\_\_\_

FROM: Captain \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: Officer \_\_\_\_\_ Vehicle Accident on \_\_\_\_\_

I have investigated the above vehicle accident and determined: (check one)

Yes DNR Policies and/or Procedures were violated. I recommend the following corrective action be taken:

No DNR Policies and Procedures were not violated and no further action is required.

Major Approval: \_\_\_\_\_

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MEMORANDUM

TO: Captain \_\_\_\_\_

FROM: Sergeant \_\_\_\_\_

DATE: \_\_\_\_\_

While  in  not in the line of duty, Officer \_\_\_\_\_  
was involved in a vehicle accident on the date of \_\_\_\_\_ The equipment number is C- \_\_\_\_\_  
with a tag number of \_\_\_\_\_ and mileage of \_\_\_\_\_.

American Southern Insurance Company  was  was not notified on the date of

Request to Repair Vehicle  Yes  No

I would like for \_\_\_\_\_ to be awarded the bid to repair this vehicle at  
the amount of \_\_\_\_\_.

Three written bids have been sent along with this packet.  Yes  No

If you should need any further assistance please call \_\_\_\_\_.