

November 2016

## RHS Officer's Report

It is imperative that members have a Rep read any Incident Report before handing them to an Administrator. This is for your protection. Often, when an incident happens, members are asked to write a report immediately. In their, haste members write words out of order or use words that do not reflect the true nature of the incident. Having a Rep read the report allows a clear and concise retelling of the incident.

Please inform your Reps of any issues you are having. It is better to solve problems when they first arise then to allow them to become major issues.

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