



The three automatic actions — and how each one is undone

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Settings fixed by the head of service, log of corrections and dismissals · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **Three actions, not one more, and all three come undone. None of the three touches the content of a report or the meaning of an order: they touch its number, its date and its expiry.**

The three actions

Action	Trigger	What happens	How it is undone
Numbering and entry in the register	An order is signed by the mayor	Continuous number, date and time of signature, perimeter, duration, end date, expected posting date	The head of service corrects it with a word; the number is never reassigned and the correction stays on the record

Action	Trigger	What happens	How it is undone
Expiry reminder on a temporary order	48 hours before the end date	Reminder to the head of service: reopening to traffic, removal of signage, end entry in the register	Dismissed with a word and a reason; if the order is extended, the reminder resets itself to the new date
Qualified acknowledgement to the resident	An enquiry arrives, on any channel	Acknowledgement within the minute: emergency numbers at the top, the competent service if the request is not ours, the missing document when one is missing	If an officer at the station takes over within the hour, their reply replaces the acknowledgement

The second action renders a service you only see at the end of the year: signage forgotten after an event is the leading incident-log reason in the days that follow, and the reminder took it from **34 reports to 4 over the year**. The third is judged on what it does not do: it never answers in an officer's place, it holds the place until an officer takes it.

Everything else waits for a named decision

Act	Who takes it	Record
Signing an order	The mayor — CGCT art. L2212-2, L2213-1, L2213-2	Register of orders: number, date, time
Recording a breach by procès-verbal	The sworn municipal police officer — Internal Security Code art. L511-1	Procès-verbal
Criminal characterisation of a fact	The sworn officer and the judicial police officer	Procès-verbal, report

Act	Who takes it	Record
Reporting to the judicial police officer	The municipal police officer — Code of Criminal Procedure art. 21-2	Register of reports
Deciding on administrative follow-up	The mayor or the competent authority	File, order
Changing an order template	The head of service and the chief executive	Template register, dated version
Bringing a control rule into service	The head of service	Rule register, dated version
Choosing patrol areas and time slots	The head of service and the officers	No proposal is produced by the agent

Settings for the three actions fixed by the head of service, on: _____

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