

Cheat Sheet for Report Writing

Introduction Paragraph

What date/time did you receive the call? How did you receive the call? Were you dispatched/flagged down? Was the call self-initiated? What was the original call type? What were the comments of the complainant if any were reported to you? What was your reasonable suspicion for the stop: vehicle infraction, furtive movements combined with officer knowledge of suspects and/or high crime area, known arrest record for similar behaviors? Where you called out to assist by another Unit? What were the comments relayed to you at that time?

Upon Arrival

What were your initial observations: People fighting, physical confrontation, verbal argument? Weather conditions? etc. Be specific: who was on top, were weapons involved, any obvious injuries, did the weather affect the situation?

Statements

Victim Statements: What occurred? Where did it occur? Who was involved? What was said? What was done to the victim? What was said to the victim and by whom? If appropriate, what was observed, heard, smelled by the victim? Include personal identifying information (DOB, Address, Phone Number, Email, close contact person information). Whom have they contacted about the incident? Whom have they spoken to about the incident? What actions have they taken thus far if a delayed report? Do they possess any evidence (text messages, photos, conversations, clothing, were they near surveillance cameras)?

Witness Statements: What occurred? Where did it occur? Who was involved? What did they say? What did they observe? What did they do? If appropriate, what was observed, heard, smelled by the witness? Include personal identifying information (DOB, Address, Phone Number, Email, close contact person information). Do they possess any evidence? (Note: the purpose of these statements is to give the officer a complete picture and to corroborate or disprove a complaint.

Suspect Statements: Were they in custody? Were their Miranda rights given? How? In writing, verbally? Witnesses to Miranda? Suspect statement on what occurred? Why? Where? Who else was involved?

Evidence/Property

What did you collect? How was it obtained? (Was it given to you by a victim/witness/ other officer/ suspect?) Where was it collected? When was it collected? By whom was it collected? What did you do with the Evidence/Property? Where did you store it? Is it secured? (Evidence Locker? Which one? Did you return it to the owner?) Did you submit it for analysis? What kind of analysis? Did you photograph and return? Describe the property or evidence. If applicable what is the item's model number, color, serial number, damage, value? If drugs how were they packaged? What was the weight? Document Evidence? Is it original or a copy? Is it digital? Written statements?

Testimonial Evidence? Recordings, voice messages, statements

Physical Evidence? Torn clothing, bloody hammer?

Trace Evidence? DNA, Fingerprints, Hair and Fiber?

Technological Evidence? Social media accounts? GPS coordinates?

Professional Statements/Actions

Who was on the scene? EMS, Fire, other police agency? Provide their names and unit numbers. What were their actions? (Doctor, social workers, teachers, magistrates, Crime-lab). Did the victim/witness/suspect make any statements to them?

Officer's Actions

What were your overall observations? Did you identify all the elements of the crime? Did you make an arrest? What was the charge? Did you transport? Who transported? Whom did you notify? (Rank, NOVACares, Title IX, Dean of Students, Outside LEO, EMS, Fire, Clery.) How did you notify them? (email, telephone? In person?) Did you request assistance? (Crime Lab, tow truck) What did they do upon arrival? Did you provide anything to the victim? (Victim rights form? State Domestic Violence form? Water?) Did you obtain a search warrant/ arrest warrant? For what? Did you have something entered into N.C.I.C. (stolen property, arrest warrant, EPO)? Did you obtain an EPO? Did you assist the victim/witness in anyway? What was the final disposition of the call? (Cleared by arrest, report taken, assisted, unfounded?) Did you change the call type? Why?