

## **Report Writing Rules**

### **Reports Need to Be:**

#### **Specific**

*Include the exact time of all important events*

*Quotes used to paint an accurate picture*

#### **Complete**

*Include all facts from field notes, statements, monitoring equipment, sketches, etc.*

*Include the source of each fact*

### **Reports Need to Be:**

#### **Readable**

*Plain English*

*Proper grammar and punctuation*

*Logically and chronologically organized*

#### **Professional**

## **Gathering Information**

- *Observe*
- *Listen*
- *Record*
- *Question*
  - *Open-ended*
  - *Don't assume (ask)*

### **Reports Need to Be:**

#### **Accurate**

*State exactly what, how many, how much, etc.*

*State facts only – not impressions, conclusions, or opinions*

*Label every opinion you feel you must report*

#### **Relevant**

*Anticipate use by other law enforcement*

*Anticipate use by prosecutors, medical staff, etc.*

*Anticipate the need to defend staff's conduct*

## **Basic Report Structure**

- *Introduction*
- *Narrative*
- *Conclusion*
- *Attachments*

## *Essentials of the Report*

- *Paragraph*
- *Simplicity*
- *No Fillers or artificial writing*
- *Don't use police jargon or legalese*
- *Facts not conclusions*
- *Careful use of pronouns*
- *Don't leave out essential information*
- *Proofread*
- *Punctuation*
- *Grammar*