

Report Writing Guidelines For Incident Report Writing

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**REPORT WRITING MANUAL
TABLE OF CONTENTS**

General Report Requirements.....2

Abuse/Neglect - Child, Elderly3

Arson, Attempted Arson.....5

Assault, Aggravated Assault.....7

Baker Act (Involuntary Commitment).....9

Sexual Battery, Armed Sexual, Attempted Sexual, Attempted Armed Sexual 10

Battery, Aggravated Battery, Battery on LEO/Fire Fighter 12

Bomb Threat and/or Detonation of Destructive Device..... 14

Burglary Commercial Residential, Vehicle..... 16

Extortion 19

Forgery, Fraud, Embezzlement, Fraudulent Document.....21

Homicide, or Attempted, Suicide or Attempted, Drowning, Unattended Death.....24

Information Report.....26

Kidnapping, Attempted Kidnapping.....28

Missing Person - Juvenile, Adult.....30

Other Sex Crimes, Exposure32

Recovered Stolen Motor Vehicle34

Resisting Arrest with violence, Resisting Arrest without Violence.....36

Robbery - Armed, Commercial, Person, Home-Invasion, Car jacking38

Shooting at/within/into structure/Vehicle, 40

Throwing Deadly Missile at/within/into structure/Vehicle

Stalking..... 42

Theft - Petit, Grand, Motor Vehicle, Attempted Motor Vehicle44

Stolen Tag, Distraction, Theft by Pickpocket, Stolen Boat

Trespass After warning.....47

All Other Reports48

Written statement Guides49

GENERAL REPORT REQUIREMENTS

The following requirements apply to all reports.

1. All narratives should be written in chronological order, meaning the incident is described in the order in which the events occurred and not from the perspective of anyone witness or the officer.
2. In the Narrative, use a person's name if known. If the name is Unknown, use Suspect #1, or Suspect #2.
3. In cases involving property, list each item in the Property section. Groups of the same or similar items may be combined; but items of great value or that may be readily identifiable must be listed separately with specific descriptions provided, when available.

When referring to property in the Narrative, use general terms, i.e., "the jewelry was removed from the upper right dresser drawer in the victim's bedroom", NOT a diamond ring, emerald necklace, and bracelet were removed from the upper right dresser drawer in the victim's bedroom".

4. The total value of property taken should be mentioned in the report Narrative.
5. If a juvenile is a subject in a report, the parent/guardian and school information must be obtained and reported in the Subjects Section of the report.
6. All subjects mentioned in the report Narrative, must be listed in the Subjects Section of the report. All Subjects listed in the Subject section, must be mentioned in the report Narrative.
7. All vehicles mentioned in the report Narrative, must be listed in the Vehicle section of the report. All vehicles listed in the Vehicle Section, must be mentioned in the Narrative.
8. If a subject is not a local resident (IE: tourist, transient), obtain local address information, i.e., motel name, phone number, room number. State when the subject is leaving area and when the subject will be at a permanent address.
9. Officers should obtain secondary addresses and telephone numbers (even out-of-state) and social security numbers from victims and witnesses who may move before the trial. This will assist the prosecutor in locating them at that time.
10. All statements must have a synopsis in the narrative along with the person's name making the statement.
11. Detailed descriptions of suspects and missing persons should be included in the principal's list of the report. General descriptions of the suspects or missing person should be used in the narrative (i.e. race, sex, clothing).

CHILD ABUSE, CHILD NEGLECT, ELDERLY ABUSE/NEGLECT

ELEMENTS OF CRIME

CHILD ABUSE/NEGLECT

This report title should be used for incidents of child abuse or neglect on person(s) under the age of 18 by a suspect(s) who is a parent or has assumed responsibility for care of the victim on a permanent or temporary basis.

ELDERLY ABUSE/NEGLECT

This report title should be used for incidents of elderly abuse, neglect or exploitation of person(s) 60 years of age or older by a suspect(s) who is a relative, care giver or adult household member.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe specifics of .abuse, neglect or exploitation and how perpetrated.
- ? Describe involvement and synopsis testimony of all subjects included in the principals list.
- ? Extent and description of injuries? How inflicted? Was medical attention administered? By whom?
- ? How long was victim in suspect's care and control?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect? Specify individually.
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses? Statements of victim and/or witness obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?

FOLLOW-UP/ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with SAO? By whom?
- ? In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy and Procedure)
- ? For non-residents, provide additional contact information. (See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? HRS notified? Results?
- ? Who was notified? Others notified?

EVENT LOG REQUIRED FOR

- ? Significant incidents

ARSON, ATTEMPTED ARSON

ELEMENTS OF CRIME

To willfully damage or cause damage to any structure by fire or explosive.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and give a of synopsis the testimony of all subjects included in the principals list.
- ? Describe environmental conditions (lighting, etc.).
- ? Type of structure? If business, was it open?
- ? Was structure occupied? By whom?
- ? Was structure locked? By whom and when?
- ? Cause of fire/explosion?
- ? Who discovered incident?
- ? Who reported incident?
- ? Did the fire department respond? unit Number/Name of responding units.

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses? Statements of victim and/or witness obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?
- ? Evidence of other crime within structure?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with prosecutor? By whom?
- ? For non-residents, provide additional contact information (See General Report Requirements)
- ? Who was left in charge of property?

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Fire Department investigator notified? Who? Results?
- ? Others notified?

EVENT LOG

- ? Required for All incidents

ASSAULT, AGGRAVATED ASSAULT

ELEMENTS OF CRIME

ASSAULT (Including DOMESTIC VIOLENCE)

To intentionally and unlawfully threaten by word or act. Suspect appeared to have the ability to carry out the act. Victim had well founded fear that violence was about to happen.

AGGRAVATED ASSAULT (Including DOMESTIC VIOLENCE)

The assault was made with a deadly weapon and was made with a fully-formed conscious intent to commit the crime.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsize testimony of all subjects included in the principals list.
- ? Describe threats to victim with exact quotes.
- ? How was victim placed in fear? Quote victim.
- ? What was the distance between victim and suspect?
- ? Describe environmental conditions (lighting, etc.).
- ? Extent and description of injuries?
- ? Was medical attention administered? By whom?
- ? Was weapon used? Type?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements of victim and or witness obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?
- ? Photos taken?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy and Procedure)
- ? For non-residents, provide additional contact information.
- ? (See General Report Requirements) In Domestic Violence case: "Notice of Legal Rights and Remedies" form given to victim(s)?

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Others notified? Results?

EVENT LOG

- ? Significant incidents

BAKER ACT (Involuntary Commitment)

PURPOSE

This report is used for persons taken into custody under the Baker Act (Involuntary Commitment) and are not suspected in a crime. This is case where the person has exhibited behavior that is harmful to themselves or others. The person is being taken into custody to protect themselves or others from harm do to the behavior exhibited by the subject.

If the person is the suspect in a crime, then the report should be titled based on the crime. Information regarding the Baker Act (Involuntary Commitment) should be included in the crime report.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsize testimony of all subjects included in the principals list.
- ? What behavior or statements were observed to warrant admission?
- ? Admission voluntary or emergency?
- ? Who transported?
- ? Where transported?
- ? Who accepted individual?
- ? Was force used? Injuries?

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? statements of victim and/or witness obtained?
- ? Evidence? Where located? By whom?
- ? Photos taken?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION AND RESULTS

- ? None

EVENT LOG

- ? Significant incidents

SEXUAL BATTERY, ATTEMPTED SEXUAL BATTERY, ARMED SEXUAL BATTERY ATTEMPTED ARMED SEXUAL BATTERY

ELEMENTS OF CRIME

Oral, anal or vaginal penetration by, or in union with, the sexual organ of another or the vaginal penetration of another by any object without that person's consent.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Any delay in reporting? Why?
- ? Describe involvement and synopsize testimony of all subjects included in the principals list.
- ? Describe environmental conditions (lighting, etc.).
- ? Was victim awake or asleep?
- ? Direction from which suspect approached victim?
- ? Describe what was said to victim by suspect.
- ? Describe force used (i.e. weapon, physical violence, threats). If weapon used, describe how it was used.
- ? Describe sex acts performed.
- ? Extent and description of injuries? How inflicted?
- ? Was medical attention administered? By whom?
- ? Were items taken from victim or victim's home?
- ? If vehicle was involved, describe in detail (particularly the interior or any objects within which may identify suspect).

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE TESTIMONY

- ? Any witnesses?
- ? Statements of victim and/or witness obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Were skin latents attempted? If not, why?
- ? Photos taken? By whom?
- ? Did victim bathe
- ? Did victim destroy or attempt to destroy evidence?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?

FOLLOW UP/ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired?
- ? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? others notified?

EVENT LOG

- ? All sexual batteries Significant incidents

BATTERY, AGGRAVATED BATTERY, BATTERY ON LEO OR FIRE FIGHTER

ELEMENTS OF CRIME

BATTERY (Including DOMESTIC VIOLENCE)

To intentionally touch/strike victim without consent of victim, with/without causing bodily harm.

AGGRAVATED BATTERY (Including DOMESTIC VIOLENCE)

To intentionally/knowingly cause great bodily harm or use a deadly weapon, or know/should have known victim was pregnant.

BATTERY ON LEO/FIRE FIGHTER

To intentionally/unlawfully threaten a LEO/Fire Fighter by word/act and appear to have ability to carry out threat. Suspect must know victim was a LEO/Fire Fighter and victim was engaged in lawful performance of duties. victim must have well founded fear that violence was imminent.

NARRATIVE REQUIREMENTS

EVENTS.

- ? Describe incident in chronological order.
- ? Describe involvement and synopsize testimony of all subjects included in the principals list.
- ? How was battery perpetrated?
- ? Was weapon used? Type?
- ? Distance between suspect and victim?
- ? Describe environmental conditions (lighting, etc).
- ? Extent and description of injuries?
- ? Was medical attention administered? By whom?
- ? Condition of those injured?
- ? If victim was LEO/Fire Fighter, describe how identity was known to suspect and what official duties were being performed.

SUSPECT INFORMATION

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect is identified, how (photo lineup, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE TESTIMONY

- ? Any witnesses? statements of victim and/or witnesses obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Photos of injuries obtained?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?

FOLLOW-UP/ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired?
- ? Was suspect arrested? How?
- ? If suspect arrested: Where located? By whom?
- ? Any statements made by suspect?
- ? Case to be filed with prosecutor? By whom?
- ? In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy & Procedure)
- ? For non-residents, provide additional contact information. (See General Report Requirements)
- ? In Domestic violence cases: "Notice of Legal Rights and Remedies" form given to victim(s)?

NOTIFICATIONS AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Others notified?

EVENT LOG

- ? All Aggravated Batteries All Batteries on LEO or Fire Fighter
- ? Significant incidents

BOMB THREAT AND/OR DETONATION OF DESTRUCTIVE DEVICE

ELEMENTS OF CRIME

To threaten to throw, project, place or discharge any destructive device with intent to harm any person or property. This report title would only be used when no injuries occur.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsized testimony of all subjects included in the principals list.
- ? Describe threats or demands and how received. By whom?
- ? Any previous threats?
- ? When was device supposed to detonate?
- ? Was the building evacuated?
- ? Was the Fire Department called to the scene?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.
- ? Describe suspect's voice.
- ? Was anyone seen with the device?

EVIDENCE TESTIMONY

- ? Any witnesses? Statements of victim and/ or witness obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?
- ? If a device was found, give description. Exact location found.
- ? Was the threat taped?
- ? Was bomb threat checklist completed? By whom?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Fire investigator notified? Who notified? Results?
- ? others notified?

EVENT LOG

- ? Significant incidents

COMMERCIAL BURGLARY, RESIDENTIAL BURGLARY, VEHICLE BURGLARY TO A CONVEYANCE

ELEMENTS OF CRIME

Unauthorized entering or remaining in a structure or conveyance with the intent to commit an offense therein.

MULTIPLE BURGLARIES IN A SINGLE INCIDENT

1. Separate reports must be generated for each burglary of a structure unless all are owned/controlled by the same party (i.e. when a strip mall is burglarized and separate businesses are entered, then one report must be generated for each business).
2. Separate reports must be generated for multiple non-residences which can be individually secured within the same structure, i.e. mini-warehouses or office complexes.
3. In cases of burglaries to hotels/motels/hostels or any other non-primary residence, one report with multiple victims should be generated as long as all occurred during the same general time span, with the same MO and are reported to the same officer.
4. Multiple entries to vehicles with multiple victims in the same general location, within the same time span and with a similar MO must be placed on a separate reports. IE: Row of vehicles parked on the street, vehicles in a parking lot, vehicles in a storage facility
5. Entries to multiple vehicles owned by one victim at a single location may be put on one report. IE: auto dealership, driveway of a residence.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsise testimony of all subjects included in the principals list.
- ? Describe environmental conditions (lighting, etc.).
- ? Was structure/vehicle occupied?
- ? What were the point of entry and point of exit?
- ? Was structure/vehicle locked? By whom? When?
- ? Describe any damage to structure/vehicle.
- ? Include total dollar value in narrative with general type of items taken (i.e. jewelry,) and location from which it was taken (see General Instructions).
- ? commercial Burglary: List name of building, i.e. mall or industrial park.
- ? Was structure open to public at time of incident?
- ? Weapons involved? Describe.
- ? Was structure ransacked or did suspect know what they wanted?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Has suspect been known to have been in structure before?
- ? Can victim or witness identify suspect? Specify individually.
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements of victim and/or witness obtained?
- ? Any evidence collected? Where located? By whom?
- ? Was scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?

FOLLOW-UP/ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? Serial numbers entered into Teletype?
- ? Property recovered?
- ? Serial numbers removed from Teletype?
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Others notified?

EVENT LOG

- ? Significant incidents

EXTORTION

ELEMENTS OF CRIME

To maliciously threaten to accuse another of a crime, to injure a person, property or reputation of another, or threaten to expose a secret affecting another, expose a deformity or lack of chastity to another with intent to extort money or any pecuniary advantage, or with intent to compel a person to do, or refrain from doing any act against his/her will.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsized testimony of all subjects included in the principals list.
- ? Describe threats/demands.
- ? How were threats/demands made?
- ? How delivered? By whom?
- ? How did suspect get information for threat?
- ? Who had access to this information?
- ? Describe the suspect's intentions, if known.
- ? Who is aware of the threats?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Witness and/or victim statements obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?

FOLLOW-UP/ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with prosecutor? By whom?
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION/RESULTS

- ? CID notified? Who was notified? Results?
- ? Others notified?

EVENT LOG

- ? Significant incidents

FORGERY, FRAUD, EMBEZZLEMENT, FRAUDULENT DOCUMENT

ELEMENTS OF CRIME

FORGERY

To falsely make, alter, forge or counterfeit certain documents with intent to injure or defraud any person or firm. (This report is used to document the uttering or publishing as true any forgery.)

FRAUD

Any misrepresentation, either by misstatement or omission of a material fact, knowingly made with the intention of misrepresentation to another and on which a reasonable person would and does rely to his or her detriment.

SCHEME TO DEFRAUD

A systematic, ongoing course of conduct with intent to defraud one or more persons, or with intent to obtain property from one or more persons by false or fraudulent pretenses, representations, or promises or willful misrepresentations of a future act.

EMBEZZLEMENT

The fraudulent appropriation of money or other property by a person to whom the money or property has been entrusted.

FRAUDULENT DOCUMENTS

This category should be reserved for those incidents which do not fall within the above categories and involve documents that are fraudulent (i.e. fictitious auto title, purchase order, sales contract, credit card applications) . This does not include worthless checks as a result of insufficient funds or closed accounts in which the victim is referred directly to the Prosecutor.

ADDITIONAL INSTRUCTIONS

The value of a written instrument that does not have a readily ascertainable market value, such as stocks, bonds, and deeds, is the amount due or collectible or is the greatest amount of economic loss that the owner of the instrument might reasonably suffer by virtue of the loss of the instrument.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsized testimony of all subjects included in the principals list.
- ? Value of check or instrument? (See additional instructions)
- ? Items received as result of crime and their value? Obtained from whom? How obtained?
- ? In fraud cases: describe in detail the scheme perpetrated or misrepresentation made.
- ? In embezzlement cases: Describe control suspect had over property taken.
- ? Location of property known at this time.
- ? When was loss discovered? How? By whom?
- ? Type of identification used by suspect?
- ? In forgery and fraudulent document cases: Was issuing firm or account holder contacted to ensure check/credit card was forged or stolen? By whom?
- ? Who accepted check, credit card or other instrument?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements of victim and/ or witness obtained? (Include persons accepting check, card or instrument)
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Forgery affidavit obtained from person whose signature, check or document was forged or altered?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Prosecution desired?
- ? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statement made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy and Procedure)
- ? For non-residents, provide additional contact information. (See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? others notified?

EVENT LOG

- ? Significant incidents

HOMICIDE, ATTEMPTED HOMICIDE, SUICIDE, ATTEMPTED SUICIDE, DROWNING, UNATTENDED DEATH

This report will be used to document homicides and other death cases where the exact cause of death may or may not have been positively determined.

ELEMENTS OF CRIME

The unlawful killing of a human being.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsize testimony of all subjects included in the principals list.
- ? Describe environmental conditions (lighting, etc.).
- ? How was victim found? By whom?
- ? Exact location of crime scene. Specify car, house, field, street, etc.
- ? Extent and description of injuries?
- ? Was medical attention administered? By whom?
- ? Weapons near body?
- ? Indications that death was suicide? Explain in detail.
- ? Last person to see victim alive, if known. What was victim doing at the time?
- ? Others present at this time?

VICTIM

- ? Is identity of victim known?
- ? who provided identity or how was it determined?
- ? If identity unknown: provide synopsis of information provided by principals which may assist with identification.
- ? Any indication next of kin is aware of incident? Who was notified? By whom?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Previous contacts between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Statements of victim and/or witness obtained?
- ? Any witnesses?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?
- ? Photos taken?

FOLLOW-UP/ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired?
- ? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Was social service agency (victim Advocate, etc.) called?
- ? In Suicide cases, **We Care** must be notified. Contact made?
- ? Chaplin or other clergy notified?
- ? Others notified?

EVENT LOG

- ? All homicides are significant incidents

INFORMATION/SUSPICIOUS INCIDENT REPORT

RULES FOR AN INFORMATION REPORT

- ? Use Information when the report has no criminal information that relates to a specific crime or indicates that a specific crime has occurred or is suspected, **and** the incident does not qualify for any of the other listed report titles.
- ? Use "**Suspicious Incident**" as a report title in cases where it appears that some possible criminal activity has happened, but there is not enough information available at the time of the report to determine the exact nature of the crime.
- ? **Do Not** use in the case of a victim's request for a declination of prosecution. This does not qualify for an Information Report, since an actual crime did occur. In this case use the appropriate report title.
- ? **Do Not** use in the case of Reports for situations where a potential witness believes he/she has just observed a possible crime. The possible crime should be documented and titled with the suspected crime title (i.e. a citizen believes a kidnapping has just occurred because he/she saw a suspect drag a woman screaming into a vehicle would be a "Kidnapping" report).

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsized testimony of subjects included in the principals list.
- ? Describe environmental conditions (lighting, etc.).

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

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EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? witness and/or victim statements obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? For non-residents, provide additional contact information. (See General Instructions)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? others notified?

EVENT LOG

- ? Significant incidents

KIDNAPING, ATTEMPTED KIDNAPING

ELEMENTS OF CRIME

To forcibly, secretly, or by threat, confine, abduct or imprison another person against their will and without lawful authority with the intent to either hold for ransom, shield or hostage, commit or facilitate a felony, inflict bodily harm upon or terrorize the victim or another person, or interfere with a governmental or political function.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsise testimony of all subjects included in the principals list.
- ? Describe environmental conditions (lighting, etc.).
- ? Where and when was victim last seen? By whom?
- ? Has suspect made contact with family or authorities?
- ? Method of contact? Demands made?
- ? Weapons involved?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? witness and/or victim statements obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy and Procedure)
- ? For non-residents, provide additional contact information. (See General Instructions)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Others notified?

EVENT LOG

- ? Significant incidents.

MISSING PERSON - JUVENILE, MISSING PERSON - ADULT

This report is used for missing persons and circumstances are unknown or there is no indication of abduction or kidnapping.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsis testimony of all subjects included in the principals list.
- ? Location last seen and by whom?
- ? Was the person with a companion? Who?
- ? Any other persons/vehicles seen in the area?
- ? When person last seen, what were they doing?
- ? Person's destination if going somewhere.
- ? Any custody problems with juveniles?
- ? Previous occurrences? Where found? with whom?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Statements of victim and/or witness obtained?
- ? Any witnesses?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?
- ? Photo of missing person obtained?
- ? Notes left?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Other locations canvassed?
- ? Was missing person entered into teletype?
- ? If vehicle also missing, entered into teletype?
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

RECOVERY OF MISSING PERSON

- ? Where was person located?
- ? Parents and/or reporting party notified?
- ? Teletype message canceled?
- ? Circumstances surrounding disappearance?
- ? disappearance voluntary or as a result of a criminal act.

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? others notified?

EVENT LOG

- ? Significant incidents

OTHER SEX CRIMES, EXPOSURE

ELEMENTS OF CRIME

OTHER SEX CRIMES

This report title should be used for other sex crimes such as lewd, lascivious or indecent assault or act(s) upon or in presence of a child.

EXPOSURE

To expose/exhibit sexual organs in public place/private premises of another or so near thereto as to be seen from such private premises.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsize testimony of all subjects included in the principals list.
- ? Describe environmental conditions (lighting, etc.).
- ? Extent and description of injuries?
- ? Was medical attention administered? By whom?
- ? Distance between suspect and victim?
- ? Describe any sex acts performed.
- ? In exposure cases, describe public place or private premises.

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements of victim and/or witness obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?

FOLLOW~UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired?
- ? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See policy and Procedure)
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Others notified?

EVENT LOG

- ? Significant incidents

RECOVERED STOLEN MOTOR VEHICLE (Authority Other Jurisdiction)

PURPOSE OF REPORT

This report will be used to document the recovery of stolen vehicles/tags which were stolen in another jurisdiction.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? How was vehicle/tag located?
- ? Describe involvement and synopsise testimony of all subjects included in the principals list.

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements of victim and/or witness obtained?
- ? Evidence? Where located? By whom?
- ? Scene and/or vehicle processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?
- ? Any damage to vehicle or parts missing? Describe.
- ? Location of keys, if known.
- ? Other Agency Case Number.

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Was suspect arrested?
- ? If suspect arrested: By whom? Where located?
- ? statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? Where recovered? By whom?
- ? Company that towed vehicle?

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Reporting agency notified? How?
- ? Owner notified? How?

EVENT LOG

Significant incidents

RESISTING ARREST WITH VIOLENCE, RESISTING ARREST WITHOUT VIOLENCE

ELEMENTS OF CRIME

To knowingly and willfully resist, obstruct or oppose an officer in the lawful execution of any legal duty by offering or doing violence to the officer.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsize testimony of all subjects included in the principals list.
- ? How was subject aware of the officer's legal duty?
- ? Did subject acknowledge officer's legal authority?
- ? What did subject do to prevent the officer's performance of duties?
- ? Extent and description of injuries.
- ? Was medical attention administered? By whom?

SUSPECT

- ? Can officer, victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements of victim and/or witness obtained?
- ? Evidence located? By whom? Where?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Did K-9 respond? Name of officer?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with prosecutor? By whom?
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? others notified?

EVENT LOG

- ? Significant incidents
- ? Resisting with violence is significant

ARMED ROBBERY, COMMERCIAL ROBBERY, PERSON ROBBERY CAR JACKING, HOME-INVASION ROBBERY

ELEMENTS OF CRIME

The taking of money or other property which may be the subject of larceny from the person or custody of another when in the course of the taking there is the use of force, violence, assault or placing in fear.

SPECIAL INSTRUCTIONS

In robberies involving a business, the business should be listed as the primary victim (Victim #1) and the employee should be listed as a secondary victim (Victim #2) (i. e.cabs, pizza delivery).

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsize testimony of all subjects included in the principals list.
- ? Describe environmental conditions (lighting, etc.).
- ? What did the suspect demand from the victim? (Use quotes) Describe threats to victim with exact quotes.
- ? Extent and description of injuries?
- ? Was medical attention administered? By whom? .
- ? Describe location of occurrence. What room? Where on the street? What area of building?
- ? Was weapon used? Type?
- ? Was the victim in fear for their safety? How?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Quote statements made by victim/witness at time of identification.
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements of victim and/or witness obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?
- ? Was trap camera activated? Did technician respond?
- ? Photos taken?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Others notified?

EVENT LOG

- ? All armed robberies strong-armed robberies with injury or potential pattern.
- ? Any other significant incident.

SHOOTING AT/WITHIN /INTO STRUCTURE/VEHICLE, THROWING DEADLY MISSILE AT /WITHIN/INTO STRUCTURE/VEHICLE

ELEMENTS OF CRIME

To wantonly or maliciously shoot or throw any missile which would produce death or great bodily harm at, within, or into any public or private building which is occupied or unoccupied, or any vehicle which is being used or occupied by any person.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsise testimony of subjects included in the principals list.
- ? Describe environmental conditions (lighting, etc.).
- ? Was structure or vehicle occupied?
- ? What type of missile was shot or thrown? How?
- ? Type and value of damage?
- ? Type and extent of injuries?
- ? Was medical attention administered? By whom?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements obtained of victim and/ or witness?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired?
- ? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with prosecutor? By whom?
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? others notified?

EVENT LOG

- ? significant incidents

STALKING

ELEMENTS OF CRIME

To willfully, maliciously and repeatedly follow or harass another person with or without making threats with the intention of placing that person in reasonable fear of death or bodily injury.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe specifics of contact, attempts to contact, or harassment.
- ? Include dates, times, locations and methods of each incident.
- ? Describe involvement and synopsize testimony of all subjects included in the principals list.
- ? Is there an existing injunction or court order?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Has victim attempted to get suspect to stop activities?
- ? How did the victim try to stop the suspect? Describe specifics of each notification.
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements of victim and / or witness obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Did K-9 respond? Name of officer? Results?

FOLLOW~UP/ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired?
- ? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy and Procedure)
- ? For non-residents, provide additional contact information. (See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Others notified?

EVENT LOG

- ? Significant incidents

THEFT
PETIT THEFT, GRAND THEFT,
STOLEN BOAT, STOLEN TAG, MOTOR VEHICLE THEFT,
ATTEMPTED MOTOR VEHICLE THEFT,
DISTRACTION THEFT, PICKPOCKET THEFT

ELEMENTS OF CRIME

To knowingly obtain or use or endeavor to obtain or use, the property of another with the intent to either temporarily or permanently deprive the other person of a right to the property or benefit thereof.

MULTIPLE VEHICLE THEFTS

If multiple vehicles are stolen from a single location at the same time, separate incident reports will be written for each stolen vehicle. Each stolen vehicle will require separate teletype entry.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? How did suspect come into possession of property?
- ? How was property taken?
- ? Include total dollar value in narrative with general type of items taken (i.e. jewelry)
- ? Include location(s) from which property was taken (See General Instructions).
- ? Describe involvement and synopsise testimony of all subjects included in the principals list.
- ? In vehicle theft cases: If a delay in reporting occurred, why?

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Did suspect have consent/permission to take the property on this or any other previous occasion?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements of victim and/or witness obtained?
- ? Evidence? Where located? By whom?
- ? Scene and/or vehicle processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?
- ? In vehicle/boat theft cases: Insurance company name? Lien holder?
Stolen Vehicle Affidavit signed? How was vehicle removed from scene,
If known?

FOLLOW UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired?
- ? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?.
- ? In applicable Misdemeanor cases: Was Intent to Prosecute form
completed by victim? (See Policy & Procedure)
- ? serial numbers entered into teletype?
- ? Property recovered?
- ? Serial numbers removed from teletype?
- ? In vehicle/boat theft and stolen tag cases: Was vehicle/tag entered into
FCIC/NCIC? If not, why not?
- ? Where recovered? By whom?
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Others notified?

ADDITIONAL INSTRUCTIONS
DOCUMENTING VEHICLE/TAG THEFT AND RECOVERY

- ? Owner notified? How?
- ? Teletype message canceled?
- ? Company that towed vehicle?
- ? Any damage to vehicle or parts missing? Describe.
- ? Location of keys, if known.
- ? How was vehicle/tag located?
- ? In a vehicle recovery was the scene and/or recovered vehicle processed? By whom? If not, why?
- ? Location of tag?
- ? For recovered tags: Present location or was it placed into evidence? Evidence Number, if applicable?

EVENT LOG

- ? Auto thefts with arrests Significant incidents

TRESPASS AFTER WARNING ELEMENTS OF CRIME

To enter or remain in a structure or vehicle or on property without permission of the lawful owner or custodian or after being warned to leave by a lawful owner or custodian.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsized testimony of subjects included in the principals list.
- ? Who warned the trespasser? When? Legal authority?
- ? How was trespasser warned? Any previous warnings?
- ? Actions of trespasser when asked to leave?
- ? Was property posted? Describe.
- ? Was the trespasser armed?

SUSPECT

- ? What is relationship between suspect and victim?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements of victim and/or witness obtained?
- ? Photos taken?

FOLLOW-UP ACTIONS TAKEN

- ? Describe all follow-up.
- ? Prosecution desired?
- ? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?.
- ? Was Intent to Prosecute form completed by victim?
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

EVENT LOG

- ? Significant incidents

ALL OTHER REPORTS

The following guidelines will be used for all reports not covered by specific instructions.

NARRATIVE REQUIREMENTS

EVENTS

- ? Describe incident in chronological order.
- ? Describe involvement and synopsise testimony of subjects included in the principals list.
- ? Describe environmental conditions (lighting, etc.) , appropriate.

SUSPECT

- ? If suspect is listed, what is relationship between suspect and victim?
- ? Why is person a suspect?
- ? Can victim or witness identify suspect?
- ? If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ? Did suspect have a vehicle? If so, describe.
- ? If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ? Any witnesses?
- ? Statements of victim and/or witness obtained?
- ? Evidence? Where located? By whom?
- ? Scene processed? By whom? If not, why?
- ? Latents obtained?
- ? Photos taken?
- ? Crime scene contamination list maintained?
- ? Did K-9 respond? Results? Name of officer?

FOLLOW-UP/ACTIONS TAKEN

- ? Describe-all follow-up.
- ? Neighborhood canvassed? Results?
- ? Prosecution desired? Was suspect arrested?
- ? If suspect arrested: Where located? By whom? How?
- ? Any statements made by suspect?
- ? Case to be filed with Prosecutor? By whom?
- ? In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy and Procedure)
- ? For non-residents, provide additional contact information.
(See General Report Requirements)

NOTIFICATION AND RESULTS

- ? CID notified? Who was notified? Results?
- ? Others notified?

WRITTEN STATEMENTS

The importance of quality written statements to the successful investigation and prosecution of any case cannot be stressed enough.

Statements should be taken in all cases whenever possible.

Officers must review victims' and witnesses' statements to insure that they contain all of the information necessary to support probable cause and to identify the suspect responsible.

Officers should remember that their own reports and affidavits, unless the crime was personally observed by them, are basically "hear-say".

STATEMENTS REQUIRED

Written statements must **always** be obtained in the following circumstances:

- ? All Felony Crimes.
- ? All Misdemeanor crimes where a suspect is known and prosecution is desired.
- ? Any case involving transient victims and/or witnesses.

VICTIM/WITNESS STATEMENTS

All victim/witness statement must address the elements of the crime at hand.

Suspect identification should be as detailed as possible in the statement. If the suspect's name, address, etc. is known, it should be written in the statement. If the suspect is a stranger to the victim/witness, they should describe the suspect with as much detail as possible.

If an officer writes a statement for a victim or witness at their request, the statement must be written **verbatim** in the persons own words as stated to the officer. The officer should acknowledge on the statement that it was written with the consent of the subject. The victim/witness must still sign the statement.

The victim's desire to prosecute must always be clearly stated in their written statement.

The written statements should be as complete and detailed as possible as it will be the only written material from which victims and witnesses can refresh their memories at the time of the trial, sometimes months after the crime has occurred.

SUSPECT/DEFENDANT STATEMENTS

Suspect's/Defendant's statements should be obtained whenever possible at the time of the incident or arrest, in the event that they attempt to add or change their story at the time of the trial. If an investigator is involved in the investigation or responding to the scene, then this should only be done with investigator's consent.

REVIEW OF STATEMENTS

After a subject has written a statement it should be reviewed for legibility and content. If there are problems then the subject should be asked to clarify or correct the statement in his own words and initial any changes or deletions.