

Report Writing

The following check list is a quick reference for documenting a campus incident, including a crime, rule or student code of conduct violation or non-criminal incident.

WHO?

- WHO was the victim?
- WHO made the report?
- WHO discovered the incident?
- WHO saw or heard something of importance?
- WHO had a motive for committing the incident?
- WHO committed the incident?
- WHO helped the person?
- WHO was present at the scene?
- WHO has the evidence?
- WHO was notified?
- WHO took photos?
- WHO took measurements or made diagrams?
- WHO last saw the property or area of the incident?
- WHO last saw the victim?

WHAT?

- WHAT incident was committed?
- WHAT did the victim say?
- WHAT did the suspect say?
- WHAT did the informant say?
- WHAT did the witness say?
- WHAT actions were taken by the suspect?
- WHAT happened?
- WHAT evidence has been obtained?
- WHAT was done with the evidence?
- WHAT tools were used?
- WHAT knowledge, skill or strength was needed to commit the incident?
- WHAT agencies were notified?
- WHAT witnesses were contacted?
- WHAT photos were taken?
- WHAT diagrams or measurements were taken?
- WHAT damage was done?
- WHAT injuries did you see?
- WHAT injuries did the victim sustain?
- WHAT is the value of the property taken?
- WHAT are the identifiable marks on the property (serial numbers, property tag numbers)?

WHERE?

- WHERE was the incident discovered?
- WHERE was the incident committed?
- WHERE were the tools obtained?
- WHERE was the victim?
- WHERE was the suspect?
- WHERE was the witness?
- WHERE does the suspect reside?
- WHERE is the suspect now?
- WHERE did the suspect go after the incident?
- WHERE was the suspect detained/arrested?
- WHERE is the evidence?
- WHERE are any photos?
- WHERE are measurements and/or diagrams?
- WHERE was the victim treated?

WHEN?

- WHEN was the incident committed?
- WHEN was it discovered?
- WHEN were the campus authorities notified?
- WHEN were public safety agencies notified?
- WHEN did the campus authorities arrive at the scene?
- WHEN did public safety agencies arrive?
- WHEN was the suspect located?
- WHEN was the suspect arrested ?
- WHEN was the victim last seen?

WHY?

- WHY did the suspect commit the incident?

HOW?

- HOW was the incident committed?
- HOW many suspects are involved?
- HOW many victims are involved?
- HOW many witnesses are involved?
- HOW did the suspect enter the scene?
- HOW did the suspect leave the scene?
- HOW was the property removed?
- HOW did the suspect attack the victim?
- HOW was the incident discovered?
- HOW much time between the time of the incident and the time it was reported?
- HOW were the tools and/or weapons used by the suspect?
- HOW did you contact the suspect?
- HOW did you get information regarding the incident?
- HOW was the evidence obtained?
- HOW much was the property worth?

QUALITIES OF A GOOD REPORT

ACCURATE

Accurate means in exact conformity to fact: errorless.

CLEAR

The language and format in your campus report must be simple and to the point. Do not use slang, jargon, words with double meanings or unnecessary abbreviations.

COMPLETE

A complete report will answer the who, what, when, where, why and how of an incident.

CONCISE

Say as much as possible, in as few words as necessary, using the active voice. Do not write reports in the third person.

FACTUAL

Use facts and not your opinions or conclusions, unless specifically called for.

OBJECTIVE

Don't conduct an investigation with bias or prejudice towards a person or thing. Facts should be collected and documented in an objective and professional manner.

PROMPT

Reports should be concluded and submitted as soon as possible after the incident.

INCIDENT REPORT

DATE: 8/13/08 TIME: 2:00 P.M. INCIDENT; Use of Marijuana LOCATION; East of Stadium

ASSIGNMENT

I was assigned to patrol the south side of Best High School on Tuesday August 13, 2008 by Assistant Principal Miller

INVESTIGATION

While on patrol of the area east of the visitor side bleachers at the football stadium at approx. 2:00 p.m. I saw two males smoking. I approached the subjects and smelled a strong odor of what appeared to be marijuana. I asked both males for their identification ,which they gave me. The males were two Best High School Students; Harry SMITH and Marvin Bushloper. SMITH and Bushloper told me they were supposed to be in PE but decided not to dress. I asked to smell their hands and I noted both persons had the strong odor what appeared to be marijuana on their hands. I asked the both students to empty their pockets, which they did. Bushloper pulled out a baggie of green leafy material with the odor and appearance of marijuana and SMITH pulled out Zig Zag cigarette papers and a lighter.

I requested both students to follow me to the office.

EVIDENCE

1 Baggie green leafy material
1 package Zig Zags
1 cigarette lighter

Above items given to Assistant Principal Miller on Tuesday 8/13/08 at approx. 2:15 p.m.

DISPOSITION

Students escorted to Assistant Principal Miller.

REPORT BY; Bob Mathews DATE: 8/13/08

INCIDENT REPORT

DATE: 8/13/08 TIME: 2:00 p.m. INCIDENT; Fighting

LOCATION; Cafeteria

ASSIGNMENT

I received a radio call from Mrs. Busybody, Asst. Principal Smith's secretary on Tuesday 8/13/08 at approx. 2:00 p.m. that there was a fight in the cafeteria.

INVESTIGATION

At approx 2:03 p.m. I arrived at the cafeteria and saw two female students fighting. I called on the radio for a back up. I approached the students and told them to stop, which they did. I have previous contact with both students and identified them as Mary Kickbutt and Suzy Badgirl. I requested both students to sit and stop fighting.

Campus Supervisor May Calmdown arrived and assisted.

I saw a small trickle of blood coming from Kickbutt's nose and fresh scratch marks on her arms and about her face. I saw pieces of skin under the fingernails of Badgirl and redness and swelling about her right eye.

INTERVIEWS

I asked Kickbutt what happened and she told me that she has been arguing with Badgirl for several days because Badgirl has been dating her boyfriend. Today she told Badgirl to stop seeing her boyfriend, Tommy Hunk. When Badgirl said, "Fuck you, I'll do as I damn well please", Kickbutt grabbed her hair.

I asked Badgirl what happened and she told me the same story. Badgirl told me after Kickbutt grabbed her hair she struck her and scratched her.

Tommy Hunk and Nathan Nerd were present and witnessed the incident and related the same details of the incident ad Kickbutt and Badgirl.

DISPOSITION

Both students were escorted to Mr. Smith, Assistant Principal.

REPORT BY; Bob Mathews DATE: 8/13/08

INCIDENT REPORT

DATE: 8/13/08 TIME: 10:30 A.M. INCIDENT; Smoking LOCATION; B-wing boys RR

ASSIGNMENT

I was assigned to patrol the south side of Best High School on Tuesday 8/13/08 by Assistant Principal Smith. Mr. Smith had told me to patrol the B-wing boys bathroom due to reports of students smoking in the restroom.

OBSERVATION OF STUDENTS

At approx. 10:30 a.m. 8/13/08 I saw Marvin Puffy standing at the door of the B-wing boys bathroom. When I approached he knocked sever times on the bathroom door and ran down the hallway.

CONTACT WITH STUDENTS

I entered the bathroom and smelled a strong odor of cigarette smoke. I could see smoke in the bathroom. I saw Barney Miller and Dave Camel standing in front of the stalls pushing an object into their waste bands.

SEARCH OF STUDENTS

I asked both students to empty their pockets and pull out the objects in their waste bands. They complied. Both students pulled out a pack of Marlboro cigarettes, each, with a lighter.

EVIDENCE

2 each packs Marlboro cigarettes, and lighter. Cigarettes given to Assistant Principal Smith.

DETENTION OF STUDENTS

I told Miller and Camel to come with me to Assistant Principal Smith's Office.

DISPOSITION

Students transported to Assistant Smith's office.

REPORT BY; Bob Mathews DATE: 8/13/08