REPORT WRITING

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FIVE KEY ELEMENTS OF A PROFESSIONAL POLICE REPORT

Every police report must be well researched, concise and contain factual information. A sound report should be objective, accurate and clear enough to paint the picture of what happened to the reader twenty years in the future.

In this day and age cell phones are capturing every moment of an incident. Your report is the only opportunity to present crucial information the camera didn't capture. If it's poorly written, contains inaccuracies or misses critical elements, it could cost you and your agency credibility, money and possibly your career.

In this course we will discuss the '*do's and don'ts*' of a professional police report and focus on the 5 Key Elements that make the difference between a good report and a professionally sound
report that will hold up in court.

Course Topics Include:

1. **Setting the Scene: Begin With the End in Mind**
2. **No Stone Left Unturned: How to Document Everything**
3. **Clear and Concise: The Language You Use**
4. **Writing for the Defense, DOJ and Possible Civil Lawsuits**
5. **Describe the "Superman Doll" - How to Avoid Sanitizing the Report**