

SECTION **11** Report Writing

11.1 – 11.2 COMPETENCY REQUIREMENTS

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Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**11.1 FIELD NOTES AND NOTEBOOK**

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SECTION 11 REPORT WRITINGCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

11.1 FIELD NOTES AND NOTEBOOK**11.1.01 Necessity for Field Notes**

The trainee shall explain the necessity for field notes. The explanation shall minimally include:

- A. References for future investigation
 B. References for future court appearance
 C. Beat or area information

Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									

Additional Information:**11.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

Department Policies: 323 Report Preparation

11.1.01 Part B - Agency Training Details *(field will expand automatically)*

The above / below information will be read by the trainee and then discussed with the FTO.

Purpose of Filed Notes

- To organize, compose, and accurately write report.
- Provide a greater degree of accuracy than memory alone.
- Neat, accurate notes reduce the need to re-contact persons involved.

11.1.02 Discoverable Contents

The trainee shall recognize That the contents of field notes are discoverable in a court proceeding.

Reference(s):					Case # <i>(If applicable)</i>	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**11.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A

Department Policies: 323 Report Preparation

11.1.02 Part B - Agency Training Details *(field will expand automatically)*

The above / below information will be read by the trainee and then discussed with the FTO.

While important for report writing and future reference, field notes are discoverable in court. If kept for future reference, notes should be professional and only contain information regarding the investigation.

11.1.03 Types of Entries

The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:

- | | |
|---|---|
| A. Date, day, time, and vehicle number | D. Pertinent information |
| B. Name(s) of additional personnel and supervisor | E. Names of suspects, victims, witnesses, and reporting persons |
| C. Type of incident | |

Reference(s):					Case # (if applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**11.1.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

Department Policies: 323 Report Preparation, 418 Detentions and Photographing Detainees

11.1.03 Part B - Agency Training Details *(field will expand automatically)*

The above / below information will be read by the trainee and then discussed with the FTO.

Field Interview (FI) card – A hard copy index card used to gather the pertinent information about a person. This is usually done while gathering information for a report or when contacting a suspicious person where a report is not written. The hard copy is for in field use only. Once the officer has obtained the information, they will enter the information into the FI Card tab in the RIMS system.

11.1.04 Recording Pertinent Information

Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**11.1.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A

Department Policies: 323 Report Preparation, 418 Detentions and Photographing Detainees

11.1.04 Part B - Agency Training Details *(field will expand automatically)*

The above information will be read by the trainee and then discussed with the FTO.

11.2 REPORT WRITING REQUIREMENTS								
11.2.01 Flow of Completed Reports								
The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

11.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Department Policies: 323 Report Preparation	☐ N/A
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11.2.01 Part B - Agency Training Details *(field will expand automatically)*

The above / below information will be read by the trainee and then discussed with the FTO.

Report Formats:

- Narrative
- Category

Narrative Format

- Reports are written in a narrative format using complete sentences that develop paragraphs.
- Retell the story in the order you discovered the information.
- List the order of your activity.
- Each interview reveals the facts in the order they occurred.
- Source of the call is usually in an introductory paragraph.

Category Format

- When writing the report in a category format, the information in each category is written in a narrative format.
- Categories within report should contain the following headings.
- Source of Activity
- Victim, witness, suspect statements
- Officer observations
- Officer actions
- Scene
- Conclusions
- Each category develops a separate part of the report.

Attached Forms

- Drug Abuse Recognition Report form (11550 H&S)
- Standardized Field Sobriety Report form (23152(a)/(b) CVC)
- Admin Per Se (23152(a)/(b) CVC)
- Application for Assessment, Evaluation and Crisis Intervention form (5150 W&I)
- Suspected Child Abuse Report form (273a(b) PC)
- Victim Confidentiality form (sexual assault crimes)
- Emergency Protective Order request form (237.5 PC/243(e)(1) PC)

11.2.02 Report Depository The trainee shall give the location of the report depository.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

11.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Department Policies: 323 Report Preparation, 803 Records Section	☐ N/A
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11.2.02 Part B - Agency Training Details (field will expand automatically) The above information will be read by the trainee and then discussed with the FTO. Reports are prepared and stored electronically in the RIMS system. Any reports, or attachments to reports, that need to be stored in a hard copy format are maintained by the records manager and stored in the records management office.

11.2.03 Records Unit The trainee shall describe the function for the records unit in the reporting process.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

11.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Department Policies: 323 Report Preparation, 803 Records Section, 805 Records Maintenance and Release	☐ N/A
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11.2.03 Part B - Agency Training Details (field will expand automatically) The above information will be read by the trainee and then discussed with the FTO.

11.2.04 Investigative Units and the District Attorney's Office								
The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

11.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
Department Policies: 323 Report Preparation, 600 Investigation and Prosecution, 803 Records Section	

11.2.04 Part B - Agency Training Details (field will expand automatically)
The above / below information will be read by the trainee and then discussed with the FTO.
Unless assigned to a specific officer for investigation, all reports will be taken and investigated by the initial responding officer. Any follow up interviews and investigations will be handled by the initial investigating officer and when completed will be turned in for approval by a supervisor. Any sexual assault or child abuse cases will be assigned to officers specially trained in sexual assault investigations once the initial report is obtained. Investigating officers may be asked to personally deliver the completed report to the District Attorney for review. If the District Attorney returns the report for further investigation, the original investigating officer will continue the investigation unless it is re-assigned to another officer by a supervisor.

11.2.05 Importance of Police Reports

The trainee shall discuss the importance of police reports, including these uses:

- | | |
|---|--|
| A. Recording facts into permanent record | D. Providing statistical data |
| B. Providing coordination of follow-up activities | E. Providing a source for trainee evaluation |
| C. Providing investigative leads | F. Providing reference material |

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**11.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

Department Policies: 323 Report Preparation, 803 Records Section

11.2.05 Part B - Agency Training Details (field will expand automatically)

The above / below information will be read by the trainee and then discussed with the FTO.

Refer to section 11.1.03 and 11.2.01

11.2.06 Components of a Well-Written Police Report

The trainee shall explain the qualities of a well-written police report. These shall include:

- | | |
|------------------------|---|
| A. Accuracy | F. Objectivity |
| B. Brevity | G. Grammatical and structural correctness |
| C. Completeness | H. Timeliness |
| D. Clarity | I. First person/active voice/past tense |
| E. Legibility/Neatness | |

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**11.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

Department Policies: 323 Report Preparation, 803 Records Section

11.2.06 Part B - Agency Training Details (field will expand automatically)

The above / below information will be read by the trainee and then discussed with the FTO.

Refer to section 11.1.03 and 11.2.01

11.2.07 Types of Report Forms The trainee shall identify the proper report forms to be utilized in given situations (e.g., Missing Persons, DUI, Found Property, etc.)								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

11.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Department Policies: 323 Report Preparation, 803 Records Section	☐ N/A
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11.2.07 Part B - Agency Training Details (field will expand automatically) The above / below information will be read by the trainee and then discussed with the FTO. Trainee will be given a copy of all reports used by the CSU Channel Islands, not contained in RIMS. Report Forms: • Drug Abuse Recognition Report form (11550 H&S) • Standardized Field Sobriety Report form (23152(a)/(b) CVC) • Admin Per Se (23152(a)/(b) CVC) • Application for Assessment, Evaluation and Crisis Intervention form (5150 W&I) • Suspected Child Abuse Report form (273a(b) PC) • Victim Confidentiality form • Emergency Protective Order request form • Missing Persons Report form
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11.2.08 “Cold” Crime Reports

Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**11.2.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

Department Policies: 323 Report Preparation, 803 Records Section

11.2.08 Part B - Agency Training Details (field will expand automatically)

The above information will be read by the trainee and then discussed with the FTO.

11.2.09 Preparing a Written Report

The trainee shall prepare a report that minimally includes:

- | | |
|--|---|
| <p>A. Organizing facts in chronological order</p> <p>B. Relating facts in appropriate sentence form</p> <p>C. Correctly filling in all appropriate boxes</p> | <p>D. Properly establishing who, what, when, where, why, how, and how many</p> <p>E. Properly establishing the elements of the crime(s), when appropriate</p> |
|--|---|

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**11.2.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

Department Policies: 323 Report Preparation, 803 Records Section

11.2.09 Part B - Agency Training Details (field will expand automatically)

The above / below information will be read by the trainee and then discussed with the FTO.

Refer to section 11.1.03 and 11.2.01

11.2.10 Completing Reports Following an Arrest

Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

- A. Elements constituting the offense
- B. Complete documentation of reasonable/probably cause
- C. Complete description of all physical evidence, where it was found, and its disposition
- D. Complete listing of all suspects, including whether or not they are in custody

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	FTO:				☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Trainee:							
Comments (field will expand automatically)								

Additional Information:**11.2.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

Department Policies: 323 Report Preparation, 803 Records Section

11.2.10 Part B - Agency Training Details (field will expand automatically)

The above / below information will be read by the trainee and then discussed with the FTO.

Refer to section 11.1.03 and 11.2.01

See next page for Attestation

Part 5 – Section 11: Report Writing

ATTESTATION FOR SECTION 11

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer:	X	Print Full Name: _____
Trainee:	X	Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
 - *Part B:* Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section