



# Santa Clara Police Training Flash



## Report Writing

Over the past few years our Department has hired new officers who attended academies from adjoining counties or lateral officers who worked in different counties. Their experience, expertise, and knowledge has been crucial in developing our Department. As we move forward to unify and standardize our practices, the topic of Report Writing has come up with our DA's office. They request we standardize our Report Writing Format to be in-line with our County's Report Writing Format Protocol. Our Detectives agree and below are two recommendations:

- **Using last names & first initials in reports instead of referring to them as "Party #1" (names can be redacted later)**
- **Shortening the synopsis to only include pertinent information**

Below is a short template of our Report Writing Template:

### NARRATIVE

Past tense

Officer's point of view

Reason for contact (call for service, traffic violation, etc)

### STATEMENT OF (Involvement and Name)

Victim, Suspect, Witness, or Reporting Party

Use Last names unless confidential per 293 PC or Juveniles

If multiple parties with the same last name, use first initial and last name

If there are multiple parties with the same last name & first initial, then use first names

### INJURIES OF (Involvement and Name)

Describe in detail

What medical care was given and by whom

Photos taken by whom

Make sure injuries follow the involved party's statement

### EVIDENCE/PROPERTY

Any property taken, found, or evidence collected

Describe the items, where they were located, and by whom

If property was a firearm, document if it was loaded and how much ammo

Any surveillance/security footage or video

### ADDITIONAL INFORMATION

Describe the follow-up conducted

Area canvas info, address, who was contacted, and if a surveillance camera was present

If no contact was made, document the address and why there was no contact

If it is a major crime, list officers involved and what they did in the investigation

Any other information not contained in narrative portions

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