SECTION 11
Report Writing

# 11.1 – 11.2 COMPETENCY REQUIREMENTS

# 11.1 Field Notes and Notebook 11.2 Report Writing Requirements List of Subtopics Attestation Instructions to Administrators Instructions to FTOs

# **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

11.1.01 Necessity for Field Notes
11.1.02 Discoverable Contents
11.1.03 Types of Entries
11.1.04 Recording Pertinent Information

# 11.2 REPORT WRITING REQUIREMENTS

11.2.01	Flow of Completed Reports
11.2.02	Report Depository
11.2.03	Records Unit
11.2.04	Records Unit
11.2.05	Importance of Police Reports
11.2.06	Components of a Well-Written Police Report
11.2.07	Types of Report Forms
11.2.08	"Cold" Crime Reports
11.2.09	Preparing a Written Report
11.2.10	Completing Reports Following an Arrest

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SECTION	I 11 REPORT WRITING									
	СНЕСК С	NE ONLY:	PHASE 1	PHAS	SE 2	PHASE 3 P	HASE 4 PHA	SE 5		
Trainee					FTO					
					_					
11.1	11.1 FIELD NOTES AND NOTEBOOK									
11.1.01	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 C. Beat or area information									
	B. References for future court appearance									
Reference(s	5):							Case # (If a	pplicable)	Incident #
,										
	Received Instruction  When completed, print full name	Date	When completed, pri	ty Demonstrat	Date	How Demonstrated?		Remedial Training  When completed, print full name Date		How Remediated?
FTO:	, , , , , , , , , , , , , , , , , , ,		, , , , , , , , , , , , , , , , , , , ,			Field Perform	, , , , , , , , , , , , , , , , , , ,			Field Perform
						Role Play Written Test				Role Play Written Test
Trainee:						☐ Verbal Test				☐ Verbal Test
Comments	(field will expand automatically)									
Additional	Information:									
11.1.01	Part A - Reference Agency Po	licies/Proce	dures, if applicab	<b>le</b> (600 cha	racters max	imum)				⊠ N/A
11.1.01	11.1.01 Part R Agency Training Details (field will expand automatically)									
	11.1.01 Part B - Agency Training Details (field will expand automatically)									

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11.1.02	The trainee shall recognize That the contents of field notes are discoverable in a court proceeding.									
Reference(s	5):						Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrate	ed	How		al Training	How		
FTO: Trainee:	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?  Field Perform Role Play Written Test Verbal Test	When completed, prin	t full name Date	Remediated?  Field Perform Role Play Written Test Verbal Test		
Comments	Comments (field will expand automatically)									
Additional	Information:									
11.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A										
11.1.02	11.1.02 Part B - Agency Training Details (field will expand automatically)									

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11.1.03 Turner of Futuring												
11.1.03	Types of Entries											
	The trainee shall identify the	types of inf	ormation that may/should be	entered int	o his/her field note	s or notebook. This i	nformation may inc	ude:				
	A. Date, day, time, and vehi	cle number	-	1	D. Pertinent infor	mation						
	B. Name(s) of additional pe	rsonnel and	l supervisor	1	E. Names of suspe	ects, victims, witness	ses, and reporting pe	ersons				
	C. Type of incident		•		·	,	, , ,					
	c. Type of meldene											
Reference(s	Reference(s):  Case # (If applicable) Incident #											
Received Instruction Competency Demonstrated How Remedial Training												
	When completed, print full name Date When completed, print full name Date Demonstrated? When completed, print full name Date											
FTO: Field Perform Role Play												
	☐ Written Test											
Trainee: Written Test Verbal Test Verbal Test												
Comments (field will expand automatically)												
Additional	Information:											
11.1.03	Part A - Reference Agency Po	licies/Proc	edures, if applicable (600 char	acters max	imum)			⊠ N/A				
	-											
11.1.03	Part B - Agency Training Deta	ils (field wi	III expand automatically)									
	3 ,	U	. , , , , , , , , , , , , , , , , , , ,									

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14.4.04											
11.1.04	Recording Pertinent Informa										
	Given an incident, the trainer	e shall prop	perly use field notes or a notebo	ok to reco	rd pertinent inform	ation.					
Reference(s	5):						Case # (If applicable)	Incident #			
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al Training	How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name Date	Remediated?			
FTO:					Field Perform			Field Perform			
		<del></del>			Role Play Written Test			Role Play Written Test			
Trainee:					☐ Verbal Test			☐ Verbal Test			
Comments	Comments (field will expand automatically)										
Additional	Information:										
11.1.04	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 chai	racters ma	ximum)			⊠ N/A			
11.1.04	11.1.04 Part B - Agency Training Details (field will expand automatically)										

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11.2	DEPORT WRITING DECLI	DENJENITE								
11.2	REPORT WRITING REQUI									
11.2.01	Flow of Completed Reports									
	The trainee shall exhibit an a	ippropriate	knowledge of the flow of comp	oleted repo	orts and the relative	importance of the i	nformation	that they	contain.	
Reference(	's):						Case # (If a	ipplicable)	Incident #	
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al Training		How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?	
FTO:					Field Perform				Field Perform	
					Role Play				Role Play Written Test	
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test	
Comments	Comments (field will expand automatically)									
Additiona	I Information:									
11.2.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 chai	racters ma	ıximum)				☐ N/A	
	5.17.01: Police Departmen	nt Renorts								
	3.17.01. Tollee Departities	it reports								
11.2.01	Part B - Agency Training Det	ails (field w	vill expand automatically)							

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11.2.02	Report Depository										
11.2.02	The trainee shall give the loca	ation of the	report denository								
	The trainee shall give the loca		report depository.					T			
Reference(s	5):						Case # (If applicable)	Incident #			
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al Training	How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name Date	Remediated?			
FTO:		I			Field Perform Role Play			Field Perform Role Play			
					Written Test			Written Test			
Trainee:		1			☐ Verbal Test			☐ Verbal Test			
Comments	Comments (field will expand automatically)										
Additional	Information:										
11.2.02	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 chai	racters max	ximum)			⊠ N/A			
			, ,		·						
11.2.02 Part B - Agency Training Details (field will expand automatically)											

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11.2.03	2.03 Records Unit The trainee shall describe the function for the records unit in the reporting process.									
Reference(s		e function i	or the records diffe in the repor	ting proces			Case # (If applicable)	Incident #		
nejerence(s	p). I				1					
	Received Instruction		Competency Demonstrated		How	Remedia	al Training	How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name Date	Remediated?		
FTO:					Field Perform			Field Perform		
					Role Play Written Test			Role Play Written Test		
Trainee:					☐ Verbal Test			☐ Verbal Test		
Comments	mments (field will expand automatically)									
Additional	Information:									
11.2.03	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 cha	racters max	kimum)			□ N/A		
	5.17.04: Crime Reports and	d Record I	Keeping							
	·									
11.2.03 Part B - Agency Training Details (field will expand automatically)										
11.2.03	11.2.05 Part B - Agency Training Details (Jiela will expand automatically)									

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44.0.04											
11.2.04	Investigative Units and the D		•								
	The trainee shall describe the	: functions	of the investigative unit(s) and	the Distric	t Attorney's Office in	n the reporting proc	cess.				
Reference(s	5):						Case # (If applicable)	Incident #			
	Received Instruction		Competency Demonstrated		How	Remedia	al Training	How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name Date	Remediated?			
FTO:		 			Field Perform			Field Perform			
					Role Play Written Test			Role Play Written Test			
Trainee:	Trainee: Verbal Test							☐ Verbal Test			
Comments	omments (field will expand automatically)										
A statistic or at	Information.										
Additional	Information:										
11.2.04	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 chai	racters ma	ximum)			⊠ N/A			
11.2.04	11.2.04 Part B - Agency Training Details (field will expand automatically)										

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44.2.05										
11.2.05	Importance of Police Reports									
	The trainee shall discuss the i	mportance	of police reports, including the	ese uses:						
	A. Recording facts into pern	nanent reco	ord	1	D. Providing statis	stical data				
	B. Providing coordination of	f follow-up	activities		E. Providing a sou	ırce for trainee evalı	uation			
	C. Providing investigative le				F. Providing refer					
	C. Froviding investigative le	aus			r. Froviding refer	ence material				
Reference(s	5):						Case # (If applied	able)	Incident #	
	Received Instruction Competency Demonstrated How Remedial Training								How	
	When completed, print full name Date When completed, print full name Date Demonstrated?						t full name D	ate	Remediated?	
FTO:	FTO:								Field Perform	
	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □								Role Play Written Test	
Trainee:	Trainee: Written Test Verbal Test									
Comments (field will expand automatically)  Verbal Test  Verbal Test										
Additional	Information:									
11.2.05	Part A - Reference Agency Po	licies/Proc	edures, if applicable (600 chai	racters max	rimum)				□ N/A	
	5.17.01: Police Departmen	t Reports								
	5.17.02: Types of Reports I		ed							
	5.1 , p = 5 ·									
11.2.05	Part B - Agency Training Deta	ils (field wi	ill expand automatically)							

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11.2.06	Components of a Well-Writt	en Police R	Report								
	The trainee shall explain the	qualities of	a well-written police report. T	hese shall i	nclude:						
	A. Accuracy				F. Objectivity						
	B. Brevity				G. Grammatical ar	nd structural correct	ness				
	C. Completeness				H. Timeliness						
	D. Clarity				I. First person/ac	tive voice/past tense	2				
	E. Legibility/Neatness					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
							0 " // (	1: 11)			
Reference(s	Reference(s):  Case # (If applicable) Incident #										
	Received Instruction		Competency Demonstrat	ted	How	Remedia	l Training		How		
	When completed, print full name Date When completed, print full name Date Demonstrated? When completed, print								Remediated?		
FTO:					Field Perform				Field Perform		
					Role Play Written Test				Role Play Written Test		
Trainee:					☐ Verbal Test				☐ Verbal Test		
Comments	(field will expand automatically)										
Additional	Information:										
11.2.06	Part A - Reference Agency Pe	olicies/Pro	cedures, if applicable (600 chai	racters ma>	kimum)				□ N/A		
	5.17.01: Police Departmer	nt Reports									
	5.17.02: Types of Reports	Investigat	ed								
11.2.06	Part B - Agency Training Det	ails (field w	vill expand automatically)								
		()	,								

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11.2.07	.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	s):						Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How	Remedia	al Training	How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name Date	Remediated?		
FTO:					Field Perform Role Play			Field Perform Role Play		
Trainee:					☐ Written Test☐ Verbal Test			☐ Written Test☐ Verbal Test		
Comments	Comments (field will expand automatically)									
Additional	Information:									
11.2.07	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 cha	racters max	kimum)			□ N/A		
	5.17.02: Types of Reports	nvestigat	ed							
11.2.07	11.2.07 Part B - Agency Training Details (field will expand automatically)									
11.2.07	rait b - Agency Training Deta	ans (jieid W	пії ехрапа айсотайсану)							

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	((Cald)) Cuina a Danauta								
11.2.08	·								
	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.							in the proper	
	·								Incident #
Reference(	5):						case ii (i) a	ppiicabicj	moracii ii
	Received Instruction		Competency Demonstrated		How	Remedial Training		How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
					Written Test				Written Test
Trainee:					☐ Verbal Test				☐ Verbal Test
Comments	(field will expand automatically)								
Additional	Information:								
Additional		olicies/Pro	cedures, if applicable (600 cha	racters max	ximum)				□ N/A
	Part A - Reference Agency Po			racters max	ximum)				□ N/A
				racters max	ximum)				□ N/A
	Part A - Reference Agency Po			racters max	ximum)				□ N/A
	Part A - Reference Agency Po			racters max	ximum)				□ N/A
	Part A - Reference Agency Po			racters max	ximum)				□ N/A
	Part A - Reference Agency Po			racters max	ximum)				□ N/A
	Part A - Reference Agency Po	nt Reports		racters max	ximum)				□ N/A

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11.2.09	11.2.09 Preparing a Written Report								
	The trainee shall prepare a report that minimally includes:								
	A. Organizing facts in chror	nological ord	der	1	D. Properly establi	ishing who, what, w	hen where	why how	w and how
	B. Relating facts in appropr	_		•	many	ioning who, what, w	men, where,	,,,	,, , , , , , , , , , , , , , , , , , , ,
					•	ishing the elements	of the crime	e(s) wher	n annronriate
	C. Correctly filling in all app	ropriate bo	ixes	'	L. Troperty establi	isining the elements	or the crime	2(3), WITCI	Тарргорпасс
Reference(s	):		Case # (If applicable) Incide			Incident #			
	Received Instruction Competency Demonstrated			ed	How	Remedia	emedial Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?
FTO:					Field Perform				Field Perform
					Role Play Written Test				Role Play Written Test
Trainee:					☐ Verbal Test				☐ Verbal Test
Comments	(field will expand automatically)			l					
Additional Information:									
11.2.09	.2.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)							⊠ N/A	
11.2.09	11.2.09 Part B - Agency Training Details (field will expand automatically)								

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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:						orts involved, to		
	A. Elements constituting th	e offense			D. Complete listing	g of all suspects, inc	uding whet	ther or no	t they are in
	B. Complete documentatio		able/probably cause		custody				
	•		evidence, where it was found,	and					
	its disposition	an physical	evidence, where it was round,	and					
Reference(s	):					Case # (If applicable)			Incident #
	Received Instruction		Competency Demonstrat	ed	How Remed		l Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?
FTO:			i		Field Perform				Field Perform
					Role Play Written Test				Role Play Written Test
Trainee:			i		☐ Verbal Test				☐ Verbal Test
Comments (field will expand automatically)									
Additional Information:									
11.2.10	0 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)								
11.2.10	1.2.10 Part B - Agency Training Details (field will expand automatically)								

See next page for Attestation

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# 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:	<u>X</u>	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

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# 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** (<u>POST Form 2-230</u>)
    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: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

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# 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** 

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