SECTION 11 Report Writing

11.1 – 11.2 COMPETENCY REQUIREMENTS

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11.2	Report Writing Requirements						
List of	Subtopics						
Attesta	ation						
Instruc	Instructions to Administrators						
Instruc	ctions 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
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11.2 REPORT WRITING REQUIREMENTS

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- 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

SECTION	11 REPORT WRITING										
	СНЕСК С	ONE ONLY:	PHASE 1	PHASE	2	PHASE 3	PHASE 4	🗌 РНА	SE 5		
Trainee					FTO						
11.1	FIELD NOTES AND NOTEBO	DOK									
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 investigationB. References for future court appearanceC. Beat or area information										
Reference(s):								Case # (If a	pplicable)	Incident #
Reference(s): Received Instruction		Competen	cy Demonstrate	ed	How		Remedia	Case # (If a	pplicable)	Incident # How
Reference(Date	Competen When completed, pr	-	ed Date	Demonstrated		Remedia ompleted, prin	al Training	pplicable) Date	How Remediated?
Reference(Received Instruction	Date		-		Demonstrated			al Training		How Remediated?
	Received Instruction	Date		-		Demonstrated	rm st		al Training		How Remediated?
FTO: Trainee:	Received Instruction	Date		-		Demonstrated Field Perfor Role Play Written Tes	rm st		al Training		How Remediated?
FTO: Trainee:	Received Instruction When completed, print full name	Date		-		Demonstrated Field Perfor Role Play Written Tes	rm st		al Training		How Remediated?

Additional information:

11.1.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	□ N/A

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

11.1.02 Discoverable Contents

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

Reference(s):								pplicable)	Incident #
	Received Instruction	1	Competency Demonstrat	ed	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
Trainee:					Written TestVerbal Test				 Written Test Verbal Test
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 Part B - Agency Training Details (field will expand automatically)

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

Additional Information:

11.1.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	🗌 N/A

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

11.1.04	Recording Pertinent Informa		and the start of a start of a start of the s		and a particular information				
Reference(s			perly use field notes or a notebo		ora pertinent morm		Case # (If a	ıpplicable)	Incident #
	Received Instruction Competency Demonstrated How Remed								How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?
FTO: Trainee:					Field Perform Role Play Written Test Vorbal Test				Field Perform Role Play Written Test Vorbal Test
Comments	Trainee: Verbal Test 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 Part B - Agency Training Details (field will expand automatically)

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.								
	The trainee shall exhibit an a	ippropriate	knowledge of the flow of comp	pleted repo	irts and the relative	importance of the in			
Reference(s	;):						Case # (If c	ipplicable)	Incident #
	Received Instruction		Competency Demonstrat	ed	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
Trainee:					Written Test Verbal Test				Written Test Verbal Test
Comments	Comments (field will expand automatically)								
Additional	Information:								

11.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	□ N/A

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

11.2.02 Report Depository

The trainee shall give the location of the report depository.

Reference(s):								pplicable)	Incident #
	Received Instruction When completed, print full name	Date	Competency Demonstrat When completed, print full name	ed Date	How Demonstrated?	Remedia When completed, prin	al Training t full name	Date	How Remediated?
FTO: Trainee:					 Field Perform Role Play Written Test Verbal Test 				Field Perform Role Play Written Test Verbal Test
Comments	(field will expand automatically)	<u></u>	L	<u></u>					

Additional Information:

11.2.02	Part A - Reference Agend	y Policies/Procedures,	if applicable	(600 characters maximum)
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11.2.02 Part B - Agency Training Details (field will expand automatically)

🗌 N/A

11.2.03 Records Unit

The trainee shall describe the function for the records unit in the reporting process.

	Case # (If applicable) Incident #									
Reference(s	Reference(s):									
	Received Instruction		Competency Demonstrated		How	Remedial 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	
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)	🗌 N/A
11.2.03	Part B - Agency Training Details (field will expand automatically)	

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

11.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	
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11.2.04 Part B - Agency Training Details (field will expand automatically)

□ N/A

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 Β. Providing coordination of follow-up activities Ε. Providing a source for trainee evaluation C. Providing investigative leads F. Providing reference material **Case #** (If applicable) Incident # Reference(s): **Received Instruction Competency Demonstrated Remedial Training** How How **Demonstrated? Remediated?** When completed, print full name Date When completed, print full name Date When completed, print full name Date Field Perform Field Perform FTO: Role Play Role Play Written Test Written Test Trainee: Verbal Test П Verbal Test Comments (field will expand automatically) Additional Information:

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

Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

11.2.05

N/A

ell-written police report. These shall inc F. G.									
H. I.	. Timeliness		55						
		Ca	ase # (If applicable)	Incident #					
Competency Demonstrated	How	Remedial Training		How					
Vhen completed, print full name Date	_	en completed, print full i	name Date	Remediated?					
	Field Perform			 Field Perform Role Play 					
	Written Test			Written Test					
Comments (field will expand automatically)									
VI	· · ·	Competency Demonstrated How hen completed, print full name Date Demonstrated? Image: State of the sta	Competency Demonstrated How Remedial Tr hen completed, print full name Date Demonstrated? When completed, print full Image: Completed in the print full name Image: Complete in the print full Image: Complete in the print full When completed, print full Image: Complete in the print full name Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full name Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full name Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full name Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full Image: Complete in the print full	Competency Demonstrated How Remedial Training hen completed, print full name Date When completed, print full name Date Field Perform Role Play Written Test Written Test Image: Case # (If applicable)					

11.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

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

N/A

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(5):						Case # (If c	ipplicable)	Incident #
	Received Instruction		Competency Demonstrated		How	Remedial 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
Trainee:					Written Test Verbal Test				 Written Test Verbal Test
Comments	(field will expand automatically)								

Additional Information:

11.2.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	🗌 N/A
11.2.07	Part B - Agency Training Details (field will expand automatically)	

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

Additional Information:

🗌 N/A

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

11.2.09 Preparing a Written Report

The trainee shall prepare a report that minimally includes:

- A. Organizing facts in chronological order
- B. Relating facts in appropriate sentence form
- C. Correctly filling in all appropriate boxes

- D. Properly establishing who, what, when, where, why, how, and how many
- E. Properly establishing the elements of the crime(s), when appropriate

Reference(s):		Case # (If a	oplicable)	Incident #				
	Received Instruction		Competency Demonstrated		How		l 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 Written Test 				Field Perform Role Play Written Test
Trainee:					Verbal Test				Verbal Test
Comments	(field will expand automatically)					"			

Additional Information:

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

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

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	5):						Case # (If a	pplicable)	Incident #
	Received Instruction When completed, print full name	Date	Competency Demonstrat When completed, print full name	ed Date	How Demonstrated?	Remedia When completed, prin	al Training nt full name Date		How Remediated?
FTO: Trainee:					Field Perform Role Play Written Test Verbal Test				Field Perform Role Play Written Test Verbal Test
Comments	(field will expand automatically)								

Additional Information:

11.2.10	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	🗌 N/A
11.2.10	Part B - Agency Training Details (field will expand automatically)	

See next page for Attestation

Part 5 – Section 11: Report Writing

ATTESTATION FOR SECTION 11

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- 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:	Χ	Print Full Name:
Trainee:	Х	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: Click on the signature > Click on the trash icon.

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
 - 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. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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