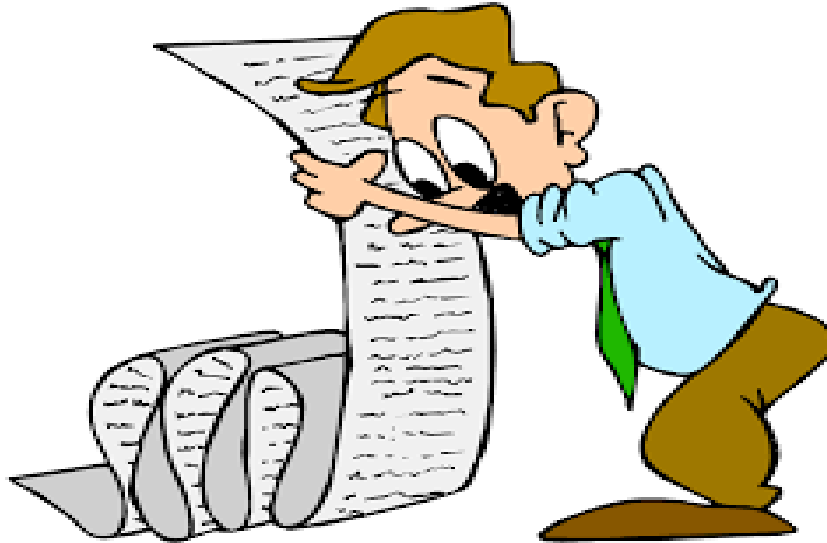


# Investigative Report Writing

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&  
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# What is Report Writing?



- ▶ Report writing is a document that represents, in chronological order, all the information you have obtained during the course of your investigation.

# NOTE TAKING

- ▶ It is important to your investigation to have:
  - complete
  - accurate
  - understandable notes
    - Check our notes shortly thereafter
- ▶ What should not be written down:
  - subjective
  - derogatory
  - improper remarks of any kind
    - Person's veracity – note to yourself
      - Answer it somewhere



# Note Taking

## ▶ Why take notes?

- It refreshes your memory
- **It Memorializes:**
  - What is/was said and by whom (AV, C)
  - What your observations are
  - Yours and others actions
  - Evidence collected



# NOTE TAKING

- ▶ What to use for recollection of your interview:



# What Does the Report Need?

- ▶ A good investigation report starts with a good interview which include the following:

- Who?
- What?
- Where?
- When?
- Why?



*Just the facts ma'am. Just the facts*

# WHO...

- ▶ ...reported the incident?
- ▶ ...is the alleged victim?
- ▶ ...else was present?
- ▶ ...else knows something?
  - Doctors
  - Lawyers
  - Bozo the Clown



# WHAT...

- ▶ ...is the crime?
  - Elements
    - Jury instructions
- ▶ ...happened?
- ▶ ...were the client's actions?
- ▶ ...did the alleged victim do?
- ▶ ...did the witness see?
- ▶ ...did the police do?





# WHERE...

- ▶ ...did the crime occur?
- ▶ ...was the alleged victim?
- ▶ ...was the client?
- ▶ ...was the witness?
- ▶ ...was the evidence located?



# WHEN...

- ▶ ...did this happen?
- ▶ ...was it discovered?
- ▶ ...was it reported?



# WHY...

- ▶ ...did this happen?
- ▶ ...did the client do it?
- ▶ ...did you take this class?
- ▶ ...ask why?



# Report Writing

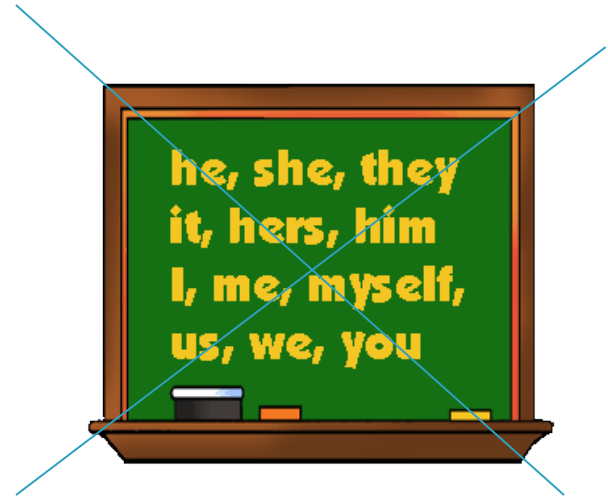
- ▶ Things to include:
  - person's information
  - date, time, and location of your interview
  - weather conditions at the time of the incident
    - temperature, wind, rain, snow
  - lighting conditions
    - ambient light, darkness, moon light, sunlight



# Quick Grammar



- ▶ Active Voice
- ▶ Avoid Cop Jargon
- ▶ Avoid Fragments
- ▶ Avoid Pronouns
- ▶ Avoid Run-on Sentences
- ▶ Spelling
- ▶ No you're Homophones
- ▶ Spelling



# TEAM EFFORT REPORT

## Interview of Gary Jenkins

# REPORT