

Battery Incident Report Template (PC 242)

Riverside County Sheriff Department

Report Number: [Enter Report Number]

Date of Report: [Enter Date]

Reporting Officer: [Officer's Name and Badge Number]

Assignment: Palm Desert Station

I. INCIDENT DETAILS

1. **Date and Time of Incident:** [Enter Date and Time]
2. **Location of Incident:** [Enter Exact Address or Location]
3. **Nature of Incident:** Battery (PC 242)
4. **Injuries Observed:** [Describe Observed Injuries]
5. **Initial Observations:** [Enter Observations at Scene]

II. VICTIM INFORMATION

1. **Name:** [Victim's Full Name]
2. **Address:** [Victim's Address]
3. **Contact Information:** [Phone Number, Email]
4. **Statement:** [Summary of Victim's Statement]

III. WITNESS STATEMENTS

1. ****Witness Name:**** [If Applicable]
 - ****Address:**** [Witness Address]
 - ****Contact Information:**** [Phone Number, Email]
 - ****Relationship to Incident:**** (Neighbor / Bystander / Other)
 - ****Statement:**** [Summary of Witness's Statement]

****IV. SUSPECT INFORMATION****

1. ****Name:**** [Suspect's Full Name, If Known]
2. ****Description:**** (If Known or Applicable)
 - ****Gender:****
 - ****Race:****
 - ****Age Range:****
 - ****Height:****
 - ****Weight:****
 - ****Clothing:****
3. ****Location:**** [Current Location of Suspect, If Known]

****V. EVIDENCE COLLECTED****

1. ****Photographs:**** [Details of Injuries, Scene, etc.]
2. ****Medical Reports:**** [If Obtained]
3. ****Physical Evidence:**** [Details of Any Physical Evidence Collected]
4. ****Other Relevant Evidence:**** [Other Evidence, Including Digital or Audio]

VI. INVESTIGATIVE ACTIONS

- 1. **Interviews Conducted:** [Details of Interviews with Victim, Witnesses, Suspect]
- 2. **Background Check:** [Results of Background Check on Suspect]
- 3. **Additional Investigative Actions:** [Other Actions Taken or Planned]

VII. ADDITIONAL INFORMATION / FOLLOW-UP ACTIONS

- 1. **Additional Observations:** [Any Additional Relevant Information]
- 2. **Follow-Up Actions Recommended:** [Detail Recommended Actions for Further Investigation]
- 3. **Assigned Investigator:** [Name of Assigned Investigator, If Different from Reporting Officer]

VIII. REPORTING OFFICER’S STATEMENT

[Officer’s Narrative of the Incident, Including Observations, Actions Taken, and Any Initial Conclusions or Hypotheses]

****Signature of Reporting Officer:**** _____

****Date:**** [Enter Date of Report Completion]

****Supervisor Review and Signature:****

****Date:**** [Enter Date of Review]

This document is the property of the Riverside County Sheriff Department. Unauthorized dissemination of this report is prohibited.

****Note:**** This template is a generic guide for reporting a battery incident under Penal Code 242 in the Riverside County Sheriff Department and should be adapted to the specific circumstances and requirements of each individual case.