# **General Report Outline**

**For general reports**

Your choice whether to use headings

This is a guide to ensure all information is captured

Your report is a chronological narrative of how the incident unfolded

**Set the Scene:**

* Description of self/duties at start of incident
  + Example:
    - On (date) I was working as (Call Sign) assigned to (duties and/or location).
    - I was in full uniform and operating a fully marked patrol vehicle.
    - About (time) I was dispatched to (or observed activity at) (location).
    - I activated by Body-Worn Video upon dispatch.
* Dispatched information or Observed Activity

**Legal Authority**

Legal Authority to be in an area

* Public area
* Consent
  + How did you gain consent to enter?
    - Knowing Intelligent Voluntary
  + Ferrier
* Warrant
* Exigency
* Community Caretaking

Based on initial information, at what level of contact did you start?

* Probable Cause for arrest
* Terry Stop
* Social Contact
* Community Caretaking / Emergency
* Crisis

**Arrival:**

Observations

What was happening when you arrived?

**Introduction**

How did you identify yourself?

Advisements of BWV /ICV recording

**Scene Control**

How did you control the scene?

* Handcuffing? Why?
  + Evaluation (gauged—double-locked)
* Frisking? Why?
  + Frisk Factors

**Story:**

Who did you contact?

What did they tell you?

What did you observe?

* Physical description
* Demeanor
* Evidence

**Decision:**

Summary of Investigation

Decision for resolution, based on investigation

* No enforcement action
* Warning
* Cite and Release
* Arrest and booking
* Booking Decline
* Hospital
* Other Community Caretaking resolution
* ITA
* Charges / No charges requested

**Evidence:**

Items / Photos / Recordings / Statement

* Who recovered
* Who submitted
* Where stored

Witness / victim statements

**Control, Restraint and Evaluation**

Notification of arrest

Control

Restrain with handcuffs

* Gauged and Double-Locked

Hobble

Spit Guard

**Search:**

1. Items recovered

**Transport:**

1. Who transported
2. Seatbelt or other restraints
3. Use of ICV or BWV
4. Advisements
   1. ICV or BWV
   2. Miranda

**Medical:**

For any involved people:

* Complaint of pain, complaint of injury, apparent injury, or absence of injury
* Treatment and/or Transport
* Refusal of medical aid

**Resources**

* Business card / Case number
* Informational pamphlets

**DV Investigation and Resources**

* Medical waiver
* Provide DV resource pamphlet
* ERPO information
* Firearms / CPL
  + Seize Firearms / Ammo used
  + Seize Firearms / Ammo in plain view or found during search
  + Request custody of Firearms / Ammo accessible to suspect
  + Inquire about Firearms / Ammo on-site
  + Inquire about Firearms / Ammo off-site
  + Inquire whether suspect has CPL
  + Document information
* Offer transport or other assistance