

## Types and Purpose of Report

- Reports are a means by which detailed facts of the events are recorded so that others may learn what has occurred. When complete, a report must be able to paint a complete picture of the events that occurred in the mind of the reader.
- Remember, a good report reflects favorably on the investigator and adds to his or her credibility. A poorly recorded report may result in the conclusion that the work behind it was sloppy as well.