Report Writing Tips

ARREST REPORTS

Mandatory

1. When a person is physically arrested and brought before a Magistrate.
2. Possession of a firearm in a state park.
3. Hunting in a state park.
4. Public nudity in a state park.

Note: All supporting documentation should be added to the PR-63 along with the arrest report.

Examples of supporting documentation include but not limited to:

1. Citation(s)
2. Magistrate’s order
3. Witness statements
4. Seizure forms
5. Photographs
6. DWI: Intox. results, SFST field sheets, etc.
7. Other agencies report when necessary
8. Lab results when necessary
9. ETC.

INCIDENT/INVESTIGATION REPORTS

Whenever a crime is committed but you have no suspects or proof. Examples include but not

limited to:

1. Larceny
2. Break ins
3. Vandalism
4. Assaults
5. ETC.

Note: Remember to add supporting documentation as needed to the PR-63.

NOTE: There will be times when you need to submit a report before it is completed. That is fine but when you are ready to edit/add to the report you will have to contact me or Keith so one of us can un-approve the report so changes can be made. The report will than go back through the approval process again.