



Kern County

SHERIFF
REPORT WRITING MANUAL

LAW ENFORCEMENT MOBILE

TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION.....5

POLICY 5

MAINTENANCE 5

CHAPTER 2: LAW ENFORCEMENT MOBILE BASICS6

INTRODUCTION 6

 Sign on..... 6

 Workspace Overview 6

 Creating a Crime or Incident Report 7

 Creating a Case..... 8

CHAPTER 3: WRITING REPORTS.....9

 Detail tab.....9

 Adding an Offense.....10

 Adding Subjects.....12

 Related Names Defined.....15

 Missing Persons.....17

 Synopsis and Narrative.....18

 Related Vehicles.....20

 Towed Vehicles.....22

 Property Entry.....24

 Report Approval.....26

 Supplemental Reports.....26

 Arrest Reports.....27

 Errors.....29

CHAPTER 4: ADDITIONAL REPORT TYPES AND FORMS25

KCSO Case Report.....25

Probable Cause Affidavits26

 Case Clearance Criteria27

 Drug Influence Worksheet.....28

 Drug Influence Worksheet - front.....33

 Drug Influence Worksheet – back34

FIREARM CONFISCATION RECEIPT35

 Firearm Confiscation Receipt Form36

SADDLE IDENTIFICATION REPORT37

 Saddle Identification Form38

HORSE IDENTIFICATION REPORT	39
Horse Identification Report Form.....	40
LIVESTOCK REPORT.....	41
Livestock Report Form.....	42
CHAPTER 5: USE OF REPORTS BY DETENTIONS BUREAU.....	43
Jail Incident Reports Requiring Law Enforcement Mobile Reports.....	43
Jail Incident Reports Requiring Tyler Odyssey Reports.....	44
CHAPTER 6: REPORT FORMAT	45
REPORT FORMAT.....	45
Synopsis.....	45
Additional Suspect Description	46
Additional Missing Person Description.....	46
Injuries.....	46
Additional Property Description.....	46
Property Damaged	46
Physical Evidence.....	46
Chain of Evidence	46
Witnesses.....	46
Officers Involved.....	47
Details.....	47
DUI Report Format.....	47
DUI Specific Headings.....	48
Supplemental Reports.....	49
CHAPTER 7: CASE NUMBER ASSIGNMENT	50
CODE 8 & CODE 9 POLICY	50
Mandatory Report/Code 8 Case Number Assignment.....	50
Code 9 Assignment/Disposition	51
Defintions	51
CRITERIA FOR ASSIGNING CASE NUMBERS BY INCIDENT.....	52
Master Case Number System	53
GUIDELINES FOR DETERMINING NUMBER OF INCIDENTS	54
General Rule.....	54
Hotel Rule.....	54
Case Number Assignment Examples.....	54
CASE NUMBER ASSIGNMENT BY AREA	55
CHAPTER 8: HANDWRITING REPORTS	56
Report Completion	56
Handwriting Reports – Non LAW ENFORCEMENT MOBILE Reports Only.....	56

Report Review56
Alphabet to be used with "One Write" System.....56

CHAPTER 9: WRITING BETTER REPORTS57

IMPORTANCE57

PRINCIPLES OF CLARITY58

DOCUMENTATION59

IT'S EASY TO WRITE BETTER POLICE REPORTS64

Word Choice.....65
Technique68
Sample Report #170
Sample Report #271
Content Checklist72
Elements Of The Offense72
Penalty-Enhancing Circumstances72
Probable Cause For Stop/Detention/Arrest72
Basis For Search And Seizure73
"Miranda" Advisement And Waiver73
Statement By Suspect73
Statements By Witnesses.....73
Suspect's Demeanor.....74
Cliff-Hangers.....74

CHAPTER 10: PUNCTUATION AND GRAMMAR.....75

PUNCTUATION75

Apostrophe75
Brackets.....76
Colon76
Comma77
Dash.....79
Exclamation Point80
Hyphen80
Parentheses81
Period81
Question Mark82
Quotation Marks.....82
Semicolon.....83

GRAMMAR.....83

Noun83
Pronoun84
Verb.....84

Chapter 1: INTRODUCTION

POLICY

This manual is a statement of policy of the Kern County Sheriff's Office in regard to the writing of reports. As used in this manual a "report" is defined as any written communication on a Sheriff's Office form, whether it be electronically or paper. Whenever the word "deputy" or "officer" is used to refer to the person writing a report, it also includes all other agency personnel who prepare reports.

The objectives of a report are

- Provide the method and means of controlled communication throughout the Department and associated agencies;
- Provide ready reference material on all activities;
- Provide a permanent record of official business and information;
- Provide a base of statistical information upon which decisions and policy may be based.

The goals of a report are

- Ensure successful investigations and prosecutions
- Coordinate all Department functions

All personnel who write and/or review reports shall become familiar with this manual. There shall be no variation from the procedures outlined in this manual.

MAINTENANCE

Persons seeking to make changes to the process, forms, manual, or other aspects of the Report Writing System should submit proposals in writing through the chain of command. The Planning and Research Section will be responsible for updating and/or making changes to the manual.

Chapter 2: LAW ENFORCEMENT MOBILE BASICS

INTRODUCTION

This Chapter is a step by step guide on how to complete a basic Crime or Incident investigation in the LAW ENFORCEMENT MOBILE System, if you are unfamiliar with the entry of reports. It is recommended to complete the steps in the order displayed in this section. This will help you navigate the incident module. If you need further information on a module or a field refer to Chapter 3.

SIGN ON

Each person must have a valid CAD ID number to use LAW ENFORCEMENT MOBILE. A System Administrator from Technology Services Section must assign your identification to the program.

Workspace Overview

Logging on to *Enterprise Mobile* opens the user's session in the *Unit Status Monitor* (USM) window. All *Mobile Clients* within the user's ORI, and currently logged in to *Enterprise Mobile*, are displayed.

CREATING A CRIME OR INCIDENT REPORT

Field Reporting Workspace

The Field Reporting workspace allows *Enterprise Mobile* users to view and access the following Field Reporting forms: **Arrest, Case, Case Supplemental, and Vehicle Impound.**

To access the *Field Reporting* window, click **Field Reports** on the *Enterprise Mobile* main toolbar or press the keyboard shortcut assigned to it; the default setting is F9. The initial *Field Reporting* window consists of the field reporting vertical toolbar, document selection pane, and field reporting response grid. Additional windows are accessed through this main window.

Available reports are sorted by type in the *Documents* pane to the left on the main workspace. The reports displayed in the *Field Reporting* response grid are specific to the selected report type and can be sorted by any column. Deputies may also limit the reports displayed in the Field Reporting grid by selecting a specific Report Type, Status, and/or Reporting Officer; as well as customize the order in which data is displayed by clicking and dragging a column header and releasing it before or after another column.

CREATING A CASE

If you are assigned a call for service via dispatch, skip below to the Dispatched section.

Note: Reports are not to be generated without being dispatched to an incident or creating an incident.

Self-created Incidents

Note: This function is only available to the following personnel: Deputy Sheriffs holding the rank of Senior Deputy or above, Deputy Sheriffs in designated specialized units, or personnel working assignments in the Detentions Bureau.

The user must first create a call. Select the drop down arrow on the far right side of the main toolbar.

- Choose **Create Call**.
- Make appropriate selection from **Call Type** drop down menu.
- Type in the address in **Occurred Location**.
- Choose the correct location from the **Venue** drop down menu. Example: *BAK* for Bakersfield
- If applicable, enter the OLN, State, or License Plate numbers.
- Enter details about the incident in the **Narrative** box. This will be the text of the call.
- To complete the process, hit **Send** on the vertical tool bar. Remain on that screen.

Now an incident has been created. Even though an incident has been created, a report has not yet been generated. To generate a report:

- Click the arrow button from the vertical toolbar
- Choose **Start Report**
- Choose the type of report: *KCSO Arrest, KCSO Case Supp, KCSO Case, or KCSO Vehicle Impound*
- Click **Create Report**
- Choose whether or not you want to add Dispatch Persons or Vehicles

The report has now been generated.

Dispatched

To create a new report, start from the Assigned Call tab. On the left side of the screen, open the menu and select "Start Report". You will see four options: Arrest, KCSO Supp, KCSO Case, and vehicle impound. Select the appropriate option from the list. If you are the primary unit seeking to write the main narrative report for an incident, select "KCSO Case", or the appropriate choice, then click Create Report. If there were persons or vehicles entered into the call, select "Add Dispatch Persons" and/or "Add Dispatch Vehicles". Selecting these options before starting the report will transfer these names/vehicles to the report clipboard.

Additionally, a report can be started or created by selecting "Field Reports" from the top menu of the screen or by pressing the F9 Key. This is generally discouraged as the report number will not be automatically populated and leaves room for errors when entering case numbers.

Chapter 3: WRITING REPORTS

DETAIL

The detail tab contains basic incident information. Some information may have automatically been generated as a result of the call for service or incident entry. If a section is highlighted yellow, the user must manually input or choose the appropriate entry. The case status should be entered at this time. If the user is unsure as to the correct choice, choose active/open. The command field should be selected indicating your approval chain. For example, the user would choose Metro for an incident which occurred in the Metro response area or Wasco for an incident that occurred in the Wasco response area.

The following boxes are also accessed from the bottom of the detail page:

Assisting ORI

This section allows the user to enter other agencies that assisted with or are associated with the incident. For example, an AOD report or a DUI Turnover report.

Associated Cases

This section allows the user to associate other cases with the incident. On an incident with multiple case numbers, all case numbers should be assigned to the master case.

Case MO

This section allows users to enter the modus operandi associated with the incident. For factors specific to the *subject or subject's* actions, choose the Modus Operandi box under the specific subject's name. Open and select all that apply or are known.

Solvability Factors

This section allows users to enter factors which contribute to the likelihood the case could be solved.

ADDING AN OFFENSE

Click on the **Offenses** tab to open the offense screen. Click **New** in the **Offense** dialog box. Choose Statute Code: **CA0150000**, **County**, **Federal**, or **State**. Choose Statute. The box to the right of Statute allows the user to search for the offense by choosing search parameters.

Missing Person Report requires a Missing Person entry as well as any other charge (Curfew, Out of Control, etc.).

You may find multiple entry types for such charges as Burglary (460PC). Be sure you choose the charge appropriate to the crime you are reporting (theft from building or theft from vehicle). This breakdown is mandatory for the Department of Justice reporting of crime types.

Our agency often arrests suspects for the theft of stolen vehicles from other agencies. We do not report this charge as a stolen vehicle (10851(a)

VC). Instead, add offense: Grand Theft Auto-Other Agency or P.C. 496d. These charges will correctly follow the mandates by the Department of Justice for reporting crimes and allow the reporting officer to follow the sequence of events as they happened.

Once the offense code has been chosen, complete the following:

- Select “commit” for crimes that were completed. Select “attempt” if the crime was attempted.
- Select how many counts you wish to assign.
- Select the offense date.
- Select whether or not the incident was assigned a domestic violence code.
- Check the boxes if the crime was gang related or an anti-reproductive rights crime.
- UCR Return A, UCR Stolen Property Code, and Larceny type will turn yellow if applicable. Choose the appropriate selection from the drop down menu.
- Choose the location/scene code from the drop down menu.
- If applicable, choose the bias motivation from the drop down menu. Only enter Bias information if the crime qualifies as a Hate Crime.

The following areas will become accessible should you choose an applicable code:

Agg Assault/Justifiable Homicide

- If applicable, choose the appropriate selection from the drop down boxes for “Agg Assault/Homicide Circumstance” and “Justifiable Homicide Circumstance”.

Arson

- Check if the structure was abandoned. Choose the type from the Arson Code drop down menu. If known, enter the property damage dollar amount.

Weapon Info

- The **Weapon Info** section records up to three weapons used in the offense. Select the weapon used from the drop down menu. If different weapons are used for separate charges only list the weapon with the charge it corresponds to.

Burglary Info

- If this is a burglary offense, click on the **Burglary Info** box and fill out the necessary information. If the information is unknown, leave area blank.

Click **Save** after completing your entry. If additional charges are required, repeat the above listed steps for a new entry.

ADDING SUBJECTS

The **SUBJECTS** dialog box is used to add all related names in an incident report such as the victim, reporting person, witness, missing person or suspect.

Name Conventions—Related Names (Read completely before entering names)

The Kern County Sheriff's Office will use the following name conventions to develop a standard for entry of names.

Subject Type:

Complainant

Missing Person

Other

Reporting Person

Suspect

Victim

Witness

Jacket Type:

Adult

Business

Juvenile

Officer

All name codes **must** have a first and last name **except** for Business name types and Suspects. Refer to the Unknown Subjects section on page 15 for further details regarding unnamed Suspects.

General Instructions for Adding Related Names

Enter all Suspects first (even if unknown), Victims and Missing Persons second, and then all others

In the **Subjects** dialog box, click **New** to begin adding a name. Select the Subject Type, such as victim or suspect. (There is no victim in a missing person case. Use missing person. There will be no victim for a case where only a suspect is involved).

If the Subject Sub Type box becomes accessible, choose the appropriate choice from the drop down menu.

Choose the appropriate Jacket Type from the drop down menu.

Fill in the subject information manually or by copying and pasting from your report clipboard. If you are filling in the information manually, it is important to enter as much information about the subject as possible.

Multiple middle names are all placed in the middle name field.

If applicable, click on and complete the “Link All Related Offenses to This Subject Here” and “Enter Victim to Offender Relationship Here” boxes. The **Injury Info** and **Enter Victim to Offender Relationship Here** fields are used for specific crimes only (generally speaking, these include violent crimes such as sex crimes, domestic violence, and assaults).

Business Names: In the event of identical business name listings, the street name can be used as an extension (example: Circle K Brundage). If there’s more than one identical business on the same street, use the street number and name.

The **Residence Status** box indicates whether or not a person lives anywhere within the boundaries of Kern County. Make your choice from the drop down menu.

Click **Non-disclosure** if the name of the individual should be restricted from distribution in reports per **PC 293** (domestic violence, child abuse, rape, etc.).

All names entered in the Subjects box will be entered as follows:

Capitalize the first letter of each proper name

Example: Doe, John

The following boxes are below the Subject’s information field. Click on and complete the areas applicable to your subject and/or report.

School/Employer Info

Allows for entry of the subject’s school or employer

Alias/Nickname

Alias: To add or link an alias to the individual’s record, click the **Alias/Nickname** button. Do not create alias names for common nicknames such as Bob for Robert or Fred for Fredrick. Entering an alias or nickname is useful because you can search for nicknames by typing the name into the last name box.

- Monikers: regardless of the number of elements of a “street name”/moniker the entire moniker is placed in the **Nickname** field. Commonly used nicknames such as “Jim” are not considered to be monikers. Numeric Characters are entered as numbers instead of text (example: “8 Ball”).

Known Associates

Allows for entry of persons known to the subject. Entry may be copied and pasted from your clipboard.

Scars, Marks, Tattoos

Allows for entry and text description of a subject’s scars, marks, or tattoos.

Identification Numbers

Allows for the entry of additional numbers assigned to the subject, i.e., FBI number, military number, school identification number.

Additional Characteristics

Allows for the entry of additional information about the subject from specific categories.

Injury Info

Allows for entry of injuries your subject has sustained as a result of the incident.

Modus Operandi

Allows user to choose factors specific to the *subject or subject's* actions. Use the **Case MO** on the **DETAIL** section for factors specific to the case/incident.

Related Vehicle

If a vehicle has been entered in the Case Vehicle or Property-Vehicle, the user can choose to associate it with the subject.

Missing Person Info

Allows user to enter additional information regarding a subject who has been listed as Missing Person.

LEOKA

The **LEOKA** (Law Enforcement Officer Killed or Assaulted) box is only available if the Subject Type is *victim*, the Subject Sub Type is *other*, and the Jacket Type is *officer*. LEOKA applies only to the initial incident, not to an industrial injury report completed under a different case number.

Make the appropriate choices from the drop down boxes. If the officer was injured, be sure to also complete the information in the Injury Info box.

UNKNOWN SUBJECTS

Suspects

If the name of the suspect is unknown, but some descriptors of the suspect are known, check the **Unknown Suspect** box. Enter as much descriptive information about the suspect as is available in the appropriate fields. The user can also utilize any of the boxes below the descriptive information, i.e., school/employer info, alias/nickname, etc. The user will still have to relate an unknown suspect to both the victim and offenses. *If there is no information about the suspect, no entry is needed.*

The related names (other than suspects) shall be entered when the report writer has at least the subject's first and last name. When less information is available, (i.e. only a moniker or physical description) the information should only be included in the narrative portion of the report.

RELATED NAMES DEFINED

- **Victim** is any person or entity alleged or found to have sustained personal injury, financial loss, or a deprivation of protection afforded by law as the result of a criminal act. A Victim is required for all persons and property crimes. A Victim shall not be listed as a suspect on the same offense report. State of California will not be listed as a victim in "victimless" crimes. If a state agency suffers a loss the individual agency will be listed as the victim. Example: California Highway Patrol, Employment Development Department, etc.
- **Reporting Person** is any person who reports a crime or incident to a law enforcement agency. When the Victim is the Reporting Party, use the Victim code.
- **Witness** is any person who has personal knowledge about the commission of a crime and relays that information to a law enforcement officer or Report Technician.
- **Other** is any person who may have knowledge of or involvement in a crime or incident and has not yet been contacted by a law enforcement agency or does not fit into any other related name codes or any person who is interviewed by or has relayed information to a law enforcement agency and does not fit into the category of a victim, witness or suspect. Individuals investigated or detained pursuant to W&I 5150 fall within this category.
- **Missing Person** is any person reported missing.
- **Suspect** is any person who has committed a criminal act. All suspects will be entered into the system if any description was given.
 - **No suspect will be added to a report if no description information is known.**
- Complainant is a person who brings an action in a court of law. Typically, only deputies assigned to the Sheriff's Office Civil Division should use this

Sheriff's Office personnel shall only be listed in the Subjects tab if they are the victim of a crime, suffer an industrial injury, or department vehicle accident/damage as a vehicle operator/driver, or are involved in an incident while off-duty. All other types of involvement of Agency personnel will be listed in the Report Format under the Officers Involved heading.

A Victim shall not be listed as a suspect on the same offense report. When circumstances exist that create the necessity for listing a person as a victim and a suspect in the same report, use the MASTER CASE NUMBER SYSTEM (Chapter 7) to document the incident and write two separate reports.

Example 1: A deputy investigating an assault cannot reasonably determine who the primary aggressor in the incident is. Use the Master Case Number System.

Example 2: A deputy investigating a reported theft determines that the Victim is under the influence of methamphetamine. These are two separate incidents. Complete one report for the theft and a second report for the H&S 11550 referring to the first report for probable cause for the contact.

It is important to choose the correct **Subject Type**, **Subject Sub Type**, and **Jacket Type**.

Example 1: A deputy is writing a report on a burglary that occurred at the Shell Gas Station. In the related name field The Shell Gas Station code will be the victim and the **Subject Sub Type** will be **Business**.

Example 2: A deputy charges a suspect with PC 69 – resisting a law enforcement officer. In the Subject Type field the deputy’s code will be **victim**, the Subject Sub Type will be **Other**, and the Jacket Type will be **Officer**.

Confidentiality

Non-Disclosure - VICTIM REQUESTS CONFIDENTIALITY PURSUANT TO GC 6254. PC 293 requires any employee of a law enforcement agency that personally receives a report from any person alleging that the person making the report has been the victim of a sex offense to inform that person that their name will become a matter of public record unless they request that it not become public record. Government Code Section 6254 extends the confidentiality privilege to victims of other types of offenses. Check the box **Non-Disclosure** box if the victim requests their name be kept confidential, and leave the box unchecked if the victim wants their name to become a matter of public record. If they want their name and address to remain confidential, it will only be used for investigation and prosecution purposes, and will only be released to the prosecutor. Parents and guardians of juvenile victims can make this decision for the juveniles. ***This box is located next to the Subject Type.***

Codes Applicable To PC 293 and GC 6254

- | | |
|----------|-----------|
| PC 220 | PC 261 |
| PC 261.5 | PC 262 |
| PC 264 | PC 264.1 |
| PC 273a | PC 273d |
| PC 273.5 | PC 286 |
| PC 288 | PC 288a |
| PC 289 | PC 422.6 |
| PC 422.7 | PC 422.75 |
| PC 646.9 | |

Missing Persons

Missing Persons will use KCSO Case report for initial report for all missing person reports. One Case number will be completed for each missing person, if there are multiple people missing in one incident, utilize the Master Case system.

Evidence that the person is at risk includes, but is not limited to, evidence or indications of any of the following

- The person missing is the victim of a crime or foul play.
- The person missing is in need of medical attention.
- The person missing has no pattern of running away or disappearing.
- The person missing may be the victim of parental abduction.
- The person missing is mentally impaired.

The KCSO Case Supp report will be used by report takers to report additional information or the return of the missing person after the initial Missing Person Report has been completed and submitted for processing.

Although not an exhaustive list, is important to include the following information, if known, in the narrative of the initial missing person report:

1. Date and time of the last known contact with the person reported missing. This could include telephone contact, sightings, etc.
2. The location of the last contact with the missing person.
3. If known, list the amount of money actually in the missing person's possession at the time of disappearance.
4. List and describe the jewelry worn by the missing person at the time of disappearance. If unknown, list the jewelry normally worn. This would include watches.
5. The missing person's clothing description. Start with the item of clothing at or nearest the head and follow in order to the item of clothing at or nearest the feet.
6. Scars, marks, tattoos, or other distinguishing characteristics.
7. Dental and medical x-rays available.
8. Dental x-ray form provided to reporting person. **This is mandatory for all missing persons investigations.**
9. Any history of going missing or in the case of juveniles, running away.
10. Locations, friends, or relatives frequented.
11. List the name, address, and telephone number of the missing person's dentist. **At Risk missing person investigation only.**
12. List any medications the missing person may be taking. **At Risk missing person investigation only.**

SYNOPSIS AND NARRATIVE

KCSO Case

Go to the *Narrative* tab. The user will type the synopsis into the *SYNOPSIS NARRATIVE* box. The narrative can be typed directly in the *NARRATIVE* box, or copied and pasted from an outside program into the *NARRATIVE* box.

KCSO Case Supp

Case supplementals will not have a synopsis. The **Supplemental Description** field will be used to enter a brief description of what the supplemental report covers. For example, *Suspect John Doe interview* or *Crime Scene Log*. Use the same process for the narrative as listed above under KCSO Case.

For KCSO Arrest and KCSO Vehicle Impound reports, the narrative information will be minimal. The main narratives with all relevant details will be included under the KCSO Case or KCSO Case Supp.

KCSO Arrest

The arrest report will not have a synopsis. If the arrest is a warrant arrest, the user should include a brief summary of the arrest. If the arrest is a probable cause (open) arrest, the user should refer the reader to Arietis. For example, "Refer to Arietis and KCSO Case 2017-XXXXX for all details related to the arrest."

KCSO Vehicle Impound

In the *Comments* tab, the user will find a box labeled *RELATED COMMENTS (NARRATIVE)*. In this space, the user should enter the Vehicle Code section for the tow authority, the name of the tow truck driver, and whether or not personal property release is authorized.

All narratives will be written with proper English capitalization form. Only the first letter of each sentence will be capitalized, except proper names. The report shall not be written in all capital letters, unless it is handwritten.

All narratives on all report types should end with the user's electronic signature.

Example:

End of report
User/CAD ID #

End of report
J. Doe/200001

Writing Names in Narratives

All proper names, including business victims, written in narratives, and their synopsis shall have all letters capitalized. Deputies shall identify a person in the report by first and last name the first time the person is mentioned in the narrative. The deputy may refer to the subject only by last name after the first mention. The exception to this will be when there are multiple subjects with the same last name. The deputy will then refer to subjects by first name, last name, and any applicable suffixes for the entire report.

Example: I arrived and spoke with the reporting party, JANE DOE. DOE told me the following.

RELATED VEHICLE

A. Entering Vehicles

Vehicles can be entered in KCSO Case reports, KCSO Case Supp reports, and KCSO Vehicle Impound reports.

KCSO Case

For a KCSO Case report, a vehicle may be entered in one of two tabs.

The *CASE VEHICLE* tab will be used for vehicles not currently in the Sheriff's Office possession. This is where suspect vehicles or other vehicles related to the incident may be entered.

Click New to begin entering a description of the vehicle. Fill in as many areas as are known. The vehicle may also be copied and pasted from the user's clipboard. After completing all known information on the vehicle, click save.

The *PROPERTY-VEHICLE* will be used for vehicles that are property in the incident, such as stolen vehicles or vandalized vehicles.

Click New to begin entering a description of the vehicle.

- Choose the correct Property Code.
- Choose the Property Type.
- Enter the estimated value of the property in Property Value.
- Choose the appropriate class type from Property Class.
- Under *Vehicle Description*, fill in as many areas as are known.

The following boxes can also be used to add information:

Relate Property to Any/All Offense

This box is used to connect the vehicle with appropriate crime. For example, a stolen vehicle might have an associated charge of V.C. 10851. A damaged vehicle might have an associated charge of P.C. 594.

Relate Property to One Case Subject

This box is used to connect the property with a named subject in the case. For example, the victim of the stolen vehicle can be linked to the stolen vehicle here

Enter Property Owner if Not Case Subject

This box is optional. It can be used to enter a property owner who has not been contacted during the incident or follow up investigation. For example, a suspect is arrested driving a vehicle registered to someone else. The registered owner is not involved in this case, and may be more appropriately listed here than in the Subjects tab.

B. Entering Tow and Impound Vehicles

For all vehicles a deputy has physically towed, a **KCSO Vehicle Impound** report will be completed in addition to the KCSO Case report. This is done regardless of whether the vehicle was stored or impounded. Make sure to ensure the case number matches the KCSO Case report.

To create an associated KCSO Vehicle Impound report (preferred method):

- Open the call for service/assigned call.
- Click the down arrow on the Vertical Toolbar and select **Export**.
- Select **KCSO Case Vehicle Impound** to open the vehicle impound report
- Or go to **Field Reports (F9)**.
- Select **KCSO Vehicle Impound**.
- Click **New** on the vertical toolbar to open a new report. Please note using this method will require the user to manually enter the case number.

Note: The KCSO Vehicle Impound report cannot be exported from the original case, only the call for service.

On the **Detail** tab, enter the following information if it applies:

- Enter the date of the vehicle tow or impound.
- Enter the time of the vehicle tow or impound.
- Select the reason for the vehicle tow or impound.
- Select the officer responsible for the tow or impound.

- Select the command.
- Select the storage location. This will be the tow yard where the tow company is storing the vehicle. If the address is not in the drop down menu, it can be manually entered.
- Enter the tow company under business name.
- Type the location from which the vehicle tow or impound originated.
- Type the address of the company towing the vehicle.
- Enter as much vehicle information as is known. This can be copied and pasted from your clipboard.
- There are four boxes at the bottom of the page: *Driver*, *Owner*, *Lien Holder*, and *Vehicle Damage*. Use any or all of three boxes (*Driver*, *Owner*, or *Lien Holder*) to enter any applicable information regarding persons involved with the vehicle. The *Driver* box does NOT apply to the tow truck driver.
- The *Vehicle Damage* box applies to areas of notable concern on or in the vehicle. The deputy need not document all things the vehicle contains. For example, it is not necessary to document if the vehicle has a rear seat. However, if the rear seat was missing or damaged, the deputy should select the damage area as Rear Seat and give a brief description of the status of the rear seat.

On the **Inventory** tab, enter the following information if it applies:

- Record the **inventory** of the vehicle. This is done by clicking new. There is a drop down menu for items. Do not use the **Damage**, **Drugs**, or **Evidence** category. Only use this section to document any notable **Personal Property** left in the vehicle.
- Enter a description of the personal property in the vehicle.

On the **Comments** tab, enter the following information:

- The Vehicle Code section for tow authority.
- Name of the Tow Truck Driver.
- Whether or not personal property release is authorized.
- Whether or not the registered owner was notified.

Vehicles

The KCSO Case report is used as the initial report for all vehicle thefts and embezzled vehicles. For embezzled vehicles, the report will be completed but the vehicle information will not be entered into SVS until a warrant is issued for the arrest of the suspect. The exception is the vehicle can be entered into SVS when a bona-fide rental agency reports a vehicle as embezzled and they have in their possession a demand letter receipt.

The KCSO Vehicle Impound report is used in addition to the KCSO Case report, for the impounding, recovery, or storing of any automobile, truck, bus, motorcycle, snowmobile, or any other vehicle. Recovery of license plates will be entered into the Property-General tab. If there is a prior Sheriff's Office report regarding the impounded or recovered property, the recovery will be reported on a KCSO Case Supp report using the original case number.

Definitions:

- **RECOVERED** - is used when a stolen vehicle is recovered.
- **STORAGE** - is used when a vehicle is towed for safekeeping or in accordance with the storage authorities listed in the California Vehicle Code beginning with CVC 22651.

- **IMPOUNDED** - is used when the vehicle is stored for evidentiary reasons, as the object of an asset forfeiture, or pursuant to authorities listed in the CVC, such as a 30 day hold per CVC 14602.6.

PROPERTY

Involved property can be added in KCSO Case reports and KCSO Case Supp reports. Use the **Property-General** tab to associate property with an incident. Use the **Property-Gun** tab to associate a firearm with the incident.

Click New and fill in the following information if it applies:

- Select the **Property Code** indicating the status of the property.
- Select the **Property Type** indicating the type of property.
- Enter the estimated **Property Value**.
- Select a **Property Class**.
- Enter all available information on the property under **Description**.

Use the boxes to relate the property to any/all offenses, a case subject, or property owner.

If the property is stolen and recovered, use the *Recovery Information* box to enter what applies:

- Date of recovery.
- Estimated value at time of recovery.
- If successful, how the owner was notified.
- Owner notification date.
- Location stolen (if known).
- Location recovered.
- Additional information can be added in **Recovery Text**.
- If the property was stolen out of another agency and which agency.

Note: The Property Code must be set to Recovered for this box to become available.

Property-Gun

Use the **Property-Gun** tab to associate a firearm with the incident. This will not be used to record firearms that were used in a crime, unless the firearm is seized or located. The same process as Property-General will apply. However, it is important the user enter as much information about the firearm as possible under **Description**.

This includes the following, if known:

- Make
- Model
- Finish
- Barrel Length
- Caliber
- Shots
- Types

- Serial Number or Other Owner Applied Number

- * **Valuation of Stolen Property**
 - Use fair market value for articles that are subject to depreciation because of wear and tear, age, or other factors that cause the value to decrease with use.
 - Use cost to the merchant (wholesale cost) of goods stolen from retail establishments, warehouses, etc. Use the dollar value representing the actual cash loss to the victim without any markup or profit added.
 - Use victim's valuation of items such as jewelry, watches, and other similar goods that decrease slightly or not at all with use or age.
 - Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.
 - When the victim obviously exaggerates the value of stolen property for insurance or other purposes, or the victim doesn't know the value of stolen property, common sense and good judgment will dictate a fair market value to be placed on the stolen items.
 - Oftentimes the condition of property is different at the time of recovery than it was when stolen. The fair market value at the time of recovery should be used even though it is less than the value reported at the time of the theft.
 - If an item has no value, i.e., blank check, etc. enter "0".

REPORT APPROVAL

Prior to submitting a report for approval, but after the report is complete, check the report for critical errors by clicking on the down arrow on the Vertical Toolbar. Choose **Error Check**. Any errors will populate at the top of the main workspace. Clicking on the error will take you to the location of the error and allow you to enter the information needed to fix it. If you wish to close the error list, go back to **Error Check** and click on it again. Refer to page 29 for further details.

After checking the report for errors, to submit your report, click the **Submit** icon button located on the right side in the Vertical Toolbar. The report will be forwarded to a supervisor for their approval.

SUPPLEMENTALS

Supplemental reports can be added before the original is entered or after the original report has been saved, approved, and locked. When entering supplemental reports, verify to make sure you have the correct case number.

To create an associated supplemental report:

- Open the original incident case, under **KCSO Case**.
- Click the down arrow on the Vertical Toolbar and select **Export**.
- Select **KCSO Case Supp** to open a supplemental case report.

The **Detail** tab will usually not require much additional information, as most information was entered in the original report. The user may choose to add an additional location, but is not required to do so. The decision to add a new location will depend upon the case and specifics of the supplemental report.

The only required entries:

- Reporting Officer
- Command

All other tabs work the same as in **KCSO Case** reports. *Please note: Add only new information (i.e., offenses, vehicles, subjects, or property) to supplemental reports. Any information that is already in the KCSO Case report does not need to be added again in the supplemental report.*

ARRESTS

For each suspect arrested, an Arrest report must be created. A KCSO Arrest report shall be done in all arrests where the subject is arrested and booked. This report is required since this is the primary location crime records will obtain statistics to satisfy UCR reporting.

To create an associated **KCSO Arrest** report:

- Open the original incident case, under **KCSO Case**.
- Click the down arrow on the Vertical Toolbar and select **Export**.
- Select **KCSO Arrest** to open the arrest report.

Note: For every suspect arrested, there must be a separate Arrest Report.

Complete the following areas on the **Detail** tab:

- Case number
- Arrest type
- Arrest Status/Status Date
- Arrest Date
- Arresting Officer
- Command
- Arrest Location

The Multiple Clearance Indicator, Second Arresting Officer, and Miranda Information are optional fields.

Fill in the following areas on the **Arrestee** tab (*Many areas can be copied and pasted from your clipboard*):

- Jacket Type: Adult or Juvenile
- Name
- Address
- All other known identifying information and characteristics.
- Residence Status- is the arrestee a resident of Kern County or not?
- Armed status- if no weapons, choose unarmed.

Statement Type and Alcohol or Drug Influence fields are optional.

The **Charges** tab is completed the same way as detailed in the KCSO Case section. Refer to page 10

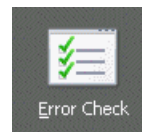
The **Narrative** tab is where the user can complete a brief summary of the arrest. The arrest report will not have a synopsis. If the arrest is a warrant arrest, the user should include a brief summary of the arrest. If the arrest is a probable cause (open) arrest, the user should refer the reader to Arietis. For example, "Refer to Arietis and KCSO Case 2017-XXXXX for all details related to the arrest."

The user may attach any relevant documents in the **Attach Docs** tab.

ERRORS

Error Check

The **Error Check** feature is used to check the current report for errors or missing data. Errors are reported in the *Notes* grid at the top of the *Report Editor* workspace. Reported errors will prevent the report from being submitted if the data is not entered or corrected.



Double-clicking a line in the *Notes* grid, highlights the line in the grid and automatically places the cursor into the field where the error is located.

If the error is located in a field on a hidden section, that section will be launched and appear in the foreground of the workspace window.

As errors are corrected, if the **Error Check** is run again, only the errors currently detected will appear as line items in the grid.

Chapter 4: ADDITIONAL REPORT TYPES AND FORMS

KCSO Case Report

KCSO Case report in LAW ENFORCEMENT MOBILE is used as the initial report for all crimes or incidents, including Vehicle Theft, Vehicle Recovery Investigation, and Missing Person Investigations.

The following Investigations will be completed in the KCSO Case report and the additional form will be attached to the report

- Traffic Collision Report (CHP Form #555)
- Drug Influence Worksheet
- DUI Worksheet
- Saddle Identification Report
- Horse Identification Report
- Livestock Report
- Firearm Confiscation Report

State Codes

Alabama..... AL	Alaska..... AK	Arizona..... AZ
ArkansasAR	California CA	Colorado CO
Connecticut..... CT	Delaware DE	Florida FL
GeorgiaGA	Hawaii.....HI	Idaho ID
IllinoisIL	Indiana.....IN	Iowa IA
Kansas KS	Kentucky..... KY	Louisiana LA
Maine ME	Maryland.....MD	Massachusetts.. MA
MichiganMI	Minnesota.....MN	Mississippi MS
Missouri MO	Montana MT	NebraskaNB
NevadaNV	New Hampshire. NH	New Jersey NJ
New Mexico NM	New York..... NY	North Carolina.. NC
North Dakota.....ND	Ohio.....OH	Oklahoma OK
Oregon..... OR	Pennsylvania..... PA	Rhode Island..... RI
South Carolina...SC	South Dakota SD	Tennessee TN
Texas TX	Utah..... UT	Vermont VT
Virginia..... VA	Washington DC .DC	Washington..... WA
West Virginia..... WV	Wisconsin WI	Wyoming..... WY

Probable Cause Affidavits

All probable cause affidavits for suspects arrested and booked are done through the Automated Regional Integrated Electronically Transmitted Information System known as ARIETIS. ARIETIS may also be used for suspects not in custody, where probable cause to arrest has been broadcast.

It is imperative that probable cause declarations be factual and contains sufficient information to establish that a crime or crimes have been committed and that the identified suspect is responsible for the crime(s). The declarations are used by the Court to: 1) determine if sufficient probable cause exists to continue to hold an arrested person in custody; 2) pursuant to the provisions of P.C. section 964, that sufficient probable cause exists to issue an arrest warrant.

For suspects not in custody and where the case will be submitted to the District Attorney's Office, deputies may complete an electronic Field Arrest Data Sheet and attach it to report.

KERN COUNTY SHERIFF'S DEPARTMENT										DRIVE CASE #		
FIELD ARREST DATA												
NAME (LAST, FIRST MIDDLE SUFFIX)												
AKA	RACE	SEX	DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYE					
SOCIAL SECURITY			DRIVERS LICENSE #		ST	EXPIRE DATE	PLACE OF BIRTH CITY ST					
NUMBER	DR	STREET NAME	TYPE	UNIT	UNIT ID	CITY	ST	ZIP CODE				
RESIDENCE PHONE		EMPLOYER (NAME ADDRESS)				OCCUPATION						
TYPE OF ARREST: <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> WARRANT <input type="checkbox"/> OPEN <input type="checkbox"/> COMMITMENT <input type="checkbox"/> REWARD <input type="checkbox"/> DETOX <input type="checkbox"/> REMOVAL ORDER												
CODE	SECTION	COURTS	DESCRIPTION	CODE	SECTION	COURTS	DESCRIPTION					
COURT CASE NUMBER		COURT AND DIVISION		FOREIGN AGENCY NAME AND STATE								
LOCATION OF ARREST				ARREST DATE	TIME	AREA CODE	ARRIVAL DATE	TIME				
ARRESTING OFFICER	RADDS	DEPARTMENT	NAME	WATCH	SHYS							
TRANSPORTING OFFICER				KEYS	OPR LIC	PURSE						
RECEIVING OFFICER				WALLET	SS CARD	GLASSES						
MISCELLANEOUS PROPERTY:				MONEY:								
				DETOX NO.:								
				ARRESTEE SIGNATURE:								
VEHICLE: NONE <input type="checkbox"/> LEFT AT SCENE <input type="checkbox"/>				INVOLVED IN TRAFFIC ACCIDENT		YES	NO					
VEHICLE TOWED TO				PHYSICAL FORCE USED TO EFFECT ARREST		YES	NO					
				CARDIOT HOLD PLACED		YES	NO					
PROBABLE CAUSE DECLARATION				24 HR EXPIRATION DATE/TIME	ADDITIONAL HOURS							
I declare under penalty of perjury that the foregoing is true and correct to the best of my information and belief.												
Executed on _____ Day _____ at Kern County, CA By: _____ Signature of arresting officer												
On the basis of <input type="checkbox"/> the foregoing declaration <input type="checkbox"/> telephonic declaration <input type="checkbox"/> attached reports I hereby determine that <input type="checkbox"/> there is probable cause to believe this arrestee has committed a crime <input type="checkbox"/> there is not												
DATE	TIME	MAGISTRATE										

Sheriff's Facility 352 222 6888 (Rev. 3/05)

Case Clearance Criteria

Uniform Crime Reports establish when a case may be declared “cleared”. The manners in which cases may be cleared are

- UNFOUNDED: The offense did not occur.
- ARREST –KCSO: At least one offender was arrested for this offense by Kern County Sheriff’s Office personnel assigned to investigate the offense.
- ARREST- OTHER AGENCY: At least one offender was arrested for this offense by another agency.
- ARREST-NO INV.: At least one offender was arrested for this offense by patrol personnel prior to the incident being assigned for investigation.
- EXCEPTIONAL CLEARANCE: To clear an offense by exceptional means, **all four** of the following conditions must be met:
 - o The investigation must have clearly and definitely established the identity of at least one offender.
 - o Sufficient probable cause must have been developed to support the arrest, charging and prosecution of the offender.
 - o The exact location of the offender must be known so that an arrest could be made.
 - o There must be a reason outside the control of law enforcement which prevents the arrest, for example:
 - Death of the offender
 - Prosecution Declined by the prosecutor, **for other than lack of probable cause.**
 - **Example #1:** A suspect admits to numerous burglaries but due to charging limitations, the District Attorney will not file on all of the cases.
 - **Example #2:** Prosecution declined “in the interests of justice.”
 - **Example #3:** Probable cause exists to arrest and charge the suspect, but District Attorney declines to issue because he/she does not believe sufficient evidence exists to convince a jury beyond a reasonable doubt.
 - Extradition Denied.
 - Victim refused to cooperate in the prosecution.
 - Juvenile/No Custody: The handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense.

An Exceptional Clearance requires a detailed narrative explaining the nature of the clearance. The report should include details with sufficient information to cause the reader to come to the conclusion that an exceptional clearance is warranted and within the criteria allowed under UCR guidelines.

DRUG INFLUENCE WORKSHEET

Drug Influence Worksheet

The Drug Influence Worksheet form is to be used to document a deputy's observations and the objective symptoms of those processed for being under the influence of controlled substances. One Drug Influence Worksheet will be completed for each person processed. Multiple Drug Influence Worksheets may be used under one case number if multiple offenders are processed out of the same incident. A Drug Influence Worksheet will never be a stand-alone report and will be completed in conjunction with a Crime or Incident Report.

Example: Three offenders are arrested or processed for drug influence in the same incident. One case number with one Crime or Incident Report and three Drug Influence Worksheets.

All boxes will be filled in unless a symptom was not observed or a test was not conducted. When that occurs, enter "N/O" for not observed, in the appropriate box.

A copy of the Drug Influence Worksheet is on pages 38-39. The following guidelines will be used to complete the numbered boxes.

1. Indicate the case number.
2. Indicate the offender's full name.
3. Indicate the offender's date of birth.
4. Indicate the offender's height.
5. Indicate the offender's weight.
6. Indicate the offender's race.
7. Indicate where the crime occurred.
8. Indicate the date and time the crime occurred.
9. Indicate the location where the examination occurred (Example: CRF Breathalyzer room; Mt. Vernon and Niles; offender's address, substation, etc.).
10. Indicate the date and time the examination started.
11. Indicate what the offender states he last ate and the time he last ate. (Example: Two tacos and a hamburger).
12. Indicate what the offender has been drinking, including all beverages, and how much he drank. (Example: One can of Pepsi and two cups of water).
13. Indicate the time the offender states he last consumed a beverage.
14. Indicate the time the offender believes it to be.
15. Indicate the date and time the offender states he last slept and how long the offender states he slept.
16. Indicate if the offender is sick or injured – check applicable box.
17. Indicate whether the offender is diabetic and/or epileptic – check applicable box.

18. Indicate whether the offender takes insulin and, if so, the name of the insulin – check applicable box.
19. Indicate any physical defects the offender claims to have or any the deputy can plainly observe – check applicable box.
20. Indicate if the offender states he is under the care of a doctor or dentist – check applicable box, and if known, the name of the doctor or dentist.
21. Indicate any medicine or drug the offender states he took – check applicable box, if yes then write in name of drug (Example: Xanax, etc.).
22. Indicate if the offender states he has high blood pressure or heart disease – check applicable box.
23. Indicate if the subject states he has ever had a severe head injury or diagnosed with brain damage – check applicable box (head injury/brain damage can cause pupil sizes to be unequal).
24. Indicate the offender's speech patterns – check applicable box.
25. Indicate the attitude of the offender – check applicable box.
26. Indicate the offender's facial appearance/expression – check applicable box and/or other appearance/expressions (example: rigid, relaxed, etc.).
27. Describes the offender's oral cavity as the deputy sees it during the examination. (Example: Normal, blisters, missing teeth, bruxism, green coating on the tongue, white coating on the tongue i.e. dry mouth, etc.).
28. Describe the offender's nasal area as the deputy sees it during the examination – check applicable box and describe foreign matter if applicable (example: powder residue, etc.).
29. Indicate whether or not the offender is wearing corrective lenses at time of examination – check applicable box.
30. Indicate what most closely describes the condition of the offender's eyes – check applicable box and/or document “other” (example: yellow color i.e. jaundice, etc.).
31. Indicate whether or not the offender has blindness in either or both eyes – check applicable boxes.
32. Indicate the results of the Horizontal Gaze Nystagmus for each eye – check applicable boxes.
33. Indicate what most closely approximates the angle of onset for Horizontal Gaze Nystagmus – check applicable boxes.
34. Indicate whether or not there was the presence of vertical nystagmus – check applicable box.
35. In the appropriate box, indicate the number of inches the offender's body swayed and the internal clock estimate at 30 seconds.
36. Draw lines for the right and left eye that shows the path the eye took when the convergence test was conducted.

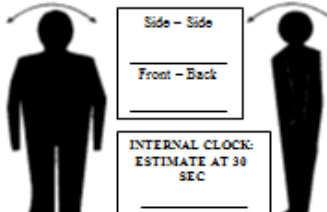
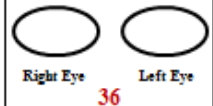
37. Indicate whether or not eyelid tremors, leg tremors, or finger tremors were seen during the Rhomberg test – check applicable boxes.
38. Indicate if the offender was able to follow the stimulus during the nystagmus and convergence tests – check applicable boxes.
39. Indicate the pupil's reaction to light stimulus – check applicable box and/or document “other” observations.
40. Indicate what most closely describes the condition of the offender's eyelids – check applicable box and/or document “other” observations.
41. Indicate what most closely describes the offender's pupils, or any abnormalities in the pupil's reaction to light stimulus – check applicable boxes.
42. Indicate the offender's pulse rates. The left column indicates the pulse rate (beats per minute). The right column indicates the corresponding time the pulse was taken. (All three are required. Document reason if unable to obtain all three pulses).
43. Indicate the offender's pupil size as compared to the pupilometer when observed in the four different lighting conditions.
44. Describe the offender's skin temperature based on officer's touch – check applicable box.
45. Indicate what most closely describes the offender's muscle tone at the time of the examination – check applicable box.
46. Indicate what most closely describes the offender's respiration – check applicable box.
47. Check the box if a pupilometer was used and write what type of light source was used (example: pen light, etc.).
48. Document any other observations not already listed on the form (Examples: subject unable to maintain eye contact during examination, subject unable to remain still, slow to answer questions, subject picking at skin or sores, burnt fingertips, etc.).
49. Document who is the reporting officer (i.e. who is filling out the form) including CAD ID and date.
50. Indicates the supervisor who approved the form including CAD ID and date approved.
51. Indicate the offender's full name.
52. Indicate case number.
53. Indicate the injection sites for the corresponding arm (mark using “x” for all the injection sites).
54. Indicate the description of the injection site or other ingestion information. (Example: Powder residue in right nostril, fresh blood on injection site, mixes it with coffee/tea, injects in muscle, etc.).
55. Indicate the name of the deputy who read Miranda warnings to the offender.
56. Indicate the CAD ID of the deputy who read Miranda warnings to the offender.

57. Indicate the subject's statement of waiver (Example: Implied waiver, "yes I will answer questions", "no, I don't want to talk", etc.).
58. Indicate the name and CAD ID of the deputy who read the Drug Test Admonition.
59. Indicate if the offender understands the Drug Test Admonition – check applicable box.
60. Indicate if the offender will provide a urine or blood sample – check applicable box.
61. Indicate which sample the offender is willing to provide – check applicable box.
62. Indicate Kit number of urine or blood collection kit.
63. Indicate the time the urine or blood sample was collected.
64. Indicate the name of the deputy who witnessed the urine or blood collection.
65. Indicate the CAD ID of the deputy who witnessed the urine or blood collection.
66. Have arrestee sign if he/she refused to provide a urine and blood sample.
67. Indicate the date and time the arrestee signed the refusal to provide a urine and blood sample.
68. Indicate what medications or drug(s) the arrestee admits to using.
69. Indicate what time the arrestee admits to last using drugs.
70. Indicate how much of the drug(s) the arrestee admits to using (Example: "one hit", "a gram", "a joint", "a dime", etc.).
71. Indicate how the arrestee admits to using the drug(s) (Example: "shoots up", snorts, eats, smokes, etc.).
72. Indicate where the arrestee admits to using the drug(s) (Example: "a friend's house", "at home", "in my car", etc.).
73. Indicate if the arrestee was in Kern County when using the drug(s) – Check applicable box (H&S 11550(a) states: "A person shall not use, or be under the influence of any controlled substance..." It may be easier to prove the "use" versus "the under the influence". For the element of "use" to be shown, the deputy needs to show that the arrestee used in Kern County).
74. Indicate how long the arrestee admits to using the drug(s). (Example: one year, one month, since age sixteen, etc.).
75. Indicate how often the arrestee admits to using the drug(s). (Example: two times per week, on the weekends, three times per day, etc.).
76. Indicate what other drug(s) the arrestee admits to using in the past. (Example: started using Oxycodone, then switched to heroin, used methamphetamine two years ago, but prefers heroin, etc.).
77. Indicate if the arrestee believes they are addicted to the drug(s). (This can be used to charge "PC 29800(a)(1) - felon or drug addict in possession of a firearm" if the arrestee is located with a firearm).



78. Indicate if the subject is under the influence or has recently used a controlled substance – check applicable box.

79. Indicates which substance the deputy believes the arrestee is under the influence of – check all applicable boxes.

Drug Influence Worksheet - front

KERN COUNTY SHERIFF'S OFFICE DRUG INFLUENCE WORKSHEET				Case Number <u>1</u>	
NAME (Last, First, Middle) <u>2</u>		DOB <u>3</u>	HEIGHT <u>4</u>	WEIGHT <u>5</u>	RACE <u>6</u>
LOCATION OF OCCURRENCE <u>7</u>			DATE/TIME OF OCCURRENCE <u>8</u>		
LOCATION OF DRUG EVALUATION <u>9</u>			DATE/TIME OF EVALUATION <u>10</u>		
What have you eaten today? <u>11</u> Time?		What have you been drinking? <u>12</u> How much?		Time of last drink? <u>13</u>	
Time now? <u>14</u>	When did you last sleep? <u>15</u> How long?	Are you sick or injured? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>16</u>	Are you diabetic or epileptic? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>17</u>	Do you take insulin? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>18</u>	
Do you have any physical defects? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>19</u>		Are you under the care of a doctor/dentist? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>20</u>		Are you taking any medications or drugs? (Indicate Substance) <input type="checkbox"/> Yes <input type="checkbox"/> No <u>21</u>	
Do you have high blood pressure or heart disease? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>22</u>			Have you ever had a severe head injury or been diagnosed with brain damage? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>23</u>		
SPEECH <u>24</u> <input type="checkbox"/> Fast <input type="checkbox"/> Slurred <input type="checkbox"/> Slow <input type="checkbox"/> Normal		COOPERATIVE <u>25</u> <input type="checkbox"/> Yes <input type="checkbox"/> No		FACE <u>26</u> <input type="checkbox"/> Acne <input type="checkbox"/> Lesions <input type="checkbox"/> Other: <u>27</u>	
CORRECTIVE LENSES <u>29</u> <input type="checkbox"/> Glasses <input type="checkbox"/> Contacts <input type="checkbox"/> None		EYES <u>30</u> <input type="checkbox"/> Normal <input type="checkbox"/> Bloodshot <input type="checkbox"/> Watery <input type="checkbox"/> Other: <u>30</u>		NASAL AREA <u>28</u> <input type="checkbox"/> Red <input type="checkbox"/> Clear/Normal <input type="checkbox"/> Foreign Matter	
HORIZONTAL GAZE NYSTAGMUS: TEST FOR RIGHT AND LEFT EYE <u>32</u>			ANGLE OF ONSET (DEGREES)		VERTICAL NYSTAGMUS
RIGHT EYE: <input type="checkbox"/> LACK OF SMOOTH PURSUIT <input type="checkbox"/> MAXIMUM DEVIATION		<input type="checkbox"/> Resting <input type="checkbox"/> Rapid (35) <input type="checkbox"/> Extreme (45)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
LEFT EYE: <input type="checkbox"/> LACK OF SMOOTH PURSUIT <input type="checkbox"/> MAXIMUM DEVIATION		<input type="checkbox"/> Immediate (0-30) <input type="checkbox"/> Near Extreme (40)		<u>33</u>	
RHOMBERG EXAM (NOTE BODY SWAY)  Side - Side Front - Back INTERNAL CLOCK: ESTIMATE AT 30 SEC <u>35</u>		CONVERGENCE  Right Eye <u>36</u> Left Eye		TREMORS <u>37</u> Eyelid: <input type="checkbox"/> Yes <input type="checkbox"/> No Fingers: <input type="checkbox"/> Yes <input type="checkbox"/> No Legs: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		ABLE TO FOLLOW STIMULUS <u>38</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unwilling <input type="checkbox"/> Unknown/Other		REACTION TO LIGHT <u>39</u> <input type="checkbox"/> Normal <input type="checkbox"/> Slow <input type="checkbox"/> None <input type="checkbox"/> Other:	
EYELIDS <input type="checkbox"/> Normal <input type="checkbox"/> Retracted/Wide Eyed <input type="checkbox"/> Droopy <input type="checkbox"/> Puffy/Swollen <input type="checkbox"/> Other: <u>40</u>		PUPILS <input type="checkbox"/> Pupil Size Equal <input type="checkbox"/> Hippus <input type="checkbox"/> Equal Tracking <input type="checkbox"/> Rebound Dilation <u>41</u>			
PULSE <u>42</u> #1 _____ BPM @ _____ HRS #2 _____ BPM @ _____ HRS #3 _____ BPM @ _____ HRS		PUPIL SIZE		ROOM LIGHT	
		RIGHT EYE <u>43</u>		DARKNESS	
		LEFT EYE		INDIRECT	
SUSPECT'S SKIN TEMPERATURE <u>44</u> <input type="checkbox"/> Warm <input type="checkbox"/> Cool <input type="checkbox"/> Normal		MUSCLE TONE <u>45</u> <input type="checkbox"/> Near Normal <input type="checkbox"/> Flaccid <input type="checkbox"/> Rigid		RESPIRATIONS <u>46</u> <input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Normal	
				PUPILOMETER <u>47</u> LIGHT SOURCE: _____	
OTHER OBSERVATIONS: <u>48</u> _____ _____					
Reporting Officer: <u>49</u>		I.D. #: _____		Date: _____	
Approved By: <u>50</u>		I.D. #: _____		Date: _____	

Drug Influence Worksheet – back

NAME (Last, First, Middle) 51		CASE NUMBER 52										
 <div style="text-align: right; border: 1px solid black; padding: 2px; width: 50px; margin: 10px auto;">53</div>		<p style="text-align: center; font-size: small;">OTHER INJECTION SITE OR INGESTION INFORMATION:</p> <div style="border: 1px solid black; padding: 2px; width: 50px; margin: 10px auto;">54</div> <hr/> <hr/> <hr/> <p style="font-size: x-small;">CAMERA (CIRCLE ONE) YES NO</p> <p style="font-size: x-small;">OTHER: _____</p>										
<p style="text-align: center; font-size: x-small;">SHERIFF'S 710 (MIRANDA CARD)</p> <p style="text-align: center; font-size: x-small;"><u>READ PRIOR TO ASKING QUESTIONS BELOW</u></p> <ol style="list-style-type: none"> 1. You have the right to remain silent. Do you understand? 2. Anything you say may be used against you in court. Do you understand? 3. You have the right to the presence of an attorney before and during any questioning. Do you understand? 4. If you cannot afford an attorney, one will be appointed for you free of charge, before any questioning, if you want. Do you understand? <p style="font-size: x-small;">ADVISED BY: _____ 55 ID.# _____ 56</p> <p style="font-size: x-small;">STATEMENT OF WAIVER: _____ 57</p>		<p style="text-align: center; font-size: x-small;">DRUG TEST ADMONITION</p> <p style="font-size: x-small;">A criminal complaint charging you with being under the influence of narcotics or drugs may be filed against you. A sample of your urine or blood may be tested to determine whether or not you have drugs in your body. If the urine or blood test shows that you do not have drugs in your body, the charge of being under the influence may not be filed.</p> <p style="font-size: x-small;">If you are, in fact, under the influence of drugs, the urine or blood test may show the presence of drugs in your body and the test results will be admissible in court. Your refusal to provide a urine or blood sample will be offered in court as evidence of your consciousness of guilt. If you are currently on parole or probation, your refusal to provide a urine or blood sample may result in additional charges being filed.</p> <p style="font-size: x-small;">ADMONITION BY: _____ ID.# _____ 58</p> <p style="font-size: x-small;">DO YOU UNDERSTAND? <input type="checkbox"/> Yes <input type="checkbox"/> No 59</p> <p style="font-size: x-small;">WILL YOU PROVIDE A SAMPLE? <input type="checkbox"/> Yes <input type="checkbox"/> No 60</p> <p style="font-size: x-small;"><input type="checkbox"/> URINE 61 <input type="checkbox"/> BLOOD KIT # _____ 62 TIME: _____ 63</p> <p style="font-size: x-small;">SAMPLE TAKEN BY: _____ 64 ID.# _____ 65</p>										
SIGNATURE OF ARRESTEE (REFUSAL TO PROVIDE URINE/BLOOD SAMPLE) 66		DATE/TIME 67										
What medicine(s) or drug(s) have you been using? 68												
What time? 69	How much? 70	How ingested? 71										
Location when ingested? 72		Were you in Kern County? <input type="checkbox"/> Yes <input type="checkbox"/> No 73										
How long have you been using this drug? 74		How often? 75										
What other drugs have you used in the past? 76												
Do you feel addicted to the drugs you have been using? 77												
<p style="font-size: x-small;">CONCLUSION THIS SUBJECT: <input type="checkbox"/> IS UNDER THE INFLUENCE OF <input type="checkbox"/> HAS RECENTLY USED 78</p> <p style="font-size: x-small;">(CHECK ALL THAT APPLY)</p> <table style="width:100%; font-size: x-small;"> <tr> <td style="width:25%;"><input type="checkbox"/> 79</td> <td><input type="checkbox"/> STIMULANTS</td> <td><input type="checkbox"/> HALLUCINOGENS</td> <td><input type="checkbox"/> OPIATES</td> <td><input type="checkbox"/> CANNABIS</td> </tr> <tr> <td><input type="checkbox"/> DEPRESSANTS</td> <td><input type="checkbox"/> INHALANTS</td> <td><input type="checkbox"/> PHENCYCLIDINE</td> <td><input type="checkbox"/> ALCOHOL</td> <td></td> </tr> </table>			<input type="checkbox"/> 79	<input type="checkbox"/> STIMULANTS	<input type="checkbox"/> HALLUCINOGENS	<input type="checkbox"/> OPIATES	<input type="checkbox"/> CANNABIS	<input type="checkbox"/> DEPRESSANTS	<input type="checkbox"/> INHALANTS	<input type="checkbox"/> PHENCYCLIDINE	<input type="checkbox"/> ALCOHOL	
<input type="checkbox"/> 79	<input type="checkbox"/> STIMULANTS	<input type="checkbox"/> HALLUCINOGENS	<input type="checkbox"/> OPIATES	<input type="checkbox"/> CANNABIS								
<input type="checkbox"/> DEPRESSANTS	<input type="checkbox"/> INHALANTS	<input type="checkbox"/> PHENCYCLIDINE	<input type="checkbox"/> ALCOHOL									



FIREARM CONFISCATION RECEIPT

This form is to be used when firearms are seized pursuant to the provisions of P.C. 12028.5 or W&I 8102. The white copy of the receipt will be attached to the Crime or Incident Report.

Attached is a copy of the Firearm Confiscation Receipt. The following guidelines will be used to complete the numbered boxes. If a box on this form is not numbered, the instructions for completing that box will be found in the Crime or Incident Report section of this chapter.

The first space will be for the numeric sequence of the Firearm Confiscation Receipts and the second space will be for the total number of Firearm Confiscation Receipts for this incident.

1. Name of the person from whom the firearm(s) and/or weapon(s) were seized.
2. Fill in the box for the appropriate section authorizing the seizure.
3. Numeric sequence of firearm seized.
4. Name of firearm manufacturer.
5. Firearm model number or name.
6. Firearm caliber.
7. Firearm type (revolver, semi-auto pistol, rifle, shotgun, etc.).
8. Firearm serial number.
9. Numeric sequence of any other dangerous weapon seized.
10. Complete description of dangerous weapon.
11. Fill in the box for the location of the property room where the items were booked.
12. Signature of seizing officer.
13. Date and time of seizure.

Firearm Confiscation Receipt Form

Kern County Sheriff's Department Firearm Confiscation Receipt

CASE NUMBER 1	FORM #	SEIZED FROM (Last, First, Middle)
	OF	

AUTHORITY TO SEIZE PROPERTY (See reverse for details.)

Safe keeping pursuant to Section 12028.5 of the California Penal Code. **2**
 Safe keeping pursuant to Section 8102 of the California Welfare & Institutions Code.

FIREARMS SEIZED

3	MANUFACTURER 4	MODE 5	6	TYPE (Rev 7 file, etc.)	SERIAL # 8

OTHER DEADLY WEAPONS SEIZED

ITEM # 9	DESCRIPTION OF WEAPON (Including serial number, if any)

LOCATION OF PROPERTY (See reverse for return instructions.)

<input type="checkbox"/> Bakersfield Property Room	-	1501 "L" St. Bakersfield, CA 93301	-	-	-	(661)868-5642
<input type="checkbox"/> Buttonwillow Substation	-	181 East First St., Buttonwillow, CA 93206	-	-	-	(661)764-5613
<input type="checkbox"/> Delano Substation	-	1122 Jefferson St., Delano, CA 93215	-	-	-	(661)725-8534
<input type="checkbox"/> Frazier Park Substation	-	617 Monterey Trl., Suite C, Frazier Park, CA 93225	-	-	-	(661)245-3440
<input type="checkbox"/> Kern Valley Substation	-	7046 Lake Isabella Blvd., Lake Isabella, CA 93240	-	-	-	(760)379-2641
<input type="checkbox"/> Lamont Substation	-	12022 Weedpatch Hwy., Lamont, CA 93241	-	-	-	(661)845-2211
<input type="checkbox"/> McFarland Substation	-	401 West Kern Ave., McFarland, CA 93250	-	-	-	(661)792-2121
<input type="checkbox"/> Mojave Substation	-	1771 Hwy. 58, Mojave, CA 93501	-	-	-	(661)824-2471
<input type="checkbox"/> Ridgecrest Substation	-	123 East Coso St., Ridgecrest, CA 93555	-	-	-	(760)375-9761
<input type="checkbox"/> Rosamond Substation	-	1379 Sierra Hwy., Rosamond, CA 93560	-	-	-	(661)256-2511
<input type="checkbox"/> Taft Substation	-	315 Lincoln St., Taft CA 93268	-	-	-	(661)763-8550
<input type="checkbox"/> Tehachapi Substation	-	129 East "F" St., Tehachapi, CA 93561	-	-	-	(661)822-3333
<input type="checkbox"/> Wasco Substation	-	748 "F" St., Wasco, CA 93280	-	-	-	(661)758-7266

VERIFICATION

OFFICER'S NAME (Please Print)	ID #	OFFICER'S SIGNATURE	DATE & TIME OF SEIZURE

This form is to be used in accordance with Section 12028.5 PC, or Section 8102 W&IC, when firearms or other dangerous weapons are seized for safe keeping. A receipt must be provided to the person from whom any firearm or weapon is seized. Weapons seized as evidence do not require a receipt, and are not to be listed on this document. All firearms seized must be entered into AFS.

COPY DISTRIBUTION: WHITE - CASE REPORT / YELLOW - PROPERTY CARD / PINK - RECEIPT

SADDLE IDENTIFICATION REPORT

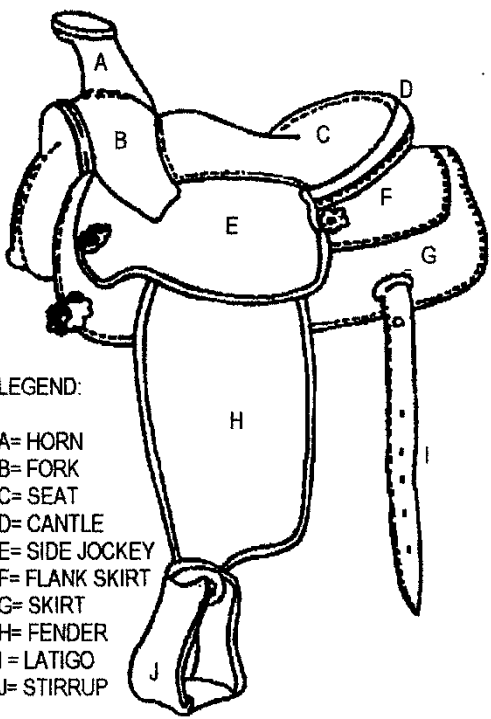
This form is to be used when a horse saddle has been reported as stolen or missing. It is to be used only a supplemental report to a Crime or Incident Report or a Supplemental Report. It is never a stand-alone report.

Attached is a copy of the Saddle Identification Report. The following guidelines will be used to complete the numbered boxes. If a box on this form is not numbered, the instructions for completing that box will be found in the Crime or Incident Report section of this manual.

BOX

1. Case number assigned.
2. Saddle owner's name, (last, first, middle).
3. Owner's phone number, with area code.
4. List the brand name or maker.
5. List the serial number.
6. List the model number.
7. List the brands.
8. Describe any scars on the saddle.
9. List any damage to the saddle.
10. List any names, initials, or identifying marks on the saddle.
11. Use this box for any other information.
12. Check one box in this area for make of saddle, if known.
13. Check one box in this area for style of saddle.
14. Check one box in this area for finish of saddle.
15. Check applicable box or boxes in this area for color of saddle.
16. Check one box in this area for size, and list size in inches.
17. Check one box in this area to describe the seat.
18. Check one box in this area to describe size of rigging, if 'other' is marked, describe.
19. Check one box in this area to describe skirts, if 'other' is marked, describe.
20. Check one box in this area to describe the horn, if 'other' is marked, describe.
21. Check one box in this area to describe the stirrup leathers, if 'other' is marked, describe.
22. Check one box in this area to describe the stirrups, if 'other' is marked, describe.
23. Check one box in this area to describe the cinch, and insert the color if known.
24. Describe the crupper, if applicable.
25. Use this box to list any other description.
26. List the first initial, last name, and CAD ID number of the person completing the report.
27. List the proper page number for inclusion in the report.

Saddle Identification Form

KERN COUNTY SHERIFF'S DEPARTMENT						CASE # 1				
SADDLE IDENTIFICATION REPORT										
OWNER NAME (LAST, FIRST, MIDDLE) 2						PHONE 3				
NUMBER	DIR	STREET NAME	TYPE	UNIT	UNIT ID	CITY	STATE ZIP CODE			
EMPLOYER/SCHOOL/ADDRESS/P.O. BOX						WORK PHONE				
BRAND NAME OR MAKER 4			MAKE: <input type="checkbox"/> SHOP U.S. <input type="checkbox"/> MEXICAN <input type="checkbox"/> FACTORY U.S. <input type="checkbox"/> UNKNOWN <input type="checkbox"/> OTHER							
SERIAL NUMBER 5			STY: <input type="checkbox"/> WESTERN <input type="checkbox"/> ENGLISH <input type="checkbox"/> OTHER							
MODEL NUMBER 6			FINISH: <input type="checkbox"/> SMOOTH <input type="checkbox"/> ROUGHOUT <input type="checkbox"/> SPOT STAMP <input type="checkbox"/> BORDER STAMP <input type="checkbox"/> FULL STAMP OR TOOLED DESC _____ <input type="checkbox"/> OTHER							
BRANDS 7			COLOR: <input type="checkbox"/> BROWN <input type="checkbox"/> RED <input type="checkbox"/> BLACK <input type="checkbox"/> ROUGHOUT <input type="checkbox"/> OTHER							
SCARS 8			TREE: <input type="checkbox"/> ADULT <input type="checkbox"/> CHILD <input type="checkbox"/> OTHER SIZE _____"							
DAMAGE 9			SEAT: <input type="checkbox"/> PLAIN <input type="checkbox"/> QUILTED <input type="checkbox"/> PADDED <input type="checkbox"/> COLOR							
NAMES, INITIALS, IDENTIFYING MARKS			BREAST COLLAR:							
OTHER INFORMATION			RIGGING: <input type="checkbox"/> FULL <input type="checkbox"/> SINGLE <input type="checkbox"/> OTHER							
<p>WESTERN SADDLE</p>  <p>LEGEND: A= HORN B= FORK C= SEAT D= CANTLE E= SIDE JOCKEY F= FLANK SKIRT G= SKIRT H= FENDER I= LATIGO J= STIRRUP</p> <p style="text-align: center;">ATTACH PHOTO OF SADDLE</p>			SKIRTS: <input type="checkbox"/> SQUARE <input type="checkbox"/> SEMI-SQUARE <input type="checkbox"/> ROUND <input type="checkbox"/> OTHER							
			HORN: <input type="checkbox"/> LEATHER <input type="checkbox"/> WOOD <input type="checkbox"/> UNCOV. METAL <input type="checkbox"/> OTHER							
			STIRRUP LEATHERS: <input type="checkbox"/> REG. BUCKLES <input type="checkbox"/> QUICK CHANGE BUCKLES <input type="checkbox"/> LACED <input type="checkbox"/> OTHER							
			STIRRUPS: <input type="checkbox"/> STD. LEATHER <input type="checkbox"/> OXBOW <input type="checkbox"/> COVERED <input type="checkbox"/> METAL <input type="checkbox"/> OTHER							
			CINCH: <input type="checkbox"/> COTTON <input type="checkbox"/> NEOPRENE <input type="checkbox"/> HAIR <input type="checkbox"/> NYLON <input type="checkbox"/> OTHER COLOR _____							
			CRUPPER:							
			OTHER:							
			REPORTING OFFICER: _____ ID # _____						PAGE _____ OF _____	

HORSE IDENTIFICATION REPORT

This form is to be used when a horse has been reported as stolen or missing. It is to be used only a supplemental report to a Crime or Incident Report or a Supplemental Report. It is never a stand-alone report.

Attached is a copy of the Horse Identification Report. The following guidelines will be used to complete the numbered boxes. If a box on this form is not numbered, the instructions for completing that box will be found in the Crime or Incident Report section of this manual.

BOX

1. Case number assigned.
2. Horse owner's name, (last, first, middle)
3. Owner's phone number, with area code.
4. List the breed of the horse.
5. List the sex of the horse.
6. List any brands on the horse.
7. List the color of the horse.
8. List any tattoos, other than brands, on the horse.
9. List the height of the horse.
10. List the weight of the horse.
11. List the age of the horse.
12. List any identifying scars & marks.
13. Use this box for any other distinguishing information regarding this animal.
14. Check any identifying habits, if applicable.
15. Check the method used to remove the horse, if known.
16. List the area the horse was in.
17. Use drawings to show any markings, colors, scars, marks and injuries, show lip tattoo or brand.

Horse Identification Report Form

**KERN COUNTY SHERIFF'S DEPARTMENT
HORSE IDENTIFICATION REPORT**

CASE # 1

OWNER NAME (LAST, FIRST, MIDDLE) <u>2</u>						PHONE <u>3</u>		
NUMBER	DIR	STREET NAME	TYPE	UNIT	UNIT ID	CITY	STATE	ZIP CODE
EMPLOYER/SCHOOL/ADDRESS/P.O. BOX						WORK PHONE		

BREED <u>4</u>	SEX <u>5</u>	BRANDS <u>6</u>	
COLOR <u>7</u>	TATTOOS <u>8</u>		IDENTIFYING SCARS & MARKS <u>9</u>
HEIGHT <u>9</u>	WEIGHT <u> </u>	AGE <u> </u>	IDENTIFYING SCARS & MARKS <u> </u>

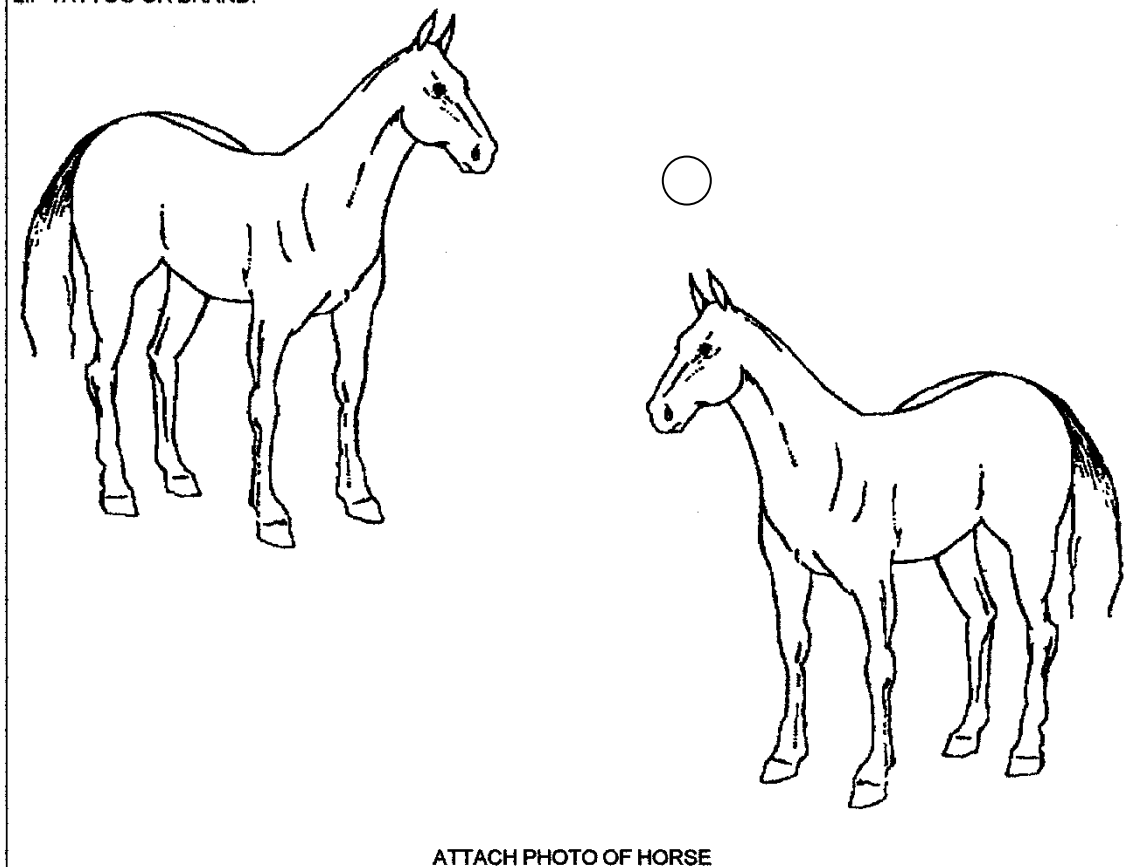
OTHER INFORMATION

IDENTIFYING HABITS
 CRIBBIN WEAVING KICKING BUCKING LIMPS OTHER

METHOD
 LEAD AWAY TRAILER RIDE AWAY UNKNOWN OTHER

LOCATION
 CORRAL BARN STALL PASTURE OTHER

OUTLINE WHITE OR BLACK MARKINGS, MANE AND TAIL. NOTE COLORS, SCARS, CUTMARKS AND INJURIES, LIP TATTOO OR BRAND.



ATTACH PHOTO OF HORSE

REPORTING OFFICER: <u> </u>	ID # <u> </u>	PAGE <u> </u> OF <u> </u>
------------------------------	----------------	-----------------------------

LIVESTOCK REPORT

This form is to be used to identify stolen, slaughtered or missing cattle. It is to be used only a supplemental report to a Crime or Incident Report or a Supplemental Report. It is never a stand-alone report.

Attached is a copy of the Livestock Report. The following guidelines will be used to complete the numbered boxes. If a box on this form is not numbered, the instructions for completing that box will be found in the Crime or Incident Report section of this manual.

BOX

1. Case number assigned.
2. List number of head (stolen, slaughtered, or missing) of livestock.
3. List brand of livestock listed in number 2.
4. List location of brand.
5. Show any earmarks or ear tags.
6. List the color and breed of livestock.
7. List the sex of livestock.
8. List the age of livestock.
9. List the weight of livestock.
10. List the approximate value of livestock.
11. Use this box for any further remarks, etc.
12. Check one of the boxes to describe condition of livestock.
13. Use the drawings to show any information to assist with identification of animals.
14. If field slaughtered:
15. Check the box(es) that are applicable to identify items used for slaughter.
16. Check the box(es) that are applicable to describe carcasses.
17. Check the box(es) that are applicable to describe any items left at scene.
18. Check the box(es) that are applicable if it can be determined what was used to move the animal.
19. Give any additional information regarding this report in the section.

Livestock Report Form

KERN COUNTY SHERIFF'S DEPARTMENT LIVESTOCK REPORT										CASE # <u>1</u>
2 HEAD	3 BRAND	4	5 MARK/EARTAG	6 COLOR BREED	7 AGE	8 SEX	9 WEIGHT	VALUE	REMARKS BRAND, OTHER	

TYPE ESTRAY STRAY RETURN STOLEN MISSING HWY/R.R KILL ILLEGAL SLAUGHTER

ON THE DRAWING, INDICATE EAR MARKS, BLEMISHES, ODDITIES, DEFORMITIES, OR ANY INJURY THAT MAY BE USED TO IDENTIFY THIS ANIMAL. IF THE ANIMAL HAS DEWLAP OR WATTLE MARKINGS, SHOW TYPE AND LOCATION. INDICATE HORNS WHERE APPLICABLE.

FIELD SLAUGHTER

TYPE USED GUN KNIFE AXE ROPE HOIST CHAINSAW OTHER _____

CARCASS REMOVED ENTIRE CARCASS HIND QUARTERS OTHER _____

LEFT AT SCENE FEET HEAD HIDE WASTE OTHER _____

METHOD TO MOVE ANIMAL HORSES ON FOOT DOGS MOTORCYCLE LEAD OTHER _____

OTHER IDENTIFYING INFORMATION _____

REPORTING OFFICER: _____ ID # _____

PAGE _____ OF _____

Sheriff 580 2210 2065 (R. 10/99)

Chapter 5: USE OF REPORTS BY DETENTIONS BUREAU

The Detentions Bureau will use Tyler Odyssey as their primary reporting system and follow the guidelines set forth in this manual. Many custodial incidents will not require a case report in Law Enforcement Mobile. These custodial incidents will be documented in the Tyler Odyssey program. The deputy will determine which system should be used based on the type of incident and complete one report. There is no need to complete the incident report in both agency systems. Any deputy sheriffs assigned to the Court Services Section will only use Law Enforcement Mobile to document incidents within courthouses.

The following are guidelines to help determine which agency program to use.

JAIL INCIDENT REPORTS REQUIRING LAW ENFORCEMENT MOBILE REPORTS

- The KCSO Case report in Law Enforcement Mobile is also used for certain incidents when reported within the Detentions Bureau. This module will be used for
 - o Any violation of law, or suspected violation of law.
 - o Any incident for which a criminal complaint will be filed.
 - o Any use of force as defined in Agency's Policy and Procedure Section F-100.
 - o Any incident resulting in physical harm, or a serious threat of physical harm, to any person. This includes inmate fights.
 - o Any inmate death.
 - o Any threat to the security of a facility.
 - o Any fire, regardless of size.
 - o Any other incident as deemed appropriate by supervisory or command staff or as required in any policy section.
 - o The officer can create a call in the Law Enforcement Mobile system. This will allow the officer to complete a KCSO Case report. Refer to the *Create a Case* chapter in this manual for instructions on how this is done.

JAIL INCIDENT REPORTS REQUIRING TYLER ODYSSEY REPORTS

- Tyler Odyssey is the primary reporting method used within the Detentions Bureau. A Tyler Odyssey report will be used for any of the following incidents that occur within the Detentions Bureau
 - o A hunger strike by any inmate.
 - o The initiation of formal disciplinary action against any inmate.
 - o Referral of an inmate to Medical Staff or Correctional Mental Health Staff.
 - o An incident resulting in a change of an inmate's housing location, not including routine movements initiated by Classification.
 - o The discharge of an inmate laborer.
 - o Lost or found inmate property.
 - o Any time an inmate is placed in a safety cell under the provisions of Section C-100 of the Detentions Bureau Policies and Procedures manual.
 - o Any attempt suicide, self-destructive behavior, or any placement of an inmate on suicide watch pursuant to section C-200 of the Detentions Bureau Policies and Procedures manual.
 - o When segregating an inmate with a mental illness or developmental disability pursuant to Section C-250 of the Detentions Bureau Policies and Procedures manual.
 - o Any time an inmate is restrained under the provisions of Section C-300 of the Detentions Bureau Policies and Procedures manual.
 - o Any time an inmate is detained in a sobering cell for longer than six hours under the provisions of Section C-1200 of the Detentions Bureau Policies and Procedures manual.
 - o Any other incident as deemed appropriate by supervisory or command staff or as required in any other policy section.

Chapter 6: REPORT FORMAT

REPORT FORMAT

- The Report Format includes a set of specific headings. The purpose of the format is to establish consistency and uniformity throughout the Sheriff's Office in the preparation of reports. The headings include:
 - o SYNOPSIS
 - o ADDITIONAL SUSPECT DESCRIPTION
 - o ADDITIONAL MISSING PERSON DESCRIPTION
 - o INJURIES
 - o ADDITIONAL PROPERTY DESCRIPTION
 - o PROPERTY DAMAGED
 - o PHYSICAL EVIDENCE
 - o CHAIN OF EVIDENCE
 - o WITNESSES
 - o OFFICERS INVOLVED
 - o DETAILS

This format shall be used on ALL reports except DUI reports. All headings will be listed in the above sequence. If a particular heading is not applicable to the report, do not use it and move to the next heading in sequence.

All property loss and additional names (i.e. suspects, victims, witnesses, etc.) shall be listed in the appropriate tabs provided in the report. They will not be listed solely in the details of the report.

All headings shall have all letters capitalized and be followed with a colon. The heading narrative shall be started on the next line.

Synopsis

- The purpose of the synopsis is to provide enough information for a LAW ENFORCEMENT MOBILE entry, news release and to assist the follow-up investigators in assessing the report. It is a brief description of what happened, what was taken, the type of weapon used, victim's condition (injuries, if treatment was given and where) and arrests made. The synopsis should not repeat any information already listed on the face sheet. Limit the synopsis to as few lines as possible. Do not exceed the space provided for the synopsis.

Example: JOHNSON's house was entered through a back door while he was at work. Taken was a television and stereo. No suspect.

Example: SMITH and JONES got into a fight over a bet. JONES shot SMITH in the abdomen with a handgun. JONES was arrested. SMITH was admitted to Kern Medical, condition unknown.

In a **KCSO Case report only**, if the details of an incident are extremely limited and the entire facts of the incident can be reasonably written in the synopsis section, it is permissible to complete the details in the synopsis section of the report.

Additional Suspect Description

- List any further suspect or suspect vehicle description that does not fit into the designated boxes on the report forms.

Additional Missing Person Description

- List any further descriptive information concerning a missing person that does not fit into the designated boxes on the report form.

Injuries

- Completely describe the physical injuries sustained by each victim. Use general terms rather than technical, medical terminology.

Additional Property Description

- List any further property description that does not fit in the designated boxes on the report forms. This heading is not used to list damaged property.

Property Damaged

- This heading will often be used in vandalism type cases as well in other crimes where damage results in conjunction with the commission of another crime, i.e. front door smashed during a forced entry burglary.
- Give a complete description of the property damaged or destroyed along with a value of the damaged property. This information is particularly helpful during the sentencing phase of the criminal process. When the Probation Department knows the damage value they can recommend restitution in that amount as a condition of probation.

Physical Evidence

- This is a description of the physical evidence. Identify each item separately and in detail.
 - o When a Technical Investigator processes a scene or items of evidence, include the statement "Technical Investigator _____ processed the [scene or item.] Do not list their seizure or actions regarding fingerprints or photographs. The Technical Investigator will document these items of evidence in their report.

Deputies will communicate and coordinate with Technical Investigators as to the documentation in reports of items of evidence seized or processed.

Chain of Evidence

- List who seized the evidence, where it was seized, and what was done with the evidence.
- If items are seized by a Technical Investigator, write, "Refer to Technical Investigator _____'s report". Their report will sufficiently describe the chain of custody.
- If Supplemental Reports are written by other deputies, be sure that the chain of evidence is consistent with the original report.

Witnesses

- List the witnesses by name and briefly state what they will testify to. It is not a detailed account of their statement. The "witness" section is an aid to the follow-up investigator and the prosecuting attorney. Deputies will be listed under "Officers Involved". Be sure to include under this heading agency members who are witnesses to the offense.

Example: Steve JOHNSON will testify he was the clerk in the store when it was robbed. He can describe the suspect and weapon.

- The detailed statement of the witnesses will be in the Details section of the report.

Officers Involved

- List the name, Department (where other than KCSO), and Agency ID number of each government official (peace officers, firefighters, animal control officers, social workers, etc.) involved in the investigation, along with their primary actions at the scene. For KCSO personnel, use CAD ID numbers in conjunction with name and rank.

Example: Deputy SMITH # 102213 taped off and secured the crime scene.

Example: Deputy GREEN # 101323 arrested suspect BADGUY.

Example: Deputy THOMAS # 200125 transported BADGUY to CRF.

Example: C.H.P. Officer JONES #21111 identified witness WILLIAMS.

Example: T.I. SMITH #123456 processed the scene.

Example: CPS worker JUDY JONES assisted in the inspection of the premises.

Details

- This is the written account of the crime or incident reported.
- When multiple contacts, actions or occurrences are documented in the details, list the date, time and location of the contacts or occurrences.
- Refer to the "Writing Better Reports" in Chapter 9 of this manual.

DUI Report Format

- The DUI Report Format includes a set of specific headings that are to be used for DUI reports only. The purpose of the format is to establish consistency and uniformity throughout the Sheriff's Office in the preparation of driving under the influence reports. If a particular heading is not applicable to the report, do not use it and move to the next heading in the sequence. The headings include:
 - o Synopsis
 - o Additional Suspect Description
 - o Injuries
 - o Additional Property Description
 - o Property Damaged
 - o Physical Evidence
 - o Chain of Evidence
 - o Witnesses
 - o Personnel Involved
 - o Initial Observations
 - o Observations After Contact
 - o Statements
 - o Field Sobriety Tests

- o Additional Information
- o Arrest

The DUI report requires the completion of certain Department of Motor Vehicle (DMV) forms. The following forms will be completed, if applicable, and submitted with DUI reports.

- DS 367: Age 21 and Older Officer's Statement. Complete this form for all DUI arrests of persons age 21 and older.
- DS 367M: Under Age 21 Officer's Statement. Complete this form for all DUI arrests of minors under age 21. Also used if a minor submits to a PAS test and the results are .01% or more.
- DS 367 SPANISH: Age 21 and Older-Spanish. Used in lieu of DS 367 if suspect is Spanish speaking only.
- DS 367M SPANISH: Under age 21-Spanish. Used in lieu of DS 367M if suspect is Spanish speaking only.
- DS 367A: Supplement to Officer's Statement Blood/Urine Test Results. Complete the top portion of this form when a blood sample is obtained. Persons responsible for processing reports shall attach a copy of the blood test results and forward to DMV Drivers Safety.
- The Dragger Alcotest will be used to record the breathalyzer readings. The results should be attached to the report and will not be listed as physical evidence.

DUI SPECIFIC HEADINGS

- Initial Observations
 - o Used to record the officer's observations that led to the detention of the suspect. These observations should include as a minimum:
 - What directed the officer's attention to the vehicle.
 - Location and direction of vehicle.
 - Description and license number of vehicle.
 - Probable cause for the detention, including driving pattern, Vehicle Code violation, etc.
- Observations After Contact
 - o Used to record the officer's observations of the suspect after the stop. These observations should include as a minimum:
 - Suspect's demeanor.
 - Suspect's physical appearance.
 - Suspect's speech pattern.
 - Suspect's coordination.
 - Any odors detected.
- Statements
 - o Used to record any statements made by the suspect concerning his recent use of alcoholic beverages or drugs.

- Field Sobriety Tests (FST's)
 - o Used to record the suspect's performance of standardized field sobriety tests. Each FST should be listed in a separate paragraph. Be descriptive and provide complete details of the suspect's performance.
- Additional Information
 - o Used to record any other pertinent information regarding the arrest of the suspect. This could include the discovery of arrest warrants, driver's license checks done at the jail or substations, the towing of the suspect's vehicle or any other pertinent information.
- Arrest
 - o Used to record the arrest, transportation, interviewing and booking of the suspect. This shall also include the collection of chemical test evidence.

Supplemental Reports

- Supplemental Reports will be prepared in the **Report Format**.
- If the supplemental report refers to persons already identified in the original report, do not list them in the additional persons block. Instead, simply refer to them by their name in the details.
- If the supplemental report refers to a suspect, victim, witness, or property loss not previously reported, list the new information in the appropriate tabs. It is the responsibility of the report writer to check previous reports, if necessary, to determine if the subjects have previously been identified.

Headings Format Examples

PHYSICAL EVIDENCE:

Item #1- One KCSO report writing manual, 89 pages in length.

CHAIN OF EVIDENCE:

I seized a KCSO report writing manual (item #1) from...

Chapter 7: CASE NUMBER ASSIGNMENT

CODE 8 & CODE 9 POLICY

Sheriff's personnel taking calls for services or generating self-initiated activity are required to document the incident. Documentation consists of written reports as outlined in this manual and information entered into the Computer Aided Dispatch System.

- **All written reports will be completed pursuant to the guidelines established in this manual.**
- **A written report is required for all felony and misdemeanor crimes except:**
 - All infractions when the violator is cited and released.
 - Curfew violation arrests when the violator is cited and released.
 - When only a citation is issued for CVC violations, including CVC 12500 and 14601.
 - When only a citation is issued for:
 - CO 8.36.020 – Loud Music
 - CO 8.28.070 – Transporting Uncovered Waste on Highway
 - CO 13.04.140 – Swimming in Canal
 - CO 8.28.050 – Trash Scavenging
 - CO 17.20.160 – Draining a Swimming Pool into a Gutter

Mandatory Report/Code 8 Case Number Assignment

A report will be written under the following circumstances:

- All felony crimes.
- All missing persons.
- All crimes involving domestic violence.
- All crimes requiring follow-up investigation.
- Any incident requiring a report as mandated by KCSO policy and procedure.
- Custodial arrests, including detoxification.
- Warrant arrests without unusual circumstances will not require a report.
- Any incident where physical force is used upon any person by a member of this Agency.
- Any incident where property is seized and booked into a Property Room.
- All reported crimes that will be forwarded to the District Attorney for a formal criminal complaint.
- Any incident in which a report will be forwarded to another department or allied agency.

- o Any incident unusual in nature or one that may require documentation for future reference.
- o When directed by a supervisor or ranking officer.
- o When any search warrant is completed and no other report exists for the incident giving rise to the issuance of the search warrant (i.e., a controlled buy).

Code 9 Assignment/Disposition

- Any incident in the Computer Aided Dispatch System not requiring a written report will be completed/closed out by assigning the appropriate disposition from the following list:

Disposition Codes:

Unfounded	UNF
Gone on Arrival.....	GOA
Unable to Locate.....	UTL
Declined Report.....	DER
Non-Criminal Activity	NCA
No Further Action.....	NFA
False Alarm.....	FA
Citation.....	CIT
Civil Problem.....	CIV
Assist Other Department	AOD
Cancelled.....	CANC
Field Interview.....	FI
Supplemental.....	SUPP
Warrant Arrest	WRNT

DEFINITIONS

- UNFOUNDED: There is no factual basis to substantiate a crime or an incident requiring law enforcement action.
- GONE ON ARRIVAL: Suspects and/or participants have left and their location is unknown. No descriptions are available and the matter is resolved.
- UNABLE TO LOCATE: The participants and the incident cannot be located.
- DECLINED REPORT: None of the participants in the incident want a report written and there are no statutory or policy requirements to complete a report.
- NON-CRIMINAL ACTIVITY: The reported activity is not criminal and there are no statutory or policy requirements to complete a report.
- NO FURTHER ACTION: An offense may have occurred, but it has been resolved and no criminal complaint will be sought. No further intervention is necessary and there are no statutory or policy requirements to complete a report.
- FALSE ALARM: Any alarm that is false.
- CITATION: All citations, where the violator is cited and released in the field. Facts of the violation will be written on the back of the records copy of the citation. (If you receive a subpoena, contact the Crime Reports to get a copy of both sides of the citation).
- CIVIL PROBLEM: An incident with no criminal activity by the participants. The matter is civil and no further action or intervention by law enforcement is necessary.

- **ASSIST OTHER DEPARTMENT:** Another governmental agency is provided assistance and the matter is resolved, and there are no statutory or policy requirements to complete a report.
- **CANCELLED:** Used by the Communications Center when an incident is cancelled.
- **FIELD INTERVIEW:** When at least one person from a self-initiated field contact is identified through a completed FI card.
- **SUPPLEMENTAL:** When a report has already been taken and the new incident was the gathering of additional information related to the prior report.
- **WARRANT:** When a warrant suspect is arrested and booked into a detention facility or released on a citation.

CRITERIA FOR ASSIGNING CASE NUMBERS BY INCIDENT

The guidelines for determining case number assignment are outlined in the U.S. Department of Justice Uniform Crime Reporting Program. They are intended to establish uniformity in the collection of crime statistics from all law enforcement agencies in the nation. The following criteria shall be followed to determine how many case numbers will be assigned to various incidents. This does not affect the determination of how many counts or charges are listed.

- Determine if all offenses occurred in a single incident. Refer to the section ***GUIDELINES FOR DETERMINING NUMBER OF INCIDENTS*** in this chapter for determining number of incidents. Each single incident will, within policy, receive at least one case number.
- Determine what specific offenses are included in the incident. All "attempts" to commit an offense will be treated as though the offense had been successfully completed.
- Determine the most serious offense from the incident based on the hierarchical list below, with one being the most serious. After selecting the most serious offense, apply the rule for assigning case numbers for that offense.
- Homicide / Manslaughter
 - o One case number per victim of a homicide / manslaughter.
- Rape / PC 288
 - o One case number per victim of a rape / PC 288.
- Robbery
 - o One case number per incident, regardless of the number of victims.
- Aggravated Assault (Aggravated means professional medical aid required.)
 - o One case number per victim of an aggravated assault.
- Burglary
 - o One case number per incident.
- Theft (except auto theft)
 - o One case number per incident.
- Missing Persons
 - o One case number will be assigned to each missing person.

- o In those cases where another crime is associated with a missing person, one case number will be assigned to the Crime or Incident Report (master report) and a separate case number will be assigned to each Missing Person Report.
- Auto Theft
 - o One case number per vehicle, unless a more serious offense has occurred during the same incident. Refer to example #8 and #9.
- All other incidents will receive one case number

Master Case Number System

When there are multiple victims in the same incident and more than one case number is required, or two or more incidents are so closely related that their details are similar, the reporting should be done using the Master Case Number system. This system allows for the proper number of case numbers to be obtained.

- Designate one case number (usually the first in sequence) as the Master Case report. In the synopsis, reference all subordinate case numbers to ensure all related reports are linked.
 - o List one victim and all suspects in the proper boxes in the Master Case.
 - o Write all details for the incident, including references to victims in subordinate case numbers in the Master Case.
- Subordinate reports will list only the victim associated with that case number, and the suspect(s). Example: Master Case would list victim #1; second case number would list victim #2; third case number would list victim #3. Suspect(s) would be listed on all three reports.
 - o Offense information relative to the Victim/Suspect should also be listed on the subordinate case, even where it is the same as on the Master Case.
- In the synopsis portion of subordinate reports write, "For details refer to Master Case XXXX-00000". (Where XXXX-00000 is the Master Case number.)

A Victim shall not be listed as a suspect on the same offense report. When circumstances exist that create the necessity for listing a person as a victim and a suspect in the same report, use the MASTER CASE NUMBER SYSTEM to document the incident or write two separate reports.

Example 1: You are unable to determine the primarily aggressor of a spousal abuse investigation. You arrest both the parties involved in the incident.

- TWO Case numbers will be assigned to the event and use the Master Case Number System to document the incident.

Example 2: You arrest two subjects for fighting in public, PC 415.1

- One case number both parties will be listed as Offenders on the same case number. Fighting in public, the state is the victim. We do not list the state as a victim on the report.

GUIDELINES FOR DETERMINING NUMBER OF INCIDENTS

General Rule

If more than one crime was committed by the same person or group of persons and the time and space intervals separating them were insignificant, all of the crimes make up a single incident.

Because it is not possible to provide instructions which will cover all of the possible situations which may occur, in some cases the reporting officer will have to use his/her best judgment in determining how many incidents were involved.

Hotel Rule

Burglaries of multiple rooms in a common structure. The "Hotel Rule" applies to hotels, motels, lodging houses, and places where the housing of transients is the main purpose. If a number of dwelling units or commercial spaces under a single manager are burglarized and the offenses are most likely to be reported to the Sheriff's Office by the manager rather than the individual tenants, the burglaries shall be given one case number.

Case Number Assignment Examples

Example #1: A gunman shoots and kills three people.

- **THREE CASE NUMBERS.** The rule for reporting homicides is one case number per victim of homicide.

Example #2: A bar is robbed. During the robbery a woman is raped, a customer is shot and killed and five customers are robbed.

- **ONE INCIDENT.** The "Hierarchy Rule" states that the homicide is the most serious offense. The rule for reporting homicides is **ONE CASE NUMBER** per victim of homicide. In this case one report is written. The homicide is listed first and the other offenses are listed in the same report in order of seriousness. **ONE CASE NUMBER** for the **ONE INCIDENT**.

Example #3: A man robs a bartender and three customers. During the robbery, two customers are pistol whipped.

- **ONE INCIDENT.** The most serious offense per the "Hierarchy Rule" is robbery. **ONE CASE NUMBER** per **INCIDENT**. In this case one report is written. There are four counts of robbery and the victims are listed as V1, V2, etc.

Example #4: A bank is robbed. As the suspect flees, he shoots a guard in the leg, then steals a car at the scene.

- **ONE INCIDENT.** The most serious offense in this case is robbery. **ONE CASE NUMBER** per **INCIDENT**. In this case one report is written. The robbery is listed first as the most serious offense, then the assault on the guard and finally, the auto theft. (A Vehicle Theft Report Form is prepared under the same case number as the robbery and attached to the report.)

Example #5: A shop is burglarized. Tools belonging to several employees are taken. A company truck is stolen to haul the property away.

- **ONE INCIDENT.** The most serious offense in this case is burglary. The rule for reporting burglary is **ONE CASE NUMBER** per **INCIDENT**. The employees are listed as victims in addition to the shop and vehicle is handled in the same manner as in example #4 above.

Example #6: You respond to a malicious mischief report and find that the windshields of several vehicles have been smashed. All of the vehicles are parked in a one block section of street and all the damage occurred about the same time.

- ONE INCIDENT. It is reasonable to believe that the suspect(s) smashed the windshields in ONE INCIDENT. If the smashed windshields were scattered over a large area or a long period of time, then you would use a separate case number for each incident.

Example #7: Representatives from various departments are attending a conference at the Red Lion Inn. While they are in a meeting someone breaks into seven of their rooms and steals money from each room.

- ONE CASE NUMBER. The "Hotel Rule" applies to hotels, motels, lodging houses and places where the housing of transients is the main purpose.

Example #8: During the night someone breaks into the main office at Keiffe & Sons Ford Dealership, takes the keys to 3 vehicles on the lot, and subsequently steals the three cars.

- ONE INCIDENT. The most serious offense here is the burglary. The rule for case numbering assignment in burglary is ONE CASE NUMBER per INCIDENT. Therefore, write ONE CASE for the burglary, and attach three Vehicle Theft Report Forms to the Crime or Incident Report under the same case number.

Example #9: During the night three vehicles are stolen off the lot at Keiffe & Sons Ford Car Lot. There is no indication of burglary at the office and all keys are still in the office.

- THREE CASE NUMBERS. Although it is logical to assume that this may be one incident, the most serious offense that has occurred is auto theft. Therefore, follow the case numbering assignment rule for auto theft, ONE CASE NUMBER PER VEHICLE.

Example #10: You locate an occupied stolen vehicle that was already reported to the Sheriff's Office. The driver was arrested and you located illegal narcotics on him.

- ONE INCIDENT. The offender is booked under the original case number for the stolen vehicle. The offender's name and the new charges are added to the report in the Supplemental Module.

Example #11: You get into a pursuit of a reported stolen vehicle that was already reported to the Sheriff's Office. At the end of the pursuit you are involved in a traffic accident.

- TWO CASE NUMBERS. The pursuit and arrest are a Supplemental of the original report and the traffic accident is a second case number for administrated purposes.

CASE NUMBER ASSIGNMENT BY AREA

- If the location of occurrence is outside of the Sheriff's Office jurisdiction and a courtesy report is taken, the incident type will be Assist Other Department regardless of the reported incident, so as not to falsely report through Uniform Crime Reporting that the crime occurred in our jurisdiction.

Example: A woman traveling through Mojave from Los Angeles suddenly realizes she lost her purse while at a restaurant in Lancaster (L.A. County) and reports the loss to the Mojave Substation. An A.O.D. report is taken and assigned a Kern County case number.

Chapter 8: HANDWRITING REPORTS

Report Completion

- **All reports will be completed and submitted for processing prior to the end of the report writer's shift, unless specifically authorized by a supervisor to complete the report at a later time.**

Handwriting Reports – Non LAW ENFORCEMENT MOBILE Reports Only

- Reports will be block printed and written with black ball point pen or with a black lead writing instrument, specifically, soft lead of the "HB" or "No. 2" classification.

Report Review

- Completed reports will be reviewed by a supervisor (or their designate) prior to submission for processing and routing.
- Those reports found to be unacceptable will be returned to the report writer for acceptable completion. If the report writer is unavailable to correct a report, the supervisor may elect to make the corrections and forward the report for processing if time is of the essence.
- Approved reports are to be submitted to Crime Reports or appropriate substation personnel by the approving supervisor (or their designate) as soon as possible.

Alphabet to be used with "One Write" System

- Letters
 - o A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
- Numerals
 - o 0 1 2 3 4 5 6 7 8 9
 - o The numeral one is written as shown above so as not to be confused with the letter "l".
 - o A line is placed through the letter "Z" so that it is not confused with a poorly written "Two" (2).
 - o The numeral nine is written as shown so as to avoid being confused with a poorly written numeral four.
 - o A slash is placed through the numeral zero to avoid it being mistaken for the letter "O".
 - o An exaggerated "tail" is placed on the letter "G" to avoid confusion with the letter "C".

Chapter 9: WRITING BETTER REPORTS

IMPORTANCE

This chapter discusses the importance of reports, some principles of clarity, and the legal problems that may result from deputies' reports. Most deputies underestimate the importance of their reports. It is very important to remember that as far as the investigation of a case is concerned, **YOU ARE WHAT YOU WRITE IN YOUR REPORTS - NO MORE AND NO LESS**. Great investigators and "testifiers" have often been made to appear incompetent because they failed to take the time to write clear and accurate reports... and because they failed to review them before going to court.

Field Notes

Notes taken in the field are the basis for many formal reports written later. They reduce the need to re-contact people involved and provide a greater degree of accuracy about times, statements and events than memory alone.

Information that should be entered in field notes include names and descriptions of suspects, victims and witnesses; dates and times of occurrences; exact location of occurrences and persons involved; and any other important information, such as case number, location and chain of evidence, assisting officers' activities, and type of incident.

Concerning retention of your field notes, case law has quite consistently held that it is proper for you to throw away your field investigation notes as long as (1) you destroy them in "good faith"; (2) you incorporate them into a formal report; (3) the formal report accurately reflects the contents of the notes; and (4) the prosecutor turns over a copy of your formal report to defense counsel before trial.

Uses and Characteristics of Reports

Reports are used to record facts into a permanent record; to provide coordination of follow-up activities; investigative leads and to provide a basis for prosecution. In addition, they are used by the defense for impeachment; to provide a source for officer evaluation; statistical data and reference material.

Characteristics of a good report include accuracy, conciseness, completeness, clarity, legibility and objectivity. Words should be accurately spelled and the text should be grammatically correct.

Questions that should be answered in a complete report are: Who, What, When, Where, Why and How?

District Attorney Review

Reports which are incomplete, ambiguous or which conflict with other reports often result in the district attorney's refusal to file a complaint, in plea bargaining to an undeserved lesser offense, or in returning the report for further investigation. Unless the district attorney gets the entire, accurate picture, he cannot possibly make the proper choice of whether and how to proceed.

Defense attorneys will often base their impression of your ability to testify on the manner in which you prepared your report. A well-written report that pays close attention to detail will have an effect on a defense attorney's recommendation as to how to dispose of the case.

Judges, prosecutors and defense attorneys will tell you a deputy's report is often the most powerful weapon in the defendant's arsenal at trial because of its inaccuracy or incompleteness.

In many cases, the only defense the defendant has is to show the jury that there is a reasonable doubt that you were correct or truthful in your testimony. Even one misstatement may lead a juror to become convinced that nothing you say is true or accurate. Therefore, at the trial or other hearing, a good defense attorney will question your every conclusion and opinion in your report.

Disclosure

You must understand that after formal charges are brought against a defendant, your reports concerning the crime must be and will be disclosed (revealed through "discovery") to the defense attorney. Reports also become public record when they are filed with the court.

Defense Preparation

The competent defense attorney will go through your reports word by word looking for sloppy investigation, failure to establish probable cause, inconsistencies, exaggerations, poor word use, unintended meaning, and confusing phrases to exploit at trial.

Example: The defense attorney finds a discrepancy or inconsistency between two deputies' reports arising out of the same incident. On cross-examining the deputies at the trial, the attorney forces each of them to defend not only his own report, but that of the other deputy as well: "Were you mistaken (or lying), or was he?"

Write each report knowing that you may have to defend every word at trial. If two or more deputies prepare separate reports on the same incident, talk over any discrepancies to see if they can be resolved.

PRINCIPLES OF CLARITY

It is important to realize that if your report is inadequate or confusing, it can have a devastating effect upon the case. The following simple suggestions should help you to write clearer, more accurate reports.

Dictating

Do not dictate your report off "the top of your head." Always write out an outline of exactly what you want to say, preferably in chronological order of events.

Words

The best way to eliminate problems in your report is to write naturally. Keep your report simple, straight forward, and clear. Use short, simple words.

Don't use big words when little words will do the job.

If you are not sure of the meaning of a word, don't use it.

When referring to more than one victim, suspect or deputy, use their names, rather than "he," "she," "they," "victim #1," "subject #2," "deputy" #459," etc.

Avoid the use of slang or jargon (except when quoted), nonstandard abbreviations, and vague words such as "undersigned deputy," "indicated," or "noted."

Sentences

Use short, concise sentences.

Paragraphs

When possible, restrict each paragraph to one topic (e.g., vehicle, clothing, evidence, etc.) Paragraphs should be limited to five to seven sentences pertaining to a single topic.

The Active Voice

"Voice" is the form a verb takes to show whether the subject of the sentence is acting or being acted upon.

It is very important that you always use the "active voice." Start your sentences with the person who did the act, then what the person did, then to whom (or what) the subject did it. The "active voice" forces you to be more precise and usually results in the use of fewer words.

Example: "Deputy Jones found a gun in Brown's nightstand drawer" is written in the "active voice." "A gun was found in Brown's nightstand drawer" is written in the "passive voice." Note that the "passive" construction doesn't tell the reader who found the gun.

Cliff Hangers

Perhaps nothing is more frustrating to those who read reports than to be given enough facts to show an issue or a question, and then be left hanging, wondering about the resolution.

Example: Your report describes a crime that occurred in January, with a known suspect, and an arrest in July, with no mention of the reasons for a six-month delay in making the arrest. Readers can only wonder.

In the above example the defense attorney would likely file a motion to dismiss for lack of speedy trial, and the prosecutor would be on the defensive, without sufficient information to respond. In cases of delayed arrests, your reports should show what efforts you made to affect an early arrest, and why these efforts were unsuccessful.

In cases involving scientific analysis, be sure to include the results in your report, or attach a copy of the criminalist's report to yours if available.

Before submitting reports to the district attorney for complaints, check to be sure you are forwarding all the reports needed for a full account of what happened.

Proofreading

Always proofread your reports. Often there are a number of changes which could be made in a report to correct any mistakes and improve accuracy. As you write and review each report, keep in mind the different purposes it serves for the various people who use it. From their points of view, check it to ensure that it will communicate accurately and completely.

DOCUMENTATION

Documentation means including in your reports the specific facts which occurred, usually in chronological order, so that everything is clearly stated and no obvious questions are left unanswered. The following are important principles of documentation.

Personal Knowledge

If you personally saw, heard, smelled, etc., whatever happened, say so.

Hearsay

If someone else saw, heard, smelled, etc., whatever happened, say who the person was and explain the circumstances fully.

Example: "It was learned that the subject had been seen in the area recently."

- Who told you?
- When did they tell you?
- How did they know?
- How recent is "recently" two minutes, two hours?

Example: "It was 'indicated' to me that the subject was driving the vehicle."

- Who told you?
- When did they tell you?
- How did they know?

Example: "It was learned that two individuals, neither of whom matched the description of the arrested subject, had been seen in the area fifteen minutes before the burglary."

- Who learned?
- Who saw them?
- Who told you?
- When did they tell you?

The above sentences are not only virtually worthless to the prosecutor, they provide great ammunition for the defense. They also are in the "passive voice" instead of the "active voice."

Statements

Generally, you should always take statements from all persons who were in any way involved in the incident.

Suspects

Because this is a report writing manual, interview and interrogation techniques are not discussed, except as those techniques may relate to the admissibility of evidence.

Admissibility in Court

A voluntary statement given after a valid waiver of rights (if the suspect is in custody) is admissible whether oral, written, or on tape.

Approach

You should always start with an oral statement from a suspect. It is recommended you digitally record this statement, whether it be audio only, or video and audio. Avoid taking notes unless the statement is long (it will make the suspect nervous). You should transfer your digital audio or video file to a compact disc or DVD and book it into the property room as evidence. This should be thoroughly documented in the Physical Evidence and Chain of Evidence headings, as well as your report narrative. On complex or serious investigations, it is recommended to record all involved parties' statements.

Accuracy and Completeness

Be specific about exactly what the suspect said. Do not simply say, "The suspect admitted to the crime." Use his words.

Example: LARSEN said, "I run up behind her and grabbed her purse before she knew what happened. Then she started yellin' and everything, so I jumped on my motorcycle and split."

Report everything the suspect says in explanation of his actions. Include all admissions or denials of guilt. All spontaneous statements should be noted in detail.

Do not make the mistake of including only statements of guilt. Sometimes a blurted out excuse or alibi can do as much to convict a criminal as an admission.

Hostile Witnesses

If a witness is hostile to the state's case or if he is a friend of the suspect, you should always try to obtain and document a statement from him. The reason is that if the hostile witness is called to testify for the defense, the prosecution will need his statement to contradict his testimony, since the witness' story at the time of the offense will probably not be well-developed, sophisticated, or coordinated with the suspect's story.

If the witness' or the suspect's statement contradicts the facts which can be proven, be sure to note the inconsistency. Then, after you have taped the statement or have written out the

inconsistency, confront the suspect with the inconsistency to see if he retracts what he has said. Be sure to document his response. Often the witness will respond with profanity or make some other remark which he will have a difficult time explaining at trial.

Friendly Witnesses

Always get the name, address and means of contacting a "friendly" witness.

Never initially take a written or taped statement from a truthful, but emotional, friendly witness. Take an oral statement first. If there are inconsistencies in the statement, be sure they are resolved - truthfully - before taking a written or taped statement.

Do not suggest answers to the witness.

Property Descriptions and Values

Always list all property involved, any distinguishing characteristics (serial number, trade name, scratches, owner applied numbers, etc.) and the value. Reporting deputies and investigators should take care to re-contact victims in a timely manner to verify the completeness and accuracy of reported losses and values.

An inaccurate description or incomplete list of property is worse than not documenting at all.

Example: A deputy carelessly miscopies (or mistakenly dictates, or the secretary mistypes) the serial numbers of the stolen property. The prosecutor uses the deputy's report as the basis for the complaint and copies an incorrect serial number. This will result in chaos at trial and/or a dismissal or acquittal.

Example: A deputy takes down a partial list of property taken in the burglary (thinking that some other officer will get the full list). Later, a credit card and a couple of pieces of inexpensive jewelry belonging to the victim are found in the suspect's possession. The victim later identifies expensive pieces of jewelry which the suspect also had but which were not listed in the original report. The defense attorney at trial makes it look like the victim is trying to pick up some "free" jewelry which was not even reported to the Sheriff's Office as stolen.

Dates and Times

Dates and times are sometimes the essence of the case. Always document the important time elements in a case. Although the Detail tab has boxes for dates and times reported and occurred, there are often cases (particularly in more serious offenses) where it is important to document the dates and times of significant events.

Apparently Insignificant Facts

It is impossible to know at the beginning of an investigation what apparently insignificant facts will become important and result in the arrest and conviction of the perpetrator. It is better to include too many details rather than too few.

Example: The victim was picked up while hitchhiking, taken to a remote area and raped. When telling the story of the rape to detectives, she told them that the suspect had played a tape of the Ohio Players on his car stereo. Later, when the suspect was arrested, a warrant was issued for, among other evidence, the tape. When the defendant testified that he had never seen the victim before, the tape was strong circumstantial evidence that the victim had been in the suspect's vehicle.

Information Tending to Disprove or Minimize the Suspect's Guilt

Normally, facts which tend to minimize or disprove the suspect's guilt should be documented in your report. (This, of course, does not include opinions, theories, conclusions, etc.)

Reasons for such documentation include:

- the prosecutor can be better prepared to meet those facts if he knows what they are prior to trial;
- a jury is impressed by a deputy who records all of the facts, rather than just those which are prejudicial to the defendant;
- if evidence favorable to the defendant is withheld from the defense, the case may be retried, reversed or dismissed.

Example: A deputy arrests the suspect for burglary. After taking a statement, the deputy records the suspect's admissions in his report, but neglects to write that the suspect denied involvement in the burglary. The defense attorney during cross-examination will show that the officer was not trying to objectively investigate the crime, but was intent on "getting my client," no matter what the fact.

"Non-Facts"

A report should document only facts - not assumptions, opinions, conclusions or theories of the deputy.

If you have an opinion or theory about the case, always tell the prosecutor in person, so that the opinion will not have to be disclosed to the defense.

Opinions

A report should not contain opinions, except under limited conditions, such as (1) where required by departmental directives, or (2) where an observation and your opinion support probable cause for certain action, such as for a vehicle search or search warrant. Typically, the report should state only the facts underlying your opinion.

Example: A deputy put in his report that the witness was "evasive and seemed to be trying to avoid answering questions." Later, the state discovered that instead of being evasive, the witness was terrified of the suspect and of possibly having to testify. The witness became the most important witness at trial, but was nearly destroyed by the defense attorney at trial when the deputy was called by the defense to testify that the witness had been less than candid with the deputy.

Note: Never characterize the witness' credibility or un-demonstrated bias. ("I thought she was lying.") Any witness so labeled is thereby useless in court. Such characterizations are even more damaging if they refer to victims.

Theories

Your documented factual or legal theories of the case often come back to haunt you at trial. Instead of stating a theory, just state what you did, i.e., your actions.

Example: (Factual Theory) A deputy caught a burglar but found none of the stolen property. The deputy then theorized that an accomplice was involved. At trial the defense attorney used the deputy's report to persuade the jury that even the deputy could not believe that the defendant committed the crime alone.

Example: (Legal Theory) A deputy arrested the suspect on a warrant. He documented in his report that he inventoried the items in the car and found a gun. The weapon was later proven to have been used in a murder. At the suppression hearing, the weapon was suppressed because the search under an inventory theory was unconstitutional.

Assumptions

When writing your report, never assume anything - include only facts which you saw, heard, smelled, etc. If you are not absolutely certain something occurred, find out for sure or leave it out.

Example: An investigating deputy looked through the window of the interrogation room and saw the suspect writing. Later, the interrogating detective told the investigating deputy that the suspect had confessed. The deputy then, assuming the suspect had signed a written confession, wrote in his report that the suspect had confessed in writing. (Actually, the suspect had refused to sign a written confession and had been signing other papers.) At trial, the defendant denied confessing and the defense attorney convinced the jury that the deputy was lying.

Conclusions

Be careful how you handle conclusions in your reports. Sometimes they are necessary, but usually a factually and substantially documented report will cause others to arrive at appropriate conclusions.

Example: A deputy, at a very early stage in the investigation, stated in his report his conclusion that the suspect was guilty. This conclusion was based upon very little evidence to link the suspect to the crime at that time. The defense attorney, at trial, used the deputy's report to persuade the jury that the deputy was so predisposed to "get" his client that he could not fairly consider other evidence.

IT'S EASY TO WRITE BETTER POLICE REPORTS

DEVALLIS RUTLEDGE

Deputy District Attorney

Orange County District Attorney's Office

Most police officers write lousy reports. When I was a cop, I wrote lousy reports...I just didn't realize it until I became a prosecutor and had to try to read, understand and rely on reports written by other cops.

What's wrong with your reports? Just about everything. Some are too short; others are too long. Your language is stilted and confusing. You state too many conclusions and not enough facts. The "standard" police style of writing has turned your reports into gobbledygook.

Because they're so difficult to read and understand, your reports slow down the complaint-issuing process; they make it more difficult for the prosecutor to determine who should be subpoenaed for trial; and they give the defense attorney something to use to try to confuse your testimony. (Incidentally, you're all the more unconvincing to the judge or jury if you testify the same way you write, as many officers do.)

Luckily, it's easy to break your bad writing habits and eliminate all the unnecessary problems you've been creating. Most of the problems result from your attempts to copy the reporting style of other officers, and from your eagerness to display your literary style. Therefore, about all you have to do to correct these problems is to write more naturally.

If you think you have to show off your literary style and your impressive vocabulary, write a novel. Police reports should be kept simple, straightforward and clear. They are the wrong place to express your creativity. Their purpose is to inform, not to confuse or entertain.

The best way to write a police report (and the best way to testify, incidentally) is to be yourself. Remember that the purpose of your reports and testimony is to communicate information. You fail to achieve this purpose when you abandon everyday language and your nature methods of communicating and adopt the totally unnatural and confusing language and methods of the "standard" police report.

Here are a few suggestions for a better report format, improved word usage, and a better writing technique. These suggestions are guaranteed to make your reports more readable and more factual, with less effort than you're probably expending now on your lousy reports.

FORMAT

Details which are going to be important in every report filed (such as date, time, location and identities) are normally provided in the standard heading. Once listed, these items do not need to be duplicated in your narrative. Probably two-thirds of all reports I see have a duplicative "introductory" statement which should be omitted.

For example, after completing the appropriate blanks in the heading, the officer begins his narrative by saying: "On above date and time undersigned responded to above location and contacted above-listed party." If this information has already been given, leave it out of your narrative. Get right to the facts.

Another wasteful and confusing practice is the endless repetition of such words as "suspect," "victim," "subject," etc. Repeating these labels each time you mention someone's name in the narrative simply wastes time and words and adds to the confusion. A better practice is to list in the heading and fully identify (by name, sex, DOB, address, phone, and role, eg., "witness," etc.),

everyone materially involved. Then refer to them in your narrative only by last name (use full name if two or more share a last name).

EXAMPLE

Bad: Victim #1 told Suspect #2 that Victim #2 was going to Suspect #1's house.

This "numbering system" forces the reader to turn back constantly to the heading to see who "Suspect #2" is, etc.

Better: ASA told BLUE that CORD was going to DOAN's house.

Good examples of standard report forms, which use this more sensible format, are Garden Grove P.D. forms 307 and 313.

When you are going to report a number of things told to you by someone, do not begin a dozen sentences with the words, "EASTER related that..." It is better to say, "EASTER gave the following account" and then set forth what he told.

EXAMPLE

Bad: EASTER stated he saw it all. He further stated FRANKS started it. EASTER related that GRANT waved a knife. EASTER explained that HAWKS fell. EASTER continued by adding that IRWIN fled.

Better: EASTER said: FRANKS started it; GRANT waved a knife; HAWKS fell, and IRWIN fled.

Do not use rambling sentences or long paragraphs. Paragraph of more than 4 or 5 sentences are harder to read and digest.

WORD CHOICE

Some words seem to have a special appeal to police officers, and I don't understand why. They are among the most ambiguous and least descriptive words in the language.

The worst is probably "indicate." A person can "indicate" by saying something, by shaking his head, by pointing, by glancing or through a facial expression or sign language. He can indicate directly or indirectly. Putting a statement in a report which says that someone "indicated" something is not very helpful.

EXAMPLE

Bad: KREBS indicated that he did not desire to submit to custody.

Better: KREBS said: "You ain't taking me, pig!"

If you use the word "indicate" while testifying in court, your answer may be stricken as "conclusionary".

Another poor word is "contact." You can "contact" a witness in person, by phone, by letter, by telegram or by E.S.P. Each of these methods presents different problems of proof. Instead of saying that someone "was contacted," say who did it and how.

EXAMPLE

Bad: LEWIS was contacted at his home.

Better: I phoned LEWIS at his home.

Don't use the ridiculous expression "telephonically contacted" when you mean "phoned".

"Responded" is another overworked word that could always be replaced with a shorter, more factually precise word.

EXAMPLES

Bad: I responded to First and Cherokee.

Better: I drove to First and Cherokee.

Bad: Her mother responded to the station.

Better: Her mother came to the station.

Bad: I responded to the security office.

Better: I went to the security office.

"Proceeded" is abused two ways.

EXAMPLES

Bad: I proceeded to the rear yard.

Better: I went to the rear yard.

Bad: I proceeded to conduct an investigation.

Better: I investigated.

Bad: I proceeded to question the witnesses.

Better: I questioned the witnesses.

Instead of using vague words such as "observed" and "detected," simply say what you mean.

EXAMPLES

Bad: I observed that there was a bottle on the floorboard

Better: I saw a bottle on the floorboard.

Bad: I detected the odor of burning marijuana.

Better: I smelled burning marijuana.

If you have the terrible habit of using the senseless expression, "It should be noted that..." start changing that habit with your next report! This phrase is just surplus verbiage.

EXAMPLES

Bad: It should be noted that the trunk was empty.

Better: The trunk was empty.

Bad: It should be noted that he fell.

Better: He fell.

When you throw "it should be noted that" into your reports all you do is write--and force someone to read--five extra words which add absolutely nothing to the meaning. If you are typical, you use that phrase 5 or 6 times in each report, over 1000 times each year! That's up to 6000 words of pure report padding per year, per officer. Resist the temptation--do not use this ridiculous expression!

As a rule, you should use the most specific words you can to describe things. Using general words and expressions usually just raises questions ("how?" "what kind?" etc.).

EXAMPLES

General: It is determined that MOON was a minor.

Specific: A DMV teletype showed MOON's DOB as 4-8-60.

See the difference? The specific statement tells you, in the same number of words, not only what the general statement tells, but also the two additional facts of exact DOB and source of your information.

EXAMPLES

General: NEAL is the sole occupant of the residence.

Specific: NEAL lives alone in the apartment.

The essential difference between general and specific terms is that a general term usually describes a category made up of specific things. A "residence" could be a house, an apartment, a mobile home or a hotel suite. If you haven't said which it is, don't sue the word "residence" until you do.

Being specific sometimes means that you use more words, but you'll still be ahead if you drop all the unnecessary words you've been using. And being specific always means that your report is less ambiguous and more factual. It's the difference between telling someone, "There's somebody here to see you," and saying, "There's a tall, slender, bearded man here in a tuxedo."

Here is a list of some of your most popular expressions and some suggested substitutes to eliminate work and increase clarity.

BAD	BETTER
related stated explained articulated verbalized	said
informed advised notified instructed	told
altercation mutual combat physical confrontation	fight
verbal altercation verbal dispute heated debate fiery exchange of words verbal flare-up	argument
regarding in regard to reference in reference to	about
due to the fact that in view of the fact that in light of the fact that	because
at this point at this time at which time at this point in time	then
utilize make use of	use

BAD	BETTER
employ	
kept under observation maintained surveillance over visually monitored	watched

There are many more, of course. Review a few of your old reports and see how often you've used ambiguous or meaningless language where shorter and more precise language would have achieved your communication goal much better.

The best advice I can give about word choice is this: put things down the same way you'd tell it to a neighbor--use everyday language and be as factually specific as you can.

TECHNIQUE

Just two major changes in the reporting technique I see most often could turn lousy reports into good ones.

Stop pretending that the pronouns "I" and "me" are poison. Nobody really believes that your reports are more objective simply because you call yourself "this officer," or "the undersigned" or "writer," etc.

In fact, use of this archaic third-person narrative makes your reports seem suspiciously unnatural and unnecessarily confusing. If anyone in law enforcement has a justifiable reason for preferring the awkward third-person style to the straightforward first-person style, I haven't heard it.

A juror once asked me, after a trial in which police testimony and reports were in evidence, "Why do the police write and speak like they don't want you to understand them? What've they got against straight talk?" What DO you have against straight talk?

"I" is one of the shortest words in the language, and "me" and "my" aren't much longer. You may have been told in your college creative writing course to avoid these pronouns, but when you are composing a police report about things you did, don't worry about creative writing--just communicate.

Look at the difference:

EXAMPLE

Bad: This officer verbally advised OWENS to give this officer the baton belonging to this officer.

Better: I told OWENS to give me my baton.

The second thing you should do is to stop using what grammarians call the "passive voice." Almost every report I see has been so inflated and complicated by the passive voice that this one change in writing style could easily reduce report length by 20% and increase factual clarity to 80%.

The alternative to the passive voice is called "active:"

EXAMPLE

Passive: PERKINS was arrested by me.

Active: I arrested PERKINS.

What's the difference? In this example, the "active" sentence uses 40% fewer words to say precisely the same thing as the "passive." This example shows the most common use of the passive voice--the extra words are usually "was" and "by."

The worst feature of the passive voice, though, is not the extra length it adds to most sentences where it is used; it is worse that you often use it in such a way that you create an unanswered question when you are supposed to be communicating specific facts.

EXAMPLE

Passive: A knife was found in QUINN's right boot.

Who found it? Most arrests involved at least 2 officers. Will you remember later who found the knife? Can the DA tell from your report whom to subpoena for trial?

Active: TAYLOR told me he saw SANTOS draw a gun.

Passive: It was ascertained that a gun had been drawn by SANTOS.

How was it ascertained? By whom?

Active: TAYLOR told me he saw SANTOS draw a gun.

Passive: The booking process was completed on USHER and the broadcast was canceled.

Active: Officer VANCE booked USHER and I canceled the broadcast.

See how the active voice forces you to be more precise (and usually saves several words per sentence)? There are times when the passive voice is appropriate, but a good rule for police report construction is this: if you can say it in the active voice, don't use the passive... Your reports will then answer questions, rather than raising them and will be informative rather than just wordy.

Any single poor writing habit is bad enough, but when you string several bad ones together, as many officers do, the result is even worse.

EXAMPLE

Bad: On above date and time at referenced location, this officer was verbally advised by reporting party that suspect #3 and victim #2 became engaged in a verbal dispute, which then escalated into a physical altercation between victim #2 and suspect #3. It was unknown by reporting party which of the subjects had actually initiated the physical altercation. It should be noted that when this officer responded to the location of victim #2, this officer was able to observe no indications of the altercation, except that on contacting victim #2, it was ascertained by this officer that victim #2 was indicating that he was suffering a painful head. It should be noted further that in view of this fact, a unit of the paramedics was requested by this officer at this time.

Better: BIRD told me GOON and MEEK argued and then fought, but he did not know which of them was first to use force. MEEK said his head hurt, so I radioed for the paramedics.

The "better" example is shorter, NOT because any facts are omitted, but because all the meaningless, surplus words and phrases are left out.

Remember that the only words you should eliminate are those which add nothing. Always include in your report anything which may conceivably be relevant to the case (see "CONTENT CHECKLIST," Appendix (C)).

For a further illustration of the difference sensible writing technique can make, see the sample reports in Appendices A and B. SAMPLE REPORT 1 is an actual report from a local agency. It is not the worst report I could find; I selected it because it is typical of the reports most of you write. Only the names and places have been changed. You will notice that, like many of your own, this report is bloated with most of the wordy, meaningless expressions I've singled out above.

SAMPLE REPORT 2 is the same report, with deletions and short modifications, to show you how the officer could have said all the same things far more clearly and in 45% fewer words. Notice that I could not always rewrite the passive sentences into active voice, because the very information needed to rewrite the sentence is the information left unknown by using the passive voice.

As I suggested earlier, some of your bad writing habits are carried over into your testimony. Appendix D contains some hints on how to testify (and how not to).

A final word: whether writing or testifying, always keep your purpose in mind, be natural and strive for clarity, accuracy and completeness. You'll find that following these suggestions generally requires less effort, not more, and will make you far more effective in communicating information.

SAMPLE REPORT #1

The standard heading of the actual report showed it was for a 647(f) arrest of two men, who were fully identified, and a juvenile detention, occurring on 2-16-76 at 12:35 AM., at 400 S. Cherokee.

DETAILS:

On 2-16-76, at 12:35 A.M., this officer, while in the parking lot of Tic Toc Market at First and Cherokee, was contacted by an unknown named subject who advised this officer that in the alleyway at 400 South Cherokee two subjects were engaged in a fist fight.

This officer responded to that location and upon arrival observed two subjects to be facing each other as if they were going to begin to fight. This officer exited the police vehicle and upon doing so subject YOUNG turned and ran eastbound through the alley. At this time responded to subject WELLS who was standing at the location and this officer yelled at subject YOUNG to freeze and to return to this officer. YOUNG appeared to be extremely intoxicated and turned around and ran back towards this officer.

At this point this officer asked subject WELLS what had transpired and subject WELLS simply did not answer this officer. It should be noted that at this time, Officer Brown had arrived at the scene and both subjects YOUNG and WELLS were once again facing each other. This officer heard the subject WELLS state to YOUNG, "Okay, if you want to fight, let's go!"; at which time subject WELLS took a karate type stance, as if he was preparing for a fight. At this time this officer stepped in between both subjects drawing the baton from the baton ring and ordering subject YOUNG to the rear of a vehicle which was parked in the alley approximately five feet away. Due to the fact that subject YOUNG was extremely intoxicated this officer placed subject YOUNG under arrest for being drunk in public. The subject was handcuffed and placed in the rear of this officer's police vehicle. It should also be noted that subject WELLS was also extremely intoxicated and was in fact taken into custody by Officer Brown upon request of this officer. Subject WELLS at this time was placed in the rear of Officer Black's vehicle and then replaced into Officer Green's vehicle.

It should be noted that while both subjects were facing each other this officer got a chance to look at subject WELLS' face and also subject YOUNG's face. It should be noted that on WELLS' face there was a small cut below the right eye which appeared as if subject WELLS had been struck by the subject YOUNG. This officer had information from the subject who informed this officer of the fight that both subjects had already in fact been fighting.

It should be noted that subject YOUNG had a reddening mark under one of his eyes which appeared that subject YOUNG had been struck by the subject WELLS. While this officer was attempting to conduct an investigation by contacting witnesses, contact was made with the suspect LIBBY PINK.

This officer asked subject LIBBY PINK if she had seen any actions that had taken place at that location at which time she stated no she did not and that she wasn't going to say anything. At

this time this officer asked for identification from the subject LIBBY PINK, at which time she stated that she did not have any and that she would not answer any questions asked by this officer. It should be noted that subject LIBBY PINK appeared to be very young and attempts were made to obtain identification and also her age. The subject LIBBY PINK stated to this officer that she had driven to the location in a vehicle and would supply this officer with no further information other than her home phone number. This officer contacted witness AL PINK, who advised this officer that the suspect in question was in fact only 16 years old and he had thought that she was at a movie. Due to this fact the subject was taken into custody by this officer for violation of curfew.

The suspect was transported to the city police department where she was placed in a juvenile detention room. The suspect's father was then contacted by this officer and advised of the circumstances and suspect LIBBY PINK was released to the custody of AL PINK. It should be noted that a juvenile contact report was completed on this subject by the undersigned.

It should be noted that both suspects involved in the fight were transported to the city police department where they were released to the custody of the jailer. No further action taken by this officer.

It should be noted that at no time during the confrontation in the alley did this officer or any other officers become involved in any type of altercation with either suspects WELLS or YOUNG.

SAMPLE REPORT #2

In the parking lot of Tick Toc Market at First and Cherokee a man told me that in the alley at 400 S. Cherokee two men were fighting.

I went there and saw two men facing each other as if they were going to fight. As I left my police car, YOUNG turned and ran east through the alley. I walked to WELLS and I yelled at YOUNG to stop and return. YOUNG appeared to be extremely intoxicated; he turned around and ran back towards me.

I asked WELLS what had happened; he did not answer. Officer Brown had arrived at the scene and YOUNG and WELLS were facing each other again. I heard WELLS say to YOUNG: "Okay, if you want to fight, let's go!" Then WELLS took a karate-type stance, as if he were preparing for a fight. I stepped in between both men, drew my baton, and ordered YOUNG to the rear of a parked vehicle about five feet away. Because YOUNG was extremely intoxicated, I arrested him for being drunk in public. I handcuffed him and put him in the back seat of my police car. WELLS was also extremely intoxicated. At my request, Officer Brown arrested him and put him in Officer Black's police car and then into Officer Green's.

While YOUNG and WELLS were facing each other, I had seen their faces. I saw a small cut below WELLS' right eye; it appeared that YOUNG might have struck him. I had information from the man who told me of the fight that both men had been fighting.

YOUNG had a reddening mark under one of his eyes; apparently WELLS had struck him. While I was talking to witnesses, I spoke to LIBBY PINK.

I asked LIBBY PINK if she had seen what had happened. She said, "no," and that she wasn't going to say anything. I asked her for identification. She said she had none and would not answer any questions. She appeared to be young, so I asked for identification and asked her age. She said she had driven there and would give no further information, other than her home phone number. I called AL PINK, who said that LIBBY was 16 years old, and that he thought she was at a movie. I detained LIBBY PINK for curfew violation.

I drove LIBBY PINK to the police department and put her in a juvenile detention room. I then phone her father and told him what had happened. I released LIBBY to him, and completed a juvenile contact report.

Both suspects involved in the fight were taken to the city police department where they were released to the custody of the jailer. I took no further action.

Neither I nor any other officer was involved in any kind of altercation with WELLS or YOUNG in the alley.

(The best way to compare the two samples above is to look at each sentence of the original report, then look at that same sentence in SAMPLE REPORT 2. To make this comparison easier, I've used the same paragraph divisions.)

CONTENT CHECKLIST

When you file an arrest or crime report, remember that it serves different purposes--for the detectives who will continue the investigation; for the prosecutor (who can't usually call and discuss the case before deciding whether to issue a complaint and whom to subpoena); for the defense, who will use it to try to get a charge reduced in negotiations, or to impeach you or other prosecution witnesses at trial; for the judge or jury when the report is in evidence; for you yourself, when attempting to refresh your recollection for trial; and for the department, when someone complains or files a lawsuit.

As appropriate to the particular kind of case, check your reports for the following:

ELEMENTS OF THE OFFENSE

Obviously, you'll have to be familiar with the elements of each crime. If you're in doubt, read the section and ask your supervisor. If you fail to include the facts which show a necessary element, and if that missing element can't reasonably be inferred, the DA may be unable to issue a complaint.

As an example, refer back to SAMPLE REPORT 1. Bearing in mind that the arrest was for PC 647(f), look closely to see what the officer said to support the charge. You will discover that the report shows the suspects were in public; however, the only statements to show intoxication were the officer's declarations of opinion that the men were both "extremely intoxicated." Although you may state your opinion about drunkenness, you should include your observations to support that opinion; demeanor, speech, gait, etc.

PENALTY-ENHANCING CIRCUMSTANCES

If the particular crime can be punished more severely under specified conditions (e.g., armed with deadly weapon, in the night, against a peace officer, etc.), be sure to include the facts which will support the increased penalty, whenever present. Don't wait to bring them out on trial--they must be alleged at the time the complaint is filed!

PROBABLE CAUSE FOR STOP/DETENTION/ARREST

As you know, even an obviously-guilty felon can get a free crime if we have serious problems here. GO INTO THE GREATEST POSSIBLE DETAIL ANYTIME YOU REPORT FACTS ABOUT A SEARCH AND SEIZURE ISSUE.

Instead of simply saying: "I stopped the car for a traffic violation," say: "I stopped the car because LUCAS made a right turn from a lane marked 'Left Turn Only' going from northbound First onto eastbound Cherokee." (Hopefully, even if you develop a major felony arrest from the car stop, you will still issue the traffic citation; otherwise, some judges may believe the traffic violation was fabricated to supply P.C. after the arrest.)

The cases hold that you must be able to state "articulable facts" to show your P.C., each step of the way. Mention every observation, any report you had, any radio dispatch, any bulletin you'd seen, and any prior experience which contributed to your suspicions about the arrestee. And don't be general and conclusionary. Instead of saying: "It was a high crime area," say: "The area for a radius of approximately 1/2 mile from the scene of the arrest had experienced 21

burglaries, 2 armed robberies and 8 cases of malicious mischief within the past 12 weeks, making it one of the highest crime areas in the city. Most of the crimes had occurred at night."

When discussing "furtive movements," "suspicious actions," and people or cars which "fit the description," get specific, and spare not detail! Who made the furtive movement? What did he do? How? Where? When? What made it "furtive?" ...How did he fit the description? What was it? Where did you get it? What was similar? How?

I have seen many reports with too little information on probable cause; I have never seen one with too much.

BASIS FOR SEARCH AND SEIZURE

Unless your report shows that you took evidence on authority of a search warrant, include all facts which show your legal basis; consent, incident to lawful arrest, contraband in plain view, imminent destruction of evidence, crime in progress, exigent circumstances, etc. Again, be as specific and detailed as possible. If two or more basis exist, cover them all completely.

"MIRANDA" ADVISEMENT AND WAIVER

Unbelievable as it may be, police reports occasionally contain details of an interview and full admissions, without saying a word about advisement and waiver! Your discussion of these topics should show where and when the advisement occurred, who was present, what representations were made, the absence of threats and promises, your method of explaining suspects' rights and his method of acknowledgment and waiver.

Instead of making a statement that "he understood and waived his rights," write down what he did and said: "When I asked if he understood, he said, 'I've heard 'em a dozen times...I probably know 'em better than you do...I know all that stuff. Ask me anything you want to...I ain't got nothing to hide, an I don't need no stupid lawyer, neither!'"

Particularly if your suspect is young, intoxicated, emotionally upset or interviewed soon after a trauma or serious crime, you must anticipate that even after an admission, he may claim there was no intelligent waiver. Be sure your report contains every detail of your advisement and waiver.

STATEMENT BY SUSPECT

Do not say: "The suspect admitted to the crime," use his words: "Larson said, 'I run up behind her and grabbed her purse before she knew what happened. Then she started yellin' and everything, so I jumped on my Moped and split.'"

Report everything the suspect says in explanation of his actions: if it is inculpatory, it may be admissible as a spontaneous utterance, an operable fact, etc., even without an advisement and waiver; if it is exculpatory, it is probably hastily-fabricated and can be exposed at trial more easily than a story contrived between booking and trial. Don't make the mistake of including only the inculpatory statements--sometimes a blurted-out excuse or alibi can do as much to convict a criminal as an admission.

STATEMENTS BY WITNESSES

These fall into two categories and should be viewed somewhat differently. If the witness seems friendly to the suspect, report his exact words, in detail, whenever possible. His statements may be used to impeach him at trial if his testimony is inconsistent with them.

For all other witnesses, including the victim, be cautious about reporting direct quotes and minute details of their statements. At trial, you will not be able to testify as to what a witness told you (hearsay), except for limited purposes, such as impeachment. If your report shows the victim

said something that conflicts with his testimony, you may be called as a defense witness to prove that a prosecution witness made a "prior inconsistent statement." Therefore, you should be very sure you are correctly attributing a precise detail to the right witness--double check it with the witness before leaving the scene, and be sure your notes are clear.

When reporting from memory, don't guess at which of several witnesses made a particular comment, and don't put something down just because you think that's what the witness meant. Your recitation of witnesses' statements must be accurate.

SUSPECT'S DEMEANOR

In cases of serious crimes where it is reasonable to anticipate that the suspect may advance a defense of "diminished capacity," you should carefully record your observations of his demeanor. You may note, for example, that he did not show any signs of intoxication, that he gave you a detailed statement of everything that happened, that he knew where he was, what time and day it was and what he had been doing, or that he made statements or asked questions (specify what they were) which tend to show his awareness of the situation.

CLIFF-HANGERS

Perhaps nothing is more frustrating to those who read your reports than to be given enough facts to show an issue or a question, and then be left hanging, wondering about the resolution.

For instance, if your report describes a crime occurring in January, with a known suspect, and an arrest in July, with no mention of the reasons for the 6-month delay in making the arrest, readers can only guess and wonder. The defense attorney in such a case would file a motion to dismiss for lack of speedy trial, and the prosecutor would be on the defensive, without sufficient information to respond. In cases of delayed arrests, your reports should show what efforts you made to effect an early arrest and why these efforts were unsuccessful.

In cases involving scientific analyses, be sure to include the results in your report, or attach a copy of the criminalist's report to yours, if available. Before submitting reports to the DA for complaints, check to be sure you are forwarding all the reports needed for a full account of what happened.

*As you write each report, keep in mind the different purposes it services for the various people who use it. From their points of view, check it to insure that it will communicate accurately and completely.

Chapter 10: PUNCTUATION AND GRAMMAR

PUNCTUATION

Punctuation marks are to the reader what road signs are to the driver. They make it easier to read and understand what you have written. The improper use of punctuation can completely change the meaning of your report and confuse the reader.

The following are the basic rules of punctuation. Additional resource material is available in the Sheriff's Department Library at the Training Section.

Apostrophe

Use the apostrophe:

- To indicate contractions or omitted letters.
I've (I have)
it's (it is)
- To indicate the coined plurals of letters, figures, and symbols.
three R's
5's and 7's
+'s
- To show possession. Add 's when the noun does not end with an "s" sound. Add only the apostrophe to a noun that ends with an "s" sound.
deputy's
hotel's
hostess'
Jones'
- To show possession in compound nouns, add the apostrophe or 's to the final word.
brother-in-law's
secretary-treasurer's
- To show joint possession in nouns in a series, add the apostrophe or 's to the last noun.
soldiers' and sailors' home
- To show separate possession in nouns in a series, add the apostrophe or 's to each noun.
John's, Thomas', and Henry's ratings
- To show possession in indefinite pronouns add the apostrophe or 's to the last component of the pronoun.
someone's desk
somebody else's books
other's homes

Do not use the apostrophe:

- To form the possessive of personal pronouns.

- theirs
 - yours
 - hers
 - its
- To form the plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe. Add 's, however, if it makes the plural easier to read.
 - twos and threes
 - ifs, ands, and buts
 - yeses and no's
 - do's and don'ts
 - which's and that's
 - To follow names of countries and other organized bodies ending in "s", or after words more descriptive than possessive (not including personal possessions), except when the plural does not end in "s".
 - United States control
 - United Nations meeting
 - Merchants exchange
 - Children's hospital

Brackets

Use brackets in pairs:

- To enclose a correction.
 - He arrived at 13 [12] o'clock.
- To supply something omitted.
 - Mr. Adams [arrived] late.
- To explain or to identify.
 - The president pro tem [Arnold] spoke briefly.
- To instruct or to add comment.
 - The report is as follows [read first paragraph].
- To enclose sic when it is used to show that an error in a quotation has been recognized but not changed.
 - It's [sic] counterpart is missing.

Use a single bracket:

- At the beginning of each paragraph but only at the close of the last paragraph, when extensive material is enclosed.

Colon

Use the colon:

- To separate an introductory statement from explanatory or summarizing material that follows.

- The board consists of three officials: Chairman, Vice chairman, and recorder-secretary.
- To introduce formal statements, questions, or quotations.
 - The committee stated the principle thus: In our foreign relations, people instead of governments are our first concern.
 - The following question came up for discussion: What policy should be adopted?
 - He said: (If the quotation is not more than one sentence use a comma instead of a colon).
- To follow a formal salutation.
 - Dr. Franklin:
 - Ladies and Gentlemen:
 - To whom it may concern:
- To separate the hour and the minutes in clock time.
 - 8:15 a.m.
 - 11:59 p.m.
- To follow introductory headings which lead directly to subentries.
 - Policy:
 - General:
 - Salaries:
 - Responsibilities:
 - Specific:
- To separate parts of citations. (Leave a space after the colon).
 - Luke 4: 3
 - Journal of Education 3: 342-359
- To indicate proportion. (Use double colon as ratio sign).
 - 1:2::3:6

Comma

Use the comma:

- To separate words or figures that might otherwise be misunderstood or misread.
 - Instead of hundreds, thousands came.
 - To John, Smith was very helpful.
 - Out of each 20, 10 are rejected.
- To set off introductory or explanatory words that precede, break, or follow a short direct quotation that is neither a question nor an exclamation.
 - I said, "Don't you understand the question?"
 - "I understand it," she replied, "but I disagree." "Why?" he said. "It's unreasonable!" she exclaimed.
- To separate a series of modifiers of equal rank.

- It is a young, eager, and intelligent group but he is a clever young man. (No comma when the final modifier is considered part of the noun modified.)
- To indicate the omission of an understood word or words.
Then he was enthusiastic; now, indifferent.
 - To follow each of the members within a series of three or more, when the last two members are joined by and, or, or nor.
horses, mules, and cattle
by the bolt, by the yard, or in remnants
neither snow, rain, nor heat
by five, 10, or 20
 - To separate an introductory phrase from the subject it modifies.
Beset by the enemy, they retreated.
 - Before and after Jr., Sr., academic degrees, and names of States preceded by names of cities, within a sentence.
Henry Smith, Jr., was in charge of the project.
Joseph Fixall, MD., is my doctor.
Bakersfield, California, is my home town.
 - To set off parenthetical words, phrases, or clauses.
The atom bomb, developed by the Manhattan project, was first used in World War II.
The situation in the Middle East, he reported, might erupt.
But the person who started that fire is undoubtedly an arsonist. (No comma necessary, since the clause "who started the fire" is essential to identify the person.)
 - To set off words or phrases in opposition or in contrast.
Mr. Jay, attorney for the plaintiff, asked for a delay.
You will need work, not words.
 - To separate the clauses of a compound sentence if they are joined by a simple conjunction such as or, nor, and, or but.
The United States will not be an aggressor, nor will it tolerate aggression by other countries.
 - To set off a noun or phrase in direct address.
Mr. President, the motion has carried.
 - To separate the title of an official and the name of his organization, in the absence of the words "of," or "of the."
Chief, Insurance Branch
Chairman, Committee on Appropriations
 - To separate thousands, million, etc., in numbers of four or more digits.
4,230
50,491

1,000,000

- To set off the year when it follows the day of the month in a specific date within a sentence.

The reported dates of September 11, 1943, to June 12, 1955, were erroneous.

- To separate a city and state.

Cleveland, Ohio

Bakersfield, California

Do not use the comma:

- To separate the month and year in a date.

Production for June 1955

On 5 July 1956 we dedicated the arsenal

(Military form of date)

- To separate units of numbers in built-up fractions, decimals, page numbers, serial numbers (except patent numbers), telephone numbers, and street addresses.

1/2500

1.9047

page 2632

Serial No. 189463

861-7500

1727-1731 Broad Street

- To precede an ampersand (&) or a dash.

Greene, Wilson & Co. (except in indexes: Jones, A.H., & Sons)

There are other factors - time, cost, and transportation - but quality is the most important.

- To separate two nouns one of which identifies the other.

The booklet "Infant Care"

Wilson's boat The Maria

- To separate the name and the number of an organization.

American Legion Post No. 12

Dash

Use a dash (two hyphens):

- To mark a sudden break or abrupt change in thought.

He said--and no one contradicted him--"The battle is lost."

If the bill should pass--which Heaven forbid--the service will be wrecked.

- To indicate an interruption or an unfinished word or sentence.

He said, "Give me lib--"

Q. Did you see--?

A. No, sir.

- To serve instead of commas or parentheses, if the meaning is clarified by the dash.
- To introduce a final clause that summarizes a series of ideas. (See also item #1 above for the use of colon.)

Freedom of speech, freedom of worship, freedom from want, freedom from fear--these are the fundamentals of moral world order.

- To follow an introductory phrase leading into two or more successive lines and indicating repetition of that phrase.

I recommend--

That we accept the rules

That we publish them.

- To serve instead of a colon when a question mark closes the preceding idea.

How can you explain this ?--Fee paid, \$5.

- To precede a credit line or signature.

Still achieving, still pursuing,

Learn to labor and to wait.

--Longfellow

This statement is open to question.

--Gerald H. Forsythe

Exclamation Point

Use the exclamation point:

- To mark surprise, incredulity, admiration, appeal, or other strong emotions, which may be expressed even in a declarative or interrogative sentence.

How beautiful!

"Great!" he exclaimed.

Who shouted, "All Aboard!" (question mark omitted)

O Lord, save thy people!

Hyphen

Use the hyphen:

- To connect the elements of certain compound words.

mother-in-law

self-control

walkie-talkie

ex-governor

H-bomb

quasi-academic

- To indicate continuation of a word divided at the end of a line.

- To separate the letters of a word which is spelled out for emphasis.

d-o-l-l-a-r-s

Parentheses

Use parentheses:

- To set off matter not part of the main statement or not a grammatical element of the sentence, yet important enough to be included.

Mr. Kelley (to the chairman)

Q. (continuing)

A. (reads)

The result (see figure 2) is most surprising

- To enclose a parenthetical clause where the interruption is too great to be indicated by commas.

You can find it neither in French dictionaries (at any rate, not in Littré!) nor in English dictionaries.

- To enclose an explanatory word that is not part of the statement.

The Erie (Pa) Ledger

- To enclose letters or numbers designating items in a series, either at the beginning of paragraphs or within a paragraph.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

- To enclose a reference at the end of a sentence. Unless the reference is a complete sentence, place the period after the parenthesis closing the reference. If the sentence contains more than one parenthetical reference, the parenthesis closing the reference at the end of the sentence is placed before the period.

The specimen exhibits both phases (pl. 14, A,B).

The individual cavities show great variation (See pl. 4.)

The sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

- Use a single parenthesis:

At the beginning of each paragraph but only at the close of the last paragraph, when extensive material is enclosed.

Period

Use the period:

- To end a declarative sentence that is not exclamatory, and to end an imperative sentence.

He works for Johnson & Sons, Inc.

Do not be late.

- To end an indirect question or a question intended as a suggestion and not requiring an answer.

Tell me how the rocket was launched.

May we hear from you soon.

- To follow abbreviations unless by usage the period is omitted.

Gal.

NE.

qt.

N.Y.

Note: In abbreviations made up of single letters, no space is allowed between the period and the following letter, except that one space is allowed after the periods following the initials in a proper name.

Question Mark

Use the question mark:

- To indicate a direct query, even if not in the form of a question.

Did he do it?

He did what?

Who asked, "Why?" (note single question mark)

- To express more than one query in the same sentence.
- To express doubt.

He said the boy was 8 (?) feet tall.

Quotation Marks

Use quotation marks:

- To enclose a direct quotation. Single quotation marks are used to enclose a quotation within a quotation.

The answer is "No."

"Your order has been received," they wrote.

He said, "John said 'No.'"

"John," said Henry, "why do you go?"

- To enclose any matter following the terms entitled, the word, the term, marked, endorsed, or signed. Do not use them to enclose expressions following their terms known as, called, so-called, etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An act . . ." It was signed "John."

After the word "treaty," insert a comma.

- To enclose misnomers, slang expressions, nicknames, or ordinary words used in an arbitrary way.

Limit quotation marks:

- If possible, to three sets (double, single, double).

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "legitimate" citizen of the United States?'"

Place punctuation inside or outside quotation marks, as follows:

- Always type the comma and the final period inside the quotation marks.
- Other punctuation marks are placed inside only if they are a part of the quoted matter.

"The President," he said, "will veto the bill."

The conductor shouted, "All aboard!"

Is this what we called a "correspondence"?

"Have you an application form?"

Who asked, "Why?"

Why call it a "gentlemen's agreement"?

Semicolon

Use the semicolon:

- To separate independent clauses not joined by a conjunction, or joined by a conjunctive adverb such as hence, therefore, however, moreover, etc.

The report is not ready today; it may be completed by Friday.

The allotment has been transferred to the Probation Division; hence, construction of the partitions must be delayed.

- To separate two or more phrases or clauses with internal punctuation.

Robert M. Roman, chairman of the union, will travel in most of southern Europe; in all of the Near East; and, in case there is time, along the northern, western, and southern coasts of Africa.

If you want your writing to be worthwhile, give it unity; if you want it to be easy to read, give it coherence; and, if you want it to be interesting, give it emphasis.

- To separate statements that are too closely related in meaning to be written as separate sentences.

No; we receive one-third.

War is destructive; peace, constructive.

- To precede words or abbreviations which introduce a summary or explanation of what has gone before in the sentence.

A writer should adopt a definite arrangement of material; for example, arrangement by time sequence, by order of importance, or by subject classification.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

GRAMMAR

To write good reports you should have a basic knowledge of grammar. The three basic definitions in grammar you should know are listed below.

Noun

A Noun is simply a name of a person, place or thing or a quality or feeling.

Examples: George, parakeet, Sergeant

Bakersfield, United States

gun, knife

loving, strength

Pronoun

A Pronoun is a word that substitutes for a noun.

Examples: He, she, it

Narrative reports are written in sentences. Sentences generally begin with a noun or pronoun.

Verb

A Verb is a word that shows action.

Examples: Shot, run, aim, attack, grab, speeds

A verb is also a word that connects a noun or pronoun to the words that describe that noun or pronoun.