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Guide to Writing Good Reports
BAD NOODLE ROLEPLAY

Overview

A key component of progressing as a member of your department is writing good reports. Reports consist of information related to a scene, call, or incident, and serve as a written record of events. We require all units, regardless of department, to write high-quality reports. To do so, it is important to include key information from each scene. Use this guide to help learn what information may be important, as well as some tips and tricks for writing good reports.

Disclaimer

Not every report will look the same. This document does not dictate exactly how each report will be written, as the information included will depend on the incident. The type of class, the unit's previous experience, and several other factors can influence how a report may be written. Use this guide as a template or example for what may be included.

Report Types
We use two types of reports: incident reports and arrest reports.

Incident reports refer to your traditional scene report. Incident reports should include information like the location, time, and type of call, who the suspect was, which units were on-scene, and the details of the entire interaction. Incident reports will house the bulk of your information. Incident reports are common when you respond to a Dispatch call or make a traffic stop.

Arrest reports mimic incident reports by allowing units to list any charges or citations given while on a scene. Not every call or scene will have an arrest report - only if you arrest someone on a scene. Arrest reports may be used in lieu of incident reports in situations where a suspect is arrested. If you are writing an arrest report, you would include the same information from an incident report, but you are adding the charges list. **If you write an arrest report, an incident report may not required**.

* **Citations** are also used in the city, but they do not classify as a "report," as you just select the citations. As with arrest reports, you may not give any citations, so these will not always be used. Citations should be referenced in an arrest or incident report if they are used.

** Some departments, divisions, and/or subdivisions may ask you to write other types of reports (i.e., Detective reports, Investigative reports, etc.). Although you may follow the same general guidelines for your narratives and format, please refer to the instructions on your specific report for necessary information.

Report Writing
Because of the importance of having good reports, use the information below to format, structure, and guide your reports.

Format
Although format may depend on the scene, here are some general guidelines to follow. For example, reports should be...
➔ Written in past tense (i.e., Officer *detained*, subject *ran*)
➔ Written in chronological order as events unfolded on the scene (i.e., *First, then, after*)
➔ Written with proper grammar and syntax (Try your best, here! Some problems are expected, especially for units whose first language is not English)

Important Scene Information
Each scene features important, basic information that should be included in the report. For example, your report may include:
➔ Location of the incident (street name, city, postal code)
➔ Time and date of the incident
➔ Type of incident (e.g., Dispatch call, ALPR hit, etc.)
➔ All units involved (name and badge number)
➔ Description of the subject (name, ID number, birth date, physical description)
➔ Vehicle information (make, color, plate)
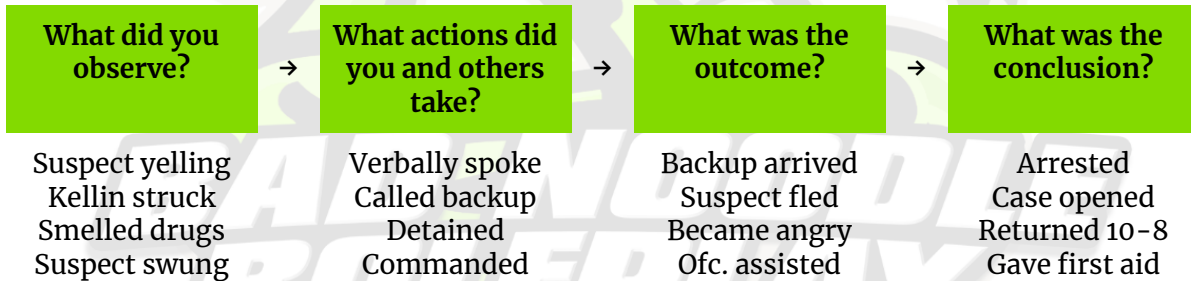
Narrative Writing

For your written report, you will want to take detailed notes during the incident. Make note of all significant actions, findings, or behaviors. Below is a good structure to follow:

Who	What	When	Where	Why
Harold Mittel	Person with Concern for a Weapon	22:30	Sinner Street Mission Row 8048	Had a Warrant

Once you have established this baseline, you can begin writing your report. You will want to describe the incident in as much detail as possible.

> **Note**: The MDT does have a character limit, so you may need to reduce your text. The text box will not let you type any more when you've reached it, so you will know you need to reduce your text. If this happens, be selective on what info is necessary, use short-hand phrases or acronyms, etc. It is recommended to type your report outside of the MDDT (i.e., /notes, notepad, etc.) in case the MDT malfunctions.

In your report, you will want to explain how you became involved in the incident (e.g., accepted a dispatch call, responded to a 10-32 request, etc.), as well as all of the actions that occurred during the scene. Below is a flowchart to guide your writing:

What did you observe?	→	What actions did you and others take?	→	What was the outcome?	→	What was the conclusion?
Suspect yelling Kellin struck Smelled drugs Suspect swung		Verbally spoke Called backup Detained Commanded		Backup arrived Suspect fled Became angry Ofc. assisted		Arrested Case opened Returned 10-8 Gave first aid

Arrest Reports

Arrest reports will include the same information as above, with the noted exception of adding charges. When making an arrest report, you will have the option to select charges from a menu.

Importantly, you should only use an arrest report when making an arrest. In many cases, you will **not** need an incident report when you do an arrest report. Certain cases, however, may warrant both, such as arresting two or more individuals on one scene. You would want to do an incident report combining information from all of the arrest reports.

Example Reports
Below are examples of good reports to use as examples and guides for your own report writing.

At the above date and time, L630 was attempting to conduct a traffic stop on a blue four door sedan bearing SA Plates N6K-4904 for reckless driving on the roadway. Upon activation of emergency equipment, the vehicle observed and pulled over. When L630 stepped out of their patrol vehicle, the driver then fled in the blue sedan towards the airport at a high rate of speed. Officers initiated a pursuit, and were able to box in the subject before they entered the circle of the airport. The driver, later identified as Sidnee Ashby born on 09/27/1982 fled on foot when officers were ordering her out of the vehicle. L337 followed the driver. L630 ordered the passenger later identified as Shayne Galarza born on 12/24/1980. L630 then went and assisted L337 with the detainment of the driver. After both parties were in custody officers searched the sedan and found marijuana in the vehicle. Both parties were transported to a local station for booking and processing. [Johnsson]

At approximately 11pm on June 25th, Dacre [L056] initiated a traffic stop on a silver Schwarz following an ALPR hit that the vehicle was stolen. Upon stopping the vehicle, Dacre spoke with the driver, later identified as Emory Hazelwood, and could smell alcohol coming from the vehicle. When questioned, Hazelwood said she was offended that one would think she would drink and drive. Dacre called for State units to conduct a DUI investigation, to which NumbKat [S127] and Mercury [S117] responded. In addition, Buffalo [L024] responded to provide additional assistance. State's investigation concluded that Hazelwood was driving drunk with a BAC of 0.11%. Dacre searched the vehicle and found a used needle in the center console. A field test kit concluded that the needle contained heroin. Dacre searched Hazelwood, but found nothing of interest. Hazelwood admitted to stealing the vehicle from a man in the park. See arrest report for charges list. EOR. [Em.]

On July 4th, 2023 at approximately 10:51, L020 attempted to initiate a traffic stop on Vinewood Blvd on a red 4 door classic sedan with no plate operated by Art Kobayashi 09/02/1962 EXPIRED LICENSE. L020 attempted to initiate and the suspect began fleeing from L020. L020 began pursuit through Los Santos and awaited assistance from L024 and L056. When additional officers arrived, L020 initiated a box on the suspect vehicle northbound on innocence Blvd. Suspect exited the vehicle and began fleeing on foot from officers southbound innocence Blvd. L024 and L056 apprehended the suspect in foot pursuit and scene was code 4. Suspect and suspect vehicle were searched and no outstanding items of interest were located. Suspect was identified and charged with Attempting to Elude LEO in vehicle and Attempting to flee on foot. L020 transported the suspect to Mission Row Police Department to book. [Smiley]

First Name: Darby Last Name: Pizarro DOB: 9/16/1989 At about 2139 hours on July 3 2023, I observed Mr. Pizarro driving in reverse on Marina Drive heading towards Sandy Shores. I then attempted to initiate a traffic stop in which he stopped mid way then drove into oncoming lanes before he decided to pull over into the easement. Upon approaching the vehicle there was a strong odor of alcohol emitting from the driver side window. While speaking with Mr. Pizarro observed him slurring his words, losing focus and fidgeting with objects inside the vehicle. After asking if he has had anything to drink he would either come back saying "I wish i would have" or "not enough to drink '' which then gave me probable cause to do a field sobriety test. While performing these tests he failed one out of 3 which was the one leg stand stumbling over multiple times which led me to do a breathalyzer test in which he blew a 0.1% BAC level. After informing him on his level he blew it then placed Mr. Pizarro was taken into custody, read him his writings then proceeded to search his person. I then called a tow service for the vehicle, transported him to the station for booking and processing. [Dakota]