



# THE BLUE OPAL COLLECTIVE, LLC

## REPORT WRITING GUIDE

### On-Scene Investigation

#### HEADING

General heading.

*Example: On (date), I, (your name & #), responded to (address) related to (call title).*

#### DISPATCH NOTES

What did you know as you responded?

*Example: Dispatch advised the following...*

#### OBSERVATIONS

What were your observations upon arrival?

- The scene
- Emotionality

*Example: I arrived to find (person's name) standing outside the front door. She was crying and it took a few minutes for him/her to calm down enough to be able to understand her. Just inside the door was a suitcase open with the clothing and female hygiene items scattered on the floor.*

#### INTERVIEWS

Who did you talk to? (not necessarily in chronological order). Complete the below for each party.

- Introduce the FV relationship with each party and narrate in third person.

*Example: (Name) told me the following....*

Describe your observations of the party (if applicable).

- Physical injuries or lack of
- Emotionality / demeanor

*Example: I noticed as a I spoke with (name) she cried intermittently and touched her cheek frequently as if she was experiencing pain to the area.*

Describe your actions with each party.

- Completed Domestic Violence Victim Statement and/or Strangulation/Suffocation Form
- Took photos
- Reviewed video/photos (be sure to collect theses)
- Took photos of text messages
- Called EMS (consider a mandatory response with allegations of strangulation/suffocation)
- Written statement

## DOCUMENT THE CRIME SCENE

- Describe the scene
- Photograph the scene
- Security Video? (identify the potential for and obtain a point of contact if unable to collect)
- Evidence - Collect and photograph

*Example: I photographed the suitcase and various items. I noticed a camera on the mantle and asked (Name) about it. She believes it is active but (Name) is the only person who has access to it and he will not give her access.*

## RESOLUTION

- Separated parties

*Example: I encouraged (Name) to go stay at a safe place. No arrest was made due to (Name) leaving the scene prior to my arrival. I tried to call him twice and he didn't answer.*

- Arrest

*Example: I arrested (Name) and transported him to jail without incident.*

- Transport to hospital

*Example: (Name) was transported to (Name Hospital). I arranged for Victim Services to meet her there.*

## OTHER ACTIONS

- Submitted probable cause affidavit and Motion for Emergency Protective Order
- Contacted Victim Services
- Contacted CPS (include reference number)
- Uploaded photos and video
- Submitted evidence / statements