

Report Writing Standard

This standard evaluates an officer's competence to prepare appropriate reports in accordance with department expectations.

Meets Standards: Yes

The officer's reports contain the essential incident information (who, what, when, where, why, how) by documenting events in a clear and understandable manner. Reports are complete and contain all the information and facts available. Reports include information which explains and justifies official action taken by the officer. Grammar, spelling, word usage and sentence structure are professional and do not compromise clarity of meaning. Officer proofreads reports for errors and omissions and makes corrections prior to supervisor review. Officer's reports are infrequently returned for significant correction or revision of the same mistake. Reports and record management system entries are completed in a timely manner.

Reports and referrals prepared for the district attorney, city attorney, social services or other law enforcement agencies are complete and contain all information necessary for the preparation and prosecution of crimes or ordinance violations. Reports and referrals are proof read by a supervisor before leaving the police department.

Meets Standards: No

The officer's reports do not contain essential information (who, what, when, where, why, how) by documenting events in a clear, concise and understandable manner. Reports are incomplete and do not contain all the information or facts available. Reports do not include information which explains and justifies official action taken by the officer. Reports contain grammar, spelling, word usage and sentence structure errors that are unprofessional and compromise the clarity of meaning. Officer fails to proofread reports for errors or omissions. Officer's reports are frequently returned for significant correction or revision of the same mistake. Reports or record management system entries are not completed in a timely manner.

Reports and referrals prepared for the district attorney, city attorney, social services or other law enforcement agencies are incomplete or do not contain all the information necessary for the preparation and prosecution of crimes or ordinance violations. Reports and referrals are not proof read by a supervisor before leaving the office.