|  |  |
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| Agency:       | Part 5. POST Field Training Model |
| Field Training Program Manual– Volume 2 | Date:       |

section 11

Report Writing

11.1 – 11.2 Competency Requirements

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| Contents |
| 11.1 Field Notes and Notebook11.2 Report Writing Requirements List of SubtopicsAttestationInstructions to AdministratorsInstructions to FTOs |

**Note to Administrators**

In order for POST to review and approve your agency’s Field Training Manual, you MUST submit the following electronic files:

1) POST-approved Field Training Application ([Form 2-229](https://post.ca.gov/portals/0/post_docs/publications/2-229.pdf))

2) Your department’s Policy & Procedure Manual

3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

**LIST OF SUBTOPICS**

###### 11.1 FIELD NOTES AND NOTEBOOK

11.1.01 Necessity for Field Notes

11.1.02 Discoverable Contents

11.1.03 Types of Entries

11.1.04 Recording Pertinent Information

###### 11.2 REPORT WRITING REQUIREMENTS

11.2.01 Flow of Completed Reports

11.2.02 Report Depository

11.2.03 Records Unit

11.2.04 Records Unit

11.2.05 Importance of Police Reports

11.2.06 Components of a Well-Written Police Report

11.2.07 Types of Report Forms

11.2.08 “Cold” Crime Reports

11.2.09 Preparing a Written Report

11.2.10 Completing Reports Following an Arrest

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| SECTION 11 | REPORT WRITING |
| Check one ONLY: [ ]  Phase 1 [ ]  Phase 2 [ ]  Phase 3 [ ]  Phase 4 [ ]  Phase 5 |  |
| Trainee |       |  FTO  |       |

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| 11.1 FIELD NOTES AND NOTEBOOK |
| 11.1.01 Necessity for Field Notes |
|  | The trainee shall explain the necessity for field notes. The explanation shall minimally include: |
|  | 1. References for future investigation
2. References for future court appearance
 | 1. Beat or area information
 |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
| Comments *(field will expand automatically)*      |

Additional Information:

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| 11.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.1.01 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.1.02 Discoverable Contents |
|  | The trainee shall recognize That the contents of field notes are discoverable in a court proceeding. |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
| Comments *(field will expand automatically)*      |

Additional Information:

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| 11.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.1.02 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.1.03 Types of Entries |
|  | The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include: |
|  | 1. Date, day, time, and vehicle number
2. Name(s) of additional personnel and supervisor
3. Type of incident
 | 1. Pertinent information
2. Names of suspects, victims, witnesses, and reporting persons
 |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
| Comments *(field will expand automatically)*      |

Additional Information:

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| 11.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.1.03 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.1.04 Recording Pertinent Information |
|  | Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information. |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
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| 11.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.1.04 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.2 REPORT WRITING REQUIREMENTS |
| 11.2.01 Flow of Completed Reports |
|  | The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain. |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
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| 11.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.2.01 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.2.02 Report Depository |
|  | The trainee shall give the location of the report depository. |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
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| 11.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.2.02 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.2.03 Records Unit |
|  | The trainee shall describe the function for the records unit in the reporting process. |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
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Additional Information:

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| 11.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.2.03 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.2.04 Investigative Units and the District Attorney’s Office |
|  | The trainee shall describe the functions of the investigative unit(s) and the District Attorney’s Office in the reporting process. |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
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Additional Information:

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| 11.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.2.04 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.2.05 Importance of Police Reports |
|  | The trainee shall discuss the importance of police reports, including these uses: |
|  | 1. Recording facts into permanent record
2. Providing coordination of follow-up activities
3. Providing investigative leads
 | 1. Providing statistical data
2. Providing a source for trainee evaluation
3. Providing reference material
 |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
| Comments *(field will expand automatically)*      |

Additional Information:

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| 11.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.2.05 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.2.06 Components of a Well-Written Police Report |
|  | The trainee shall explain the qualities of a well-written police report. These shall include: |
|  | 1. Accuracy
2. Brevity
3. Completeness
4. Clarity
5. Legibility/Neatness
 | 1. Objectivity
2. Grammatical and structural correctness
3. Timeliness
4. First person/active voice/past tense
 |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
| Comments *(field will expand automatically)*      |

Additional Information:

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| 11.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.2.06 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.2.07 Types of Report Forms |
|  | The trainee shall identify the proper report forms to be utilized in given situations (e.g., Missing Persons, DUI, Found Property, etc.) |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
| Comments *(field will expand automatically)*      |

Additional Information:

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| 11.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.2.07 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.2.08 “Cold” Crime Reports |
|  | Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form. |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
| Comments *(field will expand automatically)*      |

Additional Information:

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| 11.2.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.2.08 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.2.09 Preparing a Written Report |
|  | The trainee shall prepare a report that minimally includes: |
|  | 1. Organizing facts in chronological order
2. Relating facts in appropriate sentence form
3. Correctly filling in all appropriate boxes
 | 1. Properly establishing who, what, when, where, why, how, and how many
2. Properly establishing the elements of the crime(s), when appropriate
 |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
| Comments *(field will expand automatically)*      |

Additional Information:

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| 11.2.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.2.09 Part B - Agency Training Details *(field will expand automatically)* |
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| 11.2.10 Completing Reports Following an Arrest |
|  | Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include: |
|  | 1. Elements constituting the offense
2. Complete documentation of reasonable/probably cause
3. Complete description of all physical evidence, where it was found, and its disposition
 | 1. Complete listing of all suspects, including whether or not they are in custody
 |
| Reference(s):  |       | Case # *(If applicable)*      | Incident #       |
|  | **Received Instruction** | **Competency Demonstrated** | **How Demonstrated?** | **Remedial Training** | **How Remediated?** |
|  | When completed, print full name | Date | When completed, print full name | Date | When completed, print full name | Date |
| **FTO:** |       |       |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |       |       | [ ]  Field Perform[ ]  Role Play[ ]  Written Test[ ]  Verbal Test |
| **Trainee:** |       |       |       |       |       |       |
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Additional Information:

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| 11.2.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 11.2.10 Part B - Agency Training Details *(field will expand automatically)* |
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See next page for Attestation

Part 5 – Section 11: Report Writing

ATTESTATION FOR SECTION 11

**To enter your electronic signature:**

* Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
* Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
* Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
* Enter your full name next to your signature.

**YOUR ELECTRONIC SIGNATURES VERIFY** that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.

2. The trainee demonstrated all competencies required for this portion of the Field Training Program.

3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.

4. The final evaluation of the trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted
by the trainee.

Primary Field Training Officer: Print Full Name:

 Trainee: Print Full Name:

**IMPORTANT:** After signing the Attestation, the file will be “locked” and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

**To remove the electronic signature:**  Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

**How to Complete Volume II (Sections 1–18)**

INSTRUCTIONS FOR ADMINISTRATORS

**Volume II of the Field Training Manual consists of 18 Sections.** Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
	1. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
	2. For each subsection, complete Parts A and B.
		* *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force)
		* *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies)
	* 1. **Volume I and Volume II (Sections 1-18)**
		2. **POST** [**2-229**](https://post.ca.gov/portals/0/post_docs/publications/2-229.pdf) **Form (scanned copy of signed original)**
		3. **Department Policy Manual**
4. Mail your POST 2-229 Form to:

**Commission on POST**

***Field Training***

**860 Stillwater Road, Suite 100**

**West Sacramento, CA 95605**

**See next page for Instructions for Field Training Officers**

 **How to Complete Volume II (Sections 1–18)**

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

**Volume II of the Field Training Manual consists of 18 Sections.** Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
	1. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
	2. Enter any note-worthy comments related to the trainee’s performance.
3. ***If trainee requires remedial training:***
	1. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
	2. Enter any additional note-worthy comments related to the trainee’s performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

**End Section**