

**A-2**  
**NON-EMERGENCY INCIDENT RESPONSE**  
**CORE POLICING COMPETENCY: REPORT WRITING**

LEARNING ISSUES:

- Familiar with department reports and forms used and their use
- Write complete, accurate, neat, correct spelling, grammatically correct reports
- Proficient in writing reports both on paper and on MDC
- Note taking and information gathering
- Telephone Response Unit (TRU)

RESOURCES:

- DPD G.O. 1002, R-4: Written Directive System
- DPD G.O. 4028, R-1: Report Writing
- DPD G.O. 4032, R-1: Voiding & Adjusting Citations
- DPD G.O. 4058, R-5: Property/Evidence Control
- DPD SOP. A-12, R-2: Check on Submission Reports
- DPD SOP. A-33, R-2: Radio Logs
- DPD SOP. A-36, R-1: Responsibility for Written Reports
- UCR Crimes Index Manual
- Telephone Response Unit (TRU)

LEARNING OUTCOMES:

1. The trainee is able to describe, explain, and identify the appropriate internal and external reports/forms required for recording daily police activities as they relate to this phase.
2. The trainee is able to analyze situations and determine what reporting requirements he or she must meet to fulfill agency, judicial, state, and federal reporting mandates.
3. The trainee is able to evaluate the effectiveness of the reference material listed in this competency.