

B-2
EMERGENCY INCIDENT RESPONSE
CORE POLICING COMPETENCY: REPORT WRITING

LEARNING ISSUES:

- Use of departmental reports, forms, citation/arrest slips, and electronic messaging systems for an emergency call (or appropriately not taking reports in emergencies)
- Completing administrative reports; i.e., memorandums, emergency leave, award nominations, etc. resulting from emergency calls for service.
- Writing skills: completeness, accuracy, neatness, time used, grammar, spelling, language use, professional objectivity
- Division- specific paperwork; i.e., significant activity reports, emergency contact cards, etc
- On-line reporting system; i.e., Traffic Accident and Criminal Software
- Note taking, crimes scene logs, and information gathering at emergency scenes
- Other issues as they apply to report writing for emergency incidents

RESOURCES:

- DPD G.O. 4013, R-4: Traffic Collision Investigation
- DPD G.O. 4028, R-1: Report Writing
- DPD G.O. 4032,R-1 Voiding and Adjusting Citations
- DPD G.O. 4042,R-2 Warning Tickets
- DPD G.O. 4053,R-1 Completing and Processing Traffic Citations
- DPD G.O. 4058,R-5 Property/Evidence
- DPD G.O. 4070,R-2 District Attorney Screening Package
- DPD G.O. 4071,R-2 Grip Packages
- DPD SOP. A-12, R-2: Check on Submission Reports
- DPD SOP. A-36, R-1: Responsibility for Written Reports
- DPD Tracs Reporting System
- OSSI Report Writing Manual
- DMV-349 Manual
- 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 the 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.