

D-2
PATROL ACTIVITIES
CORE POLICING COMPETENCY: REPORT WRITING

LEARNING ISSUES:

- Time management
- Familiar with department reports and forms used and their use
- Writing skills: completeness, accuracy, neatness, time used, grammar, spelling, language use, professional objectivity
- Proficient in writing reports both on paper and on MDC
- Intelligence submissions
- Telephone Response Unit (TRU)
- Other issues as they apply to report writing for patrol activities

RESOURCES:

- DPD G.O. 1002, R-4: Written Directive System
- DPD G.O. 4013, R-4: Traffic Collision Investigation
- DPD G.O. 4028, R-1: Report Writing
- DPD G.O. 4032, R-1: Voiding & 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 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)
- DPD Tracs Reporting System
- OSSI Report Writing Manual
- DMV-349 Manual

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.