Sample Crime Report

**Items to Include in the Report:**

▢ Existing witness reports

▢ Description of the crime scene:

 ▢ Address ▢ Specific crime committed

 ▢ Crime scene evidence ▢ Locations

 ▢ Date ▢ Time

▢ Chronological narrative (include each of the following, if they apply):

 ▢ How did you come upon the scene? ▢ Who was involved?

 ▢ Which investigative avenues are being taken? ▢ What was said?

 ▢ Arrests made ▢ Evidence

 ▢ Reason why the officer was on the scene ▢ Booking

▢ Description of witnesses ▢ Description of crime committed

 ▢ Details about other officers involved ▢ Any other relevant factors

**Editing Steps**

▢ Report is typed (unless specifically requested to be hand-written)

▢ Report is current (continues up until the present day)

▢ Report contains proper grammar, spelling, and punctuation

▢ Names of witnesses and places are spelled correctly

▢ Report is free of subjective wording and personal opinions (except in witness reports)

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