

Report Writing Format

To: Person in charge (e.g. The Investigating Officer)
Organisation (e.g. Jurong Police Station)

Title (e.g. Theft of belongings in 4N4 classroom)

Paragraph 1: On When, What happened involving Who at Where.

Subsequent paragraphs: Highlight series of events of happenings in **chronological sequence**

Last paragraph: General comment based on topic
e.g. I hope that the information I have provided will prove useful in your investigations..

Report by: (your full name)

Signature: _____

Date: _____

Who Reads Reports?

- Supervisors and higher ranking officers
- Fellow officers/ Other agency officers
- Judges, Attorneys, Officers of the Court
- Governmental officials (Governors, County Supervisors, Mayors, Commissioners)
- Members of the general public
- Insurance company personnel
- News and media personnel

A Good Report

A good report is a clear, concise, accurate, well-organized narrative **of the facts** of an incident.

Incident Format

For each incident, note the date, time, and location. Include the details of the incident, including the WHO, WHAT, WHEN, WHERE, HOW, and WHY, if known.

WHAT: describe the incident as you experienced it or as it was told to you by those involved.

WHEN: note dates and times.

WHERE: note the location of the alleged incident.

HOW: relate what victims or witnesses tell you they experienced or describe what you saw.

WHY: relate statements of others, but do not write your own opinions. Many times the why of an incident is unknown.

Mega Lecture