

# Writing a Police Report

## Objective

Using the facts and statements given to them, students will write crime reports which include one-paragraph summaries of a crime.

## Materials

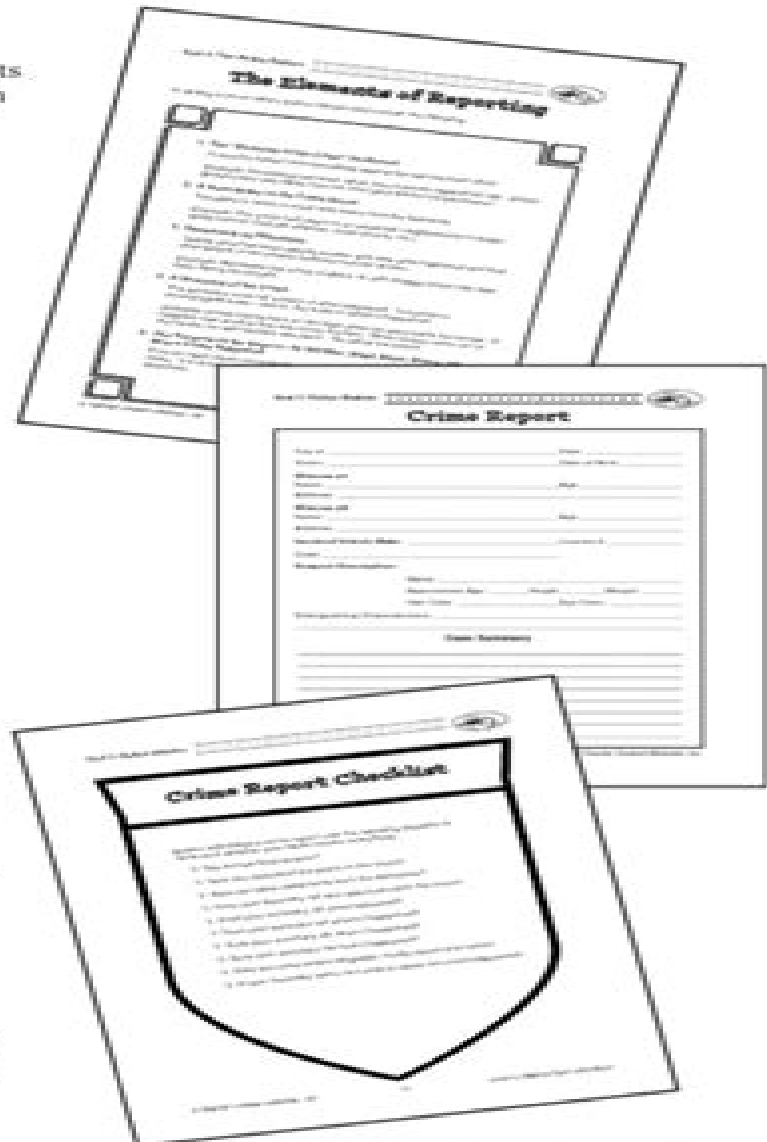
- transparencies of pages 3–7 and 10
- reproduced copies of pages 5–11
- overhead projector and marker

## Preparation

1. Make transparencies of pages 3–7 and 10.
2. Make copies of pages 5–11.
3. Arrange for use of an overhead projector.

## Procedure

1. Tell the students they are going to write reports such as the ones police officers write and that this will include writing summaries. Tell them that while students usually think of police officers as doing the glamorous job of catching the bad guys and looking cool, they actually spend much of their time writing reports. These reports must be very clear and follow certain guidelines.
2. Distribute copies of The Elements of Reporting (page 3). Tell the students these are the items which a police officer must include in his or her crime report. Discuss the items to ensure that the students understand each one.
3. Show the students both pages of the crime report on pages 4–5. Tell them this is an actual report such as the ones used by police departments in California. They are not going to write reports as complicated as this one, but they will be interested in seeing a real one.



# Law Enforcement Report Writing Skills

**Ensheng Dong**



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