

SECTION **11**  
**Report Writing**

**11.1 – 11.2**      **COMPETENCY REQUIREMENTS**

---

Contents	
11.1	Field Notes and Notebook
11.2	Report Writing Requirements
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

**Note to Administrators**

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

**LIST OF SUBTOPICS****11.1 FIELD NOTES AND NOTEBOOK**

---

- 11.1.01 Necessity for Field Notes
- 11.1.02 Discoverable Contents
- 11.1.03 Types of Entries
- 11.1.04 Recording Pertinent Information

**11.2 REPORT WRITING REQUIREMENTS**

---

- 11.2.01 Flow of Completed Reports
- 11.2.02 Report Depository
- 11.2.03 Records Unit
- 11.2.04 Records Unit
- 11.2.05 Importance of Police Reports
- 11.2.06 Components of a Well-Written Police Report
- 11.2.07 Types of Report Forms
- 11.2.08 “Cold” Crime Reports
- 11.2.09 Preparing a Written Report
- 11.2.10 Completing Reports Following an Arrest



**11.1.01 Part B - Agency Training Details** *(field will expand automatically)*

The Field training officer will explain the importance of taking field notes for gathering information for report writing and retaining beat information. This will include how to organize, store and retain notes and how they can be discoverable if retained.

**11.1.02 Discoverable Contents**  
 The trainee shall recognize That the contents of field notes are discoverable in a court proceeding.

<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

**11.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*  N/A

**11.1.02 Part B - Agency Training Details** *(field will expand automatically)*

The trainee will understand that retained field notes are discoverable.

**11.1.03 Types of Entries**  
 The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:

A. Date, day, time, and vehicle number  
 B. Name(s) of additional personnel and supervisor  
 C. Type of incident  
 D. Pertinent information  
 E. Names of suspects, victims, witnesses, and reporting persons

<i>Reference(s):</i>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

**11.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

**11.1.03 Part B - Agency Training Details (field will expand automatically)**

The Field Training Officer will explain what should be included in the field notes, to minimally include field interview information, and notes of pertinent facts of the case.

<b>11.1.04 Recording Pertinent Information</b>								
Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>11.1.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
----------------	---	---

<b>11.1.04</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
The trainee shall demonstrate how to effectively take field notes and use them for report writing.	

<b>11.2 REPORT WRITING REQUIREMENTS</b>								
<b>11.2.01 Flow of Completed Reports</b>								
The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments (field will expand automatically)								

**Additional Information:**

<b>11.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> Mendocino County Sheriff's Office Policy#344.	<input type="checkbox"/> N/A
----------------	---	------------------------------

<b>11.2.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b> The Field Training Officer will ensure that the trainee has read Mendocino County Sheriff's Office Policy#344, and ensure the trainee has access to the Mendocino County Sheriff's Office report writing manual.
----------------	---

<b>11.2.02 Report Depository</b> The trainee shall give the location of the report depository.								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>11.2.02 Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
---	---

<b>11.2.02 Part B - Agency Training Details</b> <i>(field will expand automatically)</i> The Field Training Officer will explain where the reports are retained, and how to access them for court purposes.
--

<b>11.2.03 Records Unit</b>								
The trainee shall describe the function for the records unit in the reporting process.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>11.2.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
----------------	---	---

<b>11.2.03</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
The Field Training Officer will explain the records unit and introduce he/she to the records staff.	

<b>11.2.04 Investigative Units and the District Attorney’s Office</b>								
The trainee shall describe the functions of the investigative unit(s) and the District Attorney’s Office in the reporting process.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>11.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
--	---

<b>11.2.04 Part B - Agency Training Details (field will expand automatically)</b>
The Field Training Officer will introduce the trainee to the Investigations Unit supervisor, staff and location. Additionally, the Field Training Officer will take the Trainee to the Mendocino County District Attorney’s Office, and introduce he/she to the staff and investigators.

**11.2.05 Importance of Police Reports**  
 The trainee shall discuss the importance of police reports, including these uses:

- A. Recording facts into permanent record
- B. Providing coordination of follow-up activities
- C. Providing investigative leads
- D. Providing statistical data
- E. Providing a source for trainee evaluation
- F. Providing reference material

<i>Reference(s):</i>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

**11.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

Mendocino County Sheriff's Office Policy#344

**11.2.05 Part B - Agency Training Details (field will expand automatically)**

The Field Training Officer will demonstrate and explain the importance of police reports, including how they are used as a summary of the incident to be used for criminal prosecution, record keeping, and documentation.

**11.2.06 Components of a Well-Written Police Report**  
 The trainee shall explain the qualities of a well-written police report. These shall include:

A. Accuracy	F. Objectivity
B. Brevity	G. Grammatical and structural correctness
C. Completeness	H. Timeliness
D. Clarity	I. First person/active voice/past tense
E. Legibility/Neatness	

<i>Reference(s):</i>						<b>Case # (If applicable)</b>		<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
<b>Trainee:</b>									
<i>Comments (field will expand automatically)</i>									

**Additional Information:**

**11.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

Mendocino County Sheriff's Office Policy#344

**11.2.06 Part B - Agency Training Details (field will expand automatically)**

The Field Training Officer will provide instruction on report composition, syntax, flow and review. The trainee will demonstrate how to properly complete police reports. The Mendocino County Sheriff's Office report writing manual will be provided as a guide.

<b>11.2.07 Types of Report Forms</b>								
The trainee shall identify the proper report forms to be utilized in given situations (e.g., Missing Persons, DUI, Found Property, etc.)								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>11.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
--	---

<b>11.2.07 Part B - Agency Training Details (field will expand automatically)</b>
The Field Training Officer will provide additional forms to the trainee and ensure that he/she knows how to complete them, submit them and obtain them for future reference.

<b>11.2.08 “Cold” Crime Reports</b> Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>11.2.08</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
----------------	--	---

<b>11.2.08</b>	Part B - Agency Training Details <i>(field will expand automatically)</i>
The trainee shall complete a report on a cold incident and submit it to the Field Training Officer for review.	

**11.2.09 Preparing a Written Report**  
 The trainee shall prepare a report that minimally includes:

- A. Organizing facts in chronological order
- B. Relating facts in appropriate sentence form
- C. Correctly filling in all appropriate boxes
- D. Properly establishing who, what, when, where, why, how, and how many
- E. Properly establishing the elements of the crime(s), when appropriate

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

**Additional Information:**

**11.2.09 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*  N/A

Mendocino County Sheriff's Office Policy#344

**11.2.09 Part B - Agency Training Details** *(field will expand automatically)*

The trainee shall prepare a police report which follows the guidelines set out in the Mendocino County Sheriff's Office report writing manual and submit it to the Field Training Officer for review.

**11.2.10 Completing Reports Following an Arrest**  
 Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

- A. Elements constituting the offense
- B. Complete documentation of reasonable/probably cause
- C. Complete description of all physical evidence, where it was found, and its disposition
- D. Complete listing of all suspects, including whether or not they are in custody

<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

**11.2.10 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*  N/A

Mendocino County Sheriff's Office Policy#344

**11.2.10 Part B - Agency Training Details** *(field will expand automatically)*

The trainee shall complete a crime report and submit it to the Field Training Officer for review. Additionally, the trainee shall complete all accompanying reports and forms, including but not limited to booking sheets, pre-booking probable cause statements, and arrest reports.

**See next page for Attestation**

## Part 5 – Section 11: Report Writing

---

### ATTESTATION FOR SECTION 11

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- Enter your full name next to your signature.

#### YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
  2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
  3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
  4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
- 

Primary Field Training Officer:  \_\_\_\_\_ Print Full Name: \_\_\_\_\_

Trainee:  \_\_\_\_\_ Print Full Name: \_\_\_\_\_

**IMPORTANT:** After signing the Attestation, the file will be “locked” and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

**To remove the electronic signature:** Click on the signature > Click on the trash icon.

**See the following pages for Instructions to Administrators and FTOs**

## How to Complete Part 5 (Sections 1–18)

### INSTRUCTIONS TO ADMINISTRATORS

**VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5.** Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
  - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
  - b. Below each table:
    - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
    - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
  - 1) **Your completed FTP Guide**
  - 2) **FTP Approval Checklist ([POST Form 2-230](#))**  
NOTE: Guides submitted without this form will NOT be reviewed.
  - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:  
**Commission on POST**  
**860 Stillwater Road, Suite 100**  
**West Sacramento, CA 95605**  
**Attn: Basic Training Bureau (BTB)**
6. You will receive status notification within 90 days from the date received.

**See next page for Instructions to Field Training Officers**

## How to Complete Part 5 (Sections 1–18)

### INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

**VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5.** Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
  - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
  - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
  - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
  - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

**End Section**