

*Sgt. Jack McManis*

# **TOULON'S GUIDE**

**TO**

## **BASIC REPORT WRITING**

BY

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This Complimentary copy of

BASIC REPORT WRITING

has been

Written & Designed by

Correction Officer

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1st Vice-President

Correction Officers' Benevolent Ass.

Education

A.A.S., B.B.A., M.B.A., & M.S.

Degrees

Dedicated to

All Correction Officers

In the Correction Officers daily working day, we are required to submit numerous reports of what has transpired during our tour of duty. It is with this in mind that I have researched the subject of Basic Report Writing and designed this GUIDE in a compact booklet.

This booklet is not to be considered the Know-It-All solution to a good report, but a BASIC GUIDE, that if followed, will be of great assistance when a report has to be written. It is designed to be easily carried in our memo book so that it will be readily available when a report is to be written.

There are presently many different formats which a writer may use. However, all should include the information required in the contents of this valuable booklet.

## REPORT WRITING BOOKLET

This booklet is designed basically to assist the Correction Officer in writing reports, giving All the Pertinent information. It is designed to be a guide ONLY. Generally, when the questions WHO, WHAT, WHERE, WHEN, WHY, and HOW are answered, a complete report will be written.

The following is a brief explanation of the questions:

WHO-what person(s) involved

WHAT- asking for the specifying of something (NOT PERSON): What did he/she do?

WHERE-in or what place

WHEN-date, at what time

WHY-the cause or reason

HOW-in what way or manner: by what means:  
How did it happen?

An example how the questions  
can be answered in report form---

Date :  
From :  
To :  
Subject :

On (WHEN- date), at approx-  
imately (time), while work-  
ing the (tour of duty) and assigned  
to (post), (WHO - person(s)  
involved)

(WHAT - occurred)

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(WHERE- in or at what place) \_\_\_\_\_

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(HOW did it happen) \_\_\_\_\_

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(WHY- the cause or reason it happened)

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(witness(es), if any) \_\_\_\_\_

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If you feel an individual(s) should be charged with criminal charges the following statement could follow:

The following individual(s) \_\_\_\_\_

\_\_\_\_\_

should be charged with \_\_\_\_\_

(list specific charge(s) by number(s)

and name(s) \_\_\_\_\_.

(As Law Enforcement Officers and Professionals, it is Our responsibility to have available at our disposal a listing of All criminal charges. However, most of all, know the specific classifications and how to use them in your report.

As a Peace Officer you should have a copy of the following: The Penal Law; The Code of Criminal Procedure Law; and the Correction Law.

When we do the job, we should do it correctly.

The complimentary closing can be:

Respectfully submitted by,

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Signature and Shield Number

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Print Name- Shield Number



IMPORTANT - If you are ORDERED to submit a report, SUBMIT A REPORT. Never refuse an order. The magnitude of the INITIAL REPORT will depend on the MENTAL and PHYSICAL condition of the report writer. Describe your condition if it is relevant. Do NOT hesitate to include any fact(s) that is important in giving the reader an accurate picture of all the circumstances surrounding the incident.

REMEMBER - YOU are DESCRIBING an incident to someone who did NOT witness the action. It is NOT an easy task to accurately write exactly what you mean. A simple word added or omitted could change the meaning you wish to convey. Take your TIME. Do NOT allow yourself to be RUSHED.

Keep a carbon copy of "ALL" REPORTS submitted. ALL reports submitted after the Initial Report must state - Addendum to report submitted on (give date and subject of report).

CAUTION: All reports submitted become permanent records for future inquiries. TAKE YOUR TIME.

NOTE:- Always keep a DICTIONARY handy and use it when in doubt of the correct spelling of a word.



## NOTES