

Santa Cruz County Sheriff's Office

Report Writing / Investigation Techniques

Expanded Course Outline

(2) Hours

<u>Course Title:</u>	Report Writing Update
<u>Course Goal:</u>	Review Sheriff's Office RMS system, report writing standards and investigative tactics
<u>Audience:</u>	Sheriff's Office Corrections CTO Staff
<u>Core Competencies:</u>	Report Writing / Investigation Techniques
<u>Date</u>	May 9 & 14th, 2019
<u>Total Hours of Instruction:</u>	2 Hours
<u>Location:</u>	5400 Soquel Ave (Sheriff's HQ)
<u>Instructors:</u>	Sgt. Jacob Ainsworth Sgt. Chris Shearer
<u>Mandated Training</u>	Yes
<u>Method of Presentation:</u>	Instruction / Hands-On

Course Objectives

Under the supervision of assigned instructors each student will:

1. Review the use of RMS
2. Discuss ways to improve the quality of a written report.
3. Discuss investigative tactics and techniques

I Intro to Report Writing

1. Purpose of Reports
 - i. Criminal
 - ii. Non-Criminal (Documentation)
 - iii. Use of force
2. Who Reviews Our Reports?
 - i. Investigations
 - ii. Supervisors
 - iii. District Attorney

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- iv. Defense
- v. Outside Agencies
- vi. Civil Attorney
- vii. Media

- 3. Report Writing Basics
 - i. Who, What, Where, When, Why?
 - ii. Spelling & Grammar
 - iii. Proofread (tools in Microsoft word)
- 4. Other Report Writing Suggestions
 - i. Master case connecting Supplemental Reports
 - ii. Opinions or Closing

II Note Taking

- 1. Types of Notes
 - i. Written
 - ii. Audio
- 2. Note Taking Considerations
 - i. Officer Safety
 - ii. Severity of Crime
 - iii. Use of BWC

III Report Review

- 1. Review & Discuss Example Reports
 - i. Assault –PC-242, 245
 - ii. Use of Force (restraints)
 - iii. Death Investigation
- 2. RMS Review
 - i. Face Page
 - ii. Names Entering
 - iii. Report Status

IV Investigation Tools / Techniques

- 1. Interviews
 - i. Interviews done in Private

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- ii. What Occurred
- iii. Where did it Occur
- iv. Who Was Involved
- v. Witnesses
- vi. Scripted questions

2. Injuries

- i. What Injuries did you Observe?
- ii. Have Victim Describe Injuries
- iii. Photograph Injuries
- iv. Medical Treatment

3. Descriptions

- i. Describe what you see
 - 1. Don't just photo and state refer to photo
- ii. Describe locations
 - 1. What does a unit look like
 - 2. Who lives in the units
 - 3. How Many live in the unit
- iii. Describe what the items looked like
 - 1. How big was the sharpened spoon
 - 2. Describe how you know it was altered
 - 3. Could it be used to injury someone (how do you know)
- iv. Provide a description of the video
 - 1. Do not just book video
 - 2. Describe what you see
 - 3. Educate the DA

V Evidence Booking, Evidence OnQ and BWC Documentation

1. Booking of Evidence

- i. Digital evidence
- ii. Photographs
- iii. Facility Video(s)

2. BWC Video(s)

- i. Classified property
- ii. Case number
- iii. notes

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