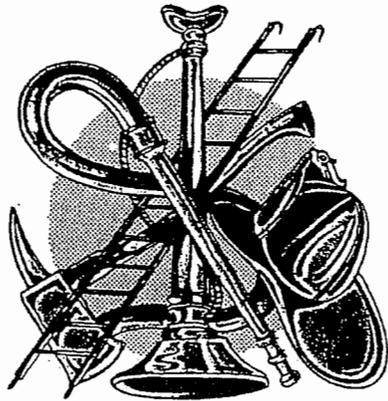


FIRE INVESTIGATION 2B

Field Case Studies

Student Manual



published by

STATE FIRE TRAINING

California State Fire Marshal
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C F S T E S

The California Fire Service Training and Education System (CFSTES) was established to provide a single statewide focus for Fire Service Training in California. CFSTES is a composite of all the elements that contribute to the development, delivery and administration of training for the California Fire Service. The authority for the central coordination of this effort is vested in the Training Division of the California State Fire Marshal's Office with oversight provided by the State Board of Fire Services.

The role of CFSTES is one of facilitating, coordinating and assisting in the development and implementation of standards and certification for the California Fire Service. CFSTES manages the California Fire Academy System by providing standardized curriculum and tests, accredited courses leading to certification, approved standardized training programs for local and regional delivery; administering the certification system; and publishing Career Development Guides, Instructors Guides, Student Manuals and other related support materials.

This system is as successful and effective as the people involved in it. It is a fire service system developed by the fire service, for the fire service . . . and we believe it is the best one in the country.

CASE REPORT WRITING
MANUAL

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REPORT WRITING
CASE REPORTS

Investigators are required to make comprehensive reports in civil, criminal, and administrative cases. A need assessment conducted by the CDF Fire Academy revealed a lack of uniformity and organization in CDF case reports. Part of the problem can be traced to a lack of report writing standards.

The preparation of case reports that are complete, concise and accurate is required. A consistent order of presentation provides assurance that no pertinent information has been inadvertently omitted. It makes reports easier to follow and much more readable by members of other agencies such as Prosecuting Attorneys and Deputy Attorneys General.

Policy Statement

It is the policy of the _____ that all case reports shall be written in a specific order of presentation called Category Report Writing Style.

The style will utilize ten categories and each category shall always appear in the same order of presentation as defined and listed.

Heading

Title: To be written in capitals and placed at the left hand side of the page at the top. The title will include the name and incident number if applicable. It may be the last name of a victim, suspect, subject, person or an organization.

Date: To be placed in the center of the page on the same line as the title. This shall be the date on which the incident occurred, an inspection was made or a report received.

Case Number: To be placed on the right hand side of the page on the same line as the Title. Master address to be placed on next line below.

1.0 Category One - "VIOLATION(s)"

1.1 Category one shall be listed in the left-hand margin as, "1-VIOLATION(s)".

1.2 Show section number and code and give brief verbal description of section.

1.2.1 Example:

1-VIOLATION

Section 451 Penal Code. Willfully and maliciously burned a structure and grassland.

2.0 Category Two - "SUMMARY"

2.1 Category two shall be listed in the left-hand margin as, "2-SUMMARY".

2.2 Briefly summarize the case. Usually two or three paragraphs are sufficient.

2.3 The summary shall include:

2.3.1 What happened?

2.3.2 When it happened (date and time).

2.3.3 Where it happened. A brief description of the location of the violation, fire or incident should include section, township and range, if appropriate.

- 2.3.4 Who is responsible and how you know this. Establish corpus delicti or negligence.
- 2.3.5 Why?
- 2.3.6 How?
- 2.3.7 The summary should contain the essence of the crime or the event. It must be factual, not conclusory! State all facts before writing any conclusions.
- 2.3.8 If appropriate, recommendations and conclusions may be included in this section. Often it is not appropriate to make recommendations or conclusions so discretion is advised depending on the case and prosecutors or judges preference.
- 2.3.8.1 Example: It is my opinion the three subjects in the back seat of the car had no knowledge of what S-1 GORDON was about to do. (See 5.3)
- 2.3.8.2 Example: The Department of Forestry expended \$ _____ in state tax money suppressing this fire. Since S-1 BROWN's negligence was the proximate cause of the fire we recommend he be required to reimburse the state for this amount.

3.0 Category Three - "SUSPECT(s)" or "SUBJECT(s)"

- 3.1 Category three shall be listed in the left-hand margin as, "3-SUSPECT(s)" or "SUBJECT(s)".

3.2 A complete description of each suspect shall be listed: full name (last name first: JONES, John James), race, sex, age, DOB, height, weight, build, color, type and style of hair, color eyes, complexion, marks, scars and tattoos, clothing worn, general condition, home address and phone, business address and phone, CII number, FBI number, SS number, or as many of the above as practical and pertinent for positive identification.

3.2.1 EXAMPLE

3-SUSPECT:

TOLLETT, Jeffery Paul: White male 50 years of age, born on September 25, 1932. Height - five feet, ten inches Weight - 197 pounds, medium to heavy build. His hair is light gray in color, thin on top, medium cut on sides. Eyes green, complexion fair with a small tattoo of a spider on his right cheek.

Home address:

4501 State Highway 104
Ione, California 95685
296-5481

Business address:

Big "R" Market
475 North Main St.
Ione, California 95685
296-0101

Driver's license

California F0565104

Social Security

555-01-7667

3.3 For incidents involving more than one suspect, the first suspect listed shall be numbered S-1, the second suspect listed shall be numbered S-2, etc. In subsequent sections of the report, suspects will be identified by their number plus their last name in capital letters, i.e., S-1 BROWN.

3.4 In non-criminal investigations such as civil cases, administrative actions or accident investigations, the principle persons involved shall be listed as subjects.

3.4.1 They will be identified to the extent practical and pertinent for positive identification (see 3.3 above)

3.4.2 More than one subject shall be listed and identified (see 3.3 above)

4.0 Category Four - "VICTIM(s) and WITNESS(es)"

4.1 Category four shall be listed in the left-handed margin as, "4-VICTIMS and WITNESSES".

4.2 Each individual will be identified as completely as possible, listing last name first (JONES, John James) and will include aka's, race, sex, age, DOB, home address and phone.

4.2.1 Give brief statement of what each victim and witness can testify about.

4.2.2 The complete statement obtained from victims and witnesses shall be placed in the attachments category.

4.3 For incidents involving more than one victim and/or witness, they shall be numbered in the order of appearance: the first victim listed shall be V-1; the second victim listed shall be V-2; the first witness listed shall be W-1; the second witness listed shall be W-2; etc. In subsequent sections of the report individuals should be identified by their number plus their last name in capital letters, i.e., V-2 JONES, W-3 SMITH.

4.4 Obtaining the date of birth (DOB), helps differentiate between persons of the same name and is needed for the report. Some people, however, are sensitive about their age and will require a tactful approach.

5.0 Category Five - "EVIDENCE"

5.1 Category five shall be listed in the left-hand margin as "5-EVIDENCE".

5.2 If "Evidence and Photographic Report" was used (page 21) state "See attached Evidence and Photographic Report", and show attachment number.

5.3 Each article of evidence shall be individually itemized and completely described, including serial number (when available), and any identifying marks made by the investigator.

5.4 If a "Evidence and Photographic Report" was not used the exact location where each individual article of evidence was found shall be listed, including the name of the person who located it.

5.5 A "Chain of Evidence" shall be maintained.

5.5.1 If "Evidence and Photographic Report" was not used, list every person who handled or came in contact with the evidence, and where and how the evidence was preserved, stored or processed.

6.0 Category Six - "PHYSICAL CONDITION" or "CONDITIONS"

6.1 Category six shall be listed in the left-hand margin as "6-PHYSICAL CONDITION" or "CONDITIONS"; whichever is most appropriate for the case your are investigating.

6.2 Where pertinent, describe the conditions of victims, witnesses and suspects. This can include drunkenness, belligerence, nervousness or other observations you make. You must be as objective as possible in your observations and detail what you observed.

6.3 This category may be used for conditions at a forest practice violation or vegetation fire scene such as weather, vegetative cover, ground and timber condition if appropriate. You must be as objective as possible in your observations and detail what you observed.

7.0 Category Seven - "VEHICLES" or "EQUIPMENT"

7.1 Category seven shall be listed in the left-hand margin as "7-VEHICLE(s)" or "7-EQUIPMENT".

7.2 Vehicles pertinent to the report shall be fully described, using the following order: (CYMBL)

Color

Year

Make

Body Style

License Number (including state)

7.3 Ownership of the vehicles or equipment will be stated when it can be established.

7.4 State how each vehicle or each piece of equipment is pertinent to the case.

7.5 EXAMPLE:

7-VEHICLE

The suspect's vehicle is:

Color—white with a black primered right rear fender.

Year—1971

Make—Chevrolet Camero

Body style—2 door sedan

Lic. # CA 703 RBW

The vehicle is owned by the suspect, MICHAEL WALTER SCHULER and was observed by W-2 DUKES leaving the scene.

8.1 Category Eight - "PROPERTY"

8.1 Category eight shall be listed in the left-hand margin as "8-PROPERTY".

8.2 This category shall include articles that have been lost, stolen, damaged, or destroyed.

10.2.1 Some may also appear in the "Evidence" category.

8.3 Each article involved shall be individually itemized and completely described, including serial numbers, when available.

8.4 Each article involved shall have its monetary value recorded, when appropriate.

8.5 Ownership of property shall be listed when it can be established.

9.0 Category Nine - "NARRATIVE"

9.1 Category nine shall be listed in the left-hand margin as "9-NARRATIVE".

9.2 The narrative shall be written incorporating who, what, where, when, why and how details of the incident. The report shall be written from the first person singular standpoint. Category nine shall include:

- a) A complete story of the incident.
 - 1) Facts established.
 - 2) A synopsis of statements obtained.
 - 3) Negative as well as positive information
 - 4) Pertinent information of whatever nature.

9.3 List undeveloped leads at the end of the narrative.

9.4 An optional chronological log of important events briefly described may be prepared as an attachment.

Example: August 17, 1982

3:25 p.m. S-1 JOHNSON observed at scene by W-1 RUDD

3:30 p.m. Estimated time fire started.

3:40 p.m. Fire discovered by V-1 ARMSTRONG.

3:41 p.m. Fire reported to Station 18 by W-2 HALL, etc., etc.

10.0 Category 10 - "ATTACHMENTS"

10.1 Category ten shall be listed in the left-hand margin as "10-ATTACHMENTS".

10.2 List any attachments by number and number of pages per attachment.

- 10.2.1 These shall include when appropriate:
- a. Chronological Log
 - b. Photograph and evidence logs.
 - c. Statements - Waiver forms
 - d. Sketches
 - e. Photographs
 - f. Maps
 - g. Contracts
 - h. Timber Harvesting plans
 - i. Burning permits
 - j. Timber operator's license
 - k. Fire Reports, Preliminary Investigation Reports
 - l. Laboratory reports
 - m. Consent search forms
 - n. Legal forms, i.e., search warrants and receipts

11.0 General Provisions

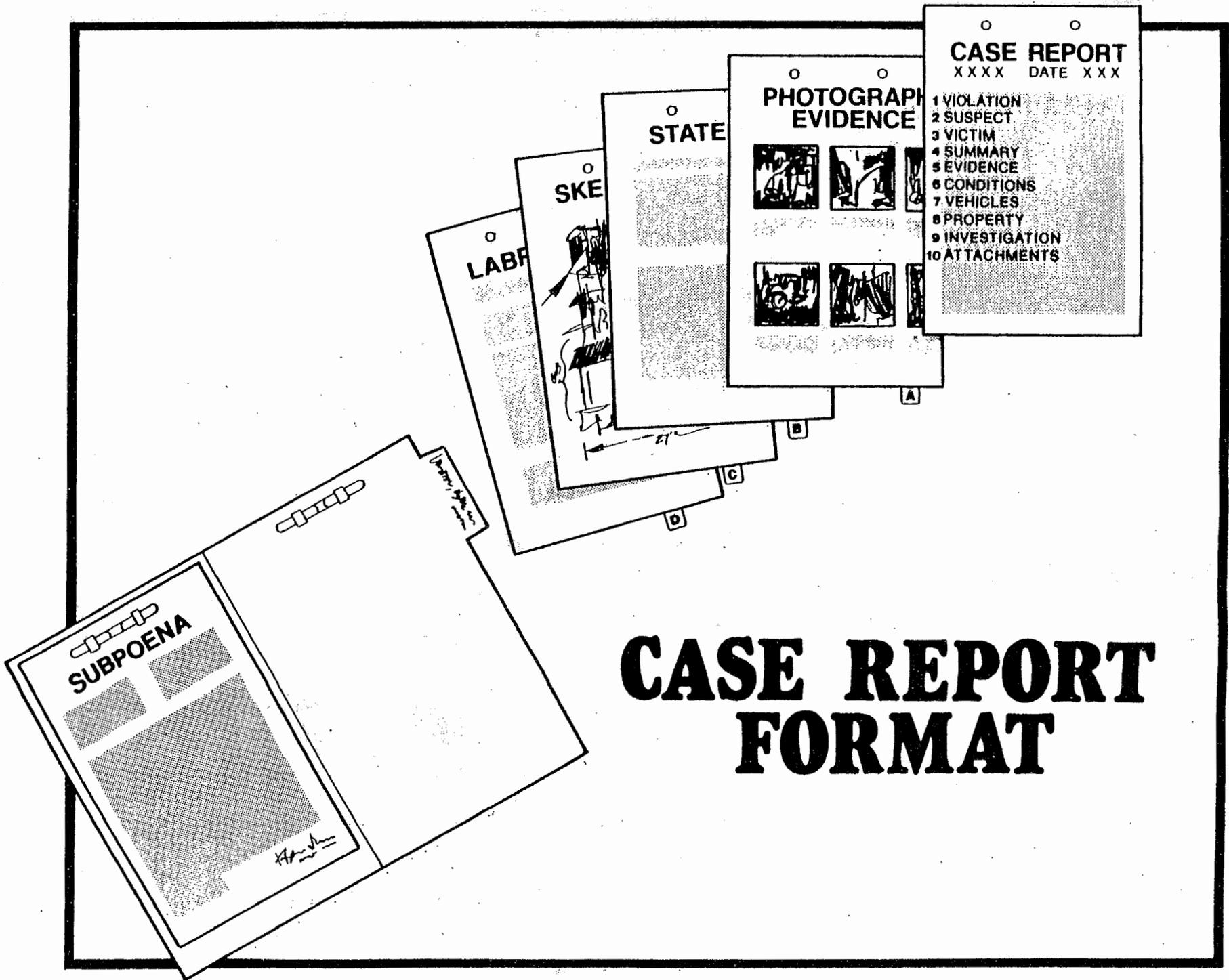
11.1 Investigator must sign report at end.

11.1.1 Signature shall be placed on the right hand side of the page at the conclusion of the report. The name shall be printed or typewritten and signed. The minimum acceptable signature shall be the initials and last name followed by badge number. On the next line beneath shall be the investigator's title or rank. Date report was written shall be typed or printed underneath.

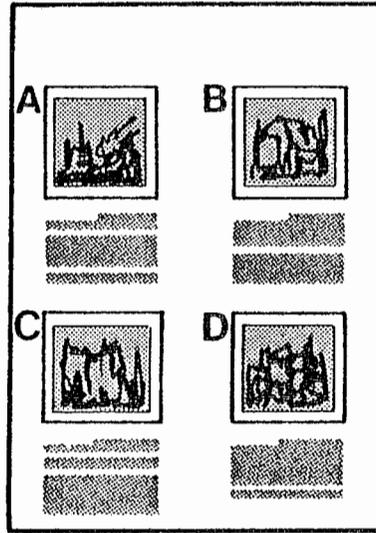
11.2 Categories are limited by definition and are numbered to separate them from one another, but a category may be of any length necessary to provide complete information, consistent with the requirement of conciseness.

11.3 If a category is not pertinent to a particular report, list the category number only and "N/A", meaning, "Not Applicable", i.e., "6-N/A".

- 11.4 If several successive categories are not pertinent to a particular report the categories may be combined for the "N/A", i.e., "6-9, N/A".
- 11.5 If a category is pertinent, but the information is not known at the time of the report, list the category by number and title and enter the word "Unknown", i.e., "3-SUSPECTS-UNKNOWN" or, "4-LOSS-UNKNOWN".
- 11.6 Follow up supplemental reports. When writing these reports, the heading is always required. (See 2.0) The category number and title shall be listed, followed by "N/C", meaning "No Change", i.e., "2-VICTIMS and WITNESSES-N/C" until the category to be changed is reached. Several successive categories can be combined for the "N/C", i.e., "6-9, N/C".
- 11.7 Any case report 20 or more pages in length should have a table of contents.
- 11.8 Case reports shall be placed in case folders as shown on the next page.
- 11.8.1 Case report and attachments shall be affixed to the right side.
- 11.8.2 The left side will be reserved for papers dealing with the case that are not investigative in nature. Correspondence, subpoenas or other papers dealing with processing the case are examples.

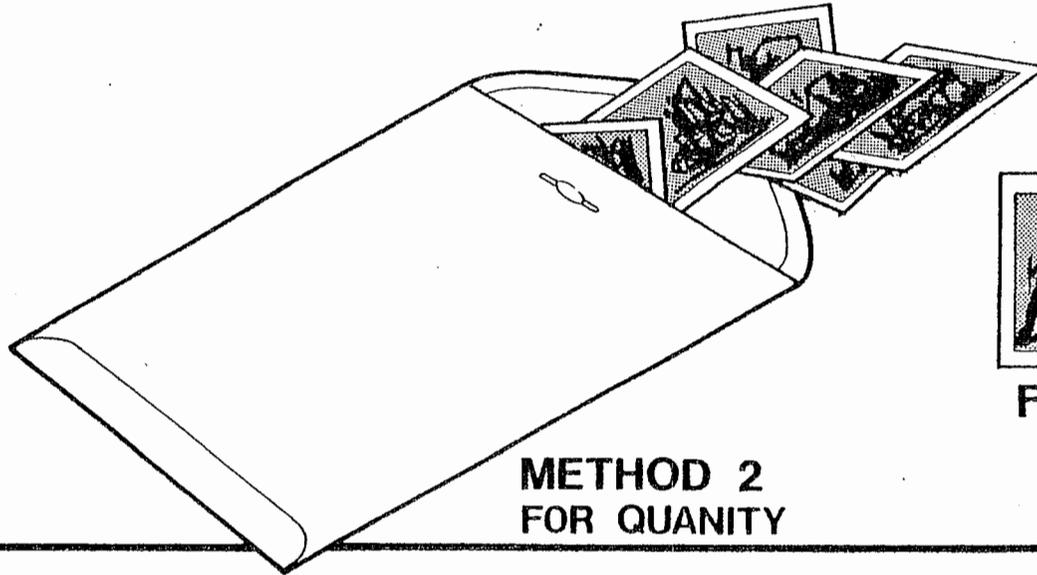


CASE REPORT FORMAT



**METHOD 1
FOR A FEW**

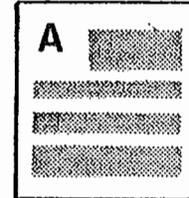
HOW TO DISPLAY PHOTOGRAPHS



**METHOD 2
FOR QUANTITY**



FRONT



REAR

REPORT WRITING STANDARDS

Why report writing standards? Standards for report writing are as necessary as standards for anything else. Take driving a car for example. You all are familiar with traffic rules. Without rules it would be impossible to do any driving at all. The traffic rules make sure we all do the same things the same way. People who drive without knowing the rules don't drive well. Writing is no different. In fact the standards of writing are no more difficult to learn than the traffic rules were when you first started to drive. You can write, just as you can drive, without following the rules or standards. But you won't write too well.¹ So don't get "turned off" when the standards include words like infinitives, pronouns and prepositions. Learn what they are and how they are used. Learn the standards and follow them. Remember the battle lost for want of a horseshoe nail? The little things add up. Your case may be won or lost on the basis of the little things.

Listed below are publications that may assist you in your writing.

1. Karen M. Hess and Henry M. Wroblewski, For the Record: Report Writing in Law Enforcement, a Self-Teaching Guide, New York, John Wiley and Sons, Inc., 1978.
2. Devallis Rutledge, The New Police Report Manual, Flag Publishing Company, Flagstaff, Arizona, 1979.
3. Rudolph Flesch and A.H. Lass, A New Guide to Better Writing, New York: Popular Library, 1967.
4. Daniel D. Pearlman, Guide to Rapid Revision, Odyssey Press, Inc., Indianapolis, Indiana, 1980.

¹ Adapted from A New Guide to Better Writing by Flesch and Lass.

REPORT WRITING STANDARDS

- STANDARD 1 ABBREVIATIONS
- 1.1 All words and phrases shall be fully written, except for departmentally approved abbreviations. (See Chapter V)
 - 1.2 Do not use "etc." in reports.
- STANDARD 2 AGREEMENT
- 2.1 A pronoun must refer clearly to its antecedent (The word your pronoun refers to).
 - 2.1.1 Pronouns: I, me, my, we, us, you, yours, he, she, it, they, them, their
 - 2.2 Pronouns and antecedents must agree in number.
 - 2.2.1 Each of the men wrote their/his report
 - 2.3 Verbs and their subjects must agree in number.
 - 2.3.1 There is/are two dogs in the car.
- STANDARD 3 APOSTROPHES
- 3.1 Apostrophes must correctly be used to show possession.
 - 3.1.1 The suspect's name. The officers' names.
 - 3.2 Apostrophes must be correctly used in contractions.
 - 3.2.1 They show omission of a letter or letters: it's (it is)
- STANDARD 4 BRACKETS AND PARENTHESES
- 4.1 Brackets must be used to enclose words or phrases inserted by the writer into quoted material.
 - 4.2 Parentheses must be infrequently used, generally to enclose brief supplemental words or phrases not absolutely necessary in a sentence.
 - 4.3 Parentheses will be used to enclose letters or numbers which precede words or phrases in lists.

- STANDARD 5 COLONS
- 5.1 Colons must be correctly used to introduce lists or series.
 - 5.2 Colons may be used to introduce long quotations.
 - 5.3 Colons may be used to introduce clauses which explain, clarify or illustrate an idea.

- STANDARD 6 COMMAS
- 6.1 Commas must be used before coordinating conjunctions joining two clauses.
 - 6.1.1 Coordinating conjunctions: (and, but, or, nor, for) They are used to connect words, phrases or clauses of equal rank.
 - 6.1.2 I saw him, but Dave saw him first.
 - 6.2 Commas must be correctly used to separate items in a series. (a, b, and c or a, b and c.)
 - 6.3 Commas must be used correctly in setting off parenthetical sentence elements.
 - 6.3.1 The timber owner, paid promptly every month, was always smiling.
 - 6.4 Commas must be used after sentence elements appearing before main clauses.
 - 6.4.1 He shut the door, blocking my vision of the suspect.
 - 6.5 Do not unnecessarily use commas.

- STANDARD 7 FACTS AND INFERENCES
- 7.1 Inferences are acceptable if they are logical and substantiated by fact.
 - 7.2 Facts and inferences must be reported separately.
 - 7.3 Inferences must be qualified and identified by appropriate words or phrases, such as "...based on this evidence, it appears that..." or, "evidently, the victim..."

- STANDARD 8 LEGIBILITY AND NEATNESS
- 8.1 All reports must be neat and legible.
 - 8.2 Lettered in ink or typed.

STANDARD 9 MODIFICATION

9.1 Words or word groups must be placed in sentences so they clearly and logically relate to the word or word groups they are intended to modify.

9.1.1 Poor: The arsonist fell while he was running into a manhole. Better: The arsonist fell into a manhole while he was running.

9.2 Infinitives may be split if they read smoothly and logically.

9.2.1 Infinitives
to go, to run, to jump, to swing, to fall, etc.

9.2.2 She wanted to, as soon as possible, return to her station.

STANDARD 10 ORGANIZATION

10.1 Reports must be written so the reader easily and quickly understands the sequence of events revealed by the investigation.

STANDARD 11 PARAGRAPHING

10.1 Reports must be properly paragraphed.

10.2 Each paragraph must contain only one subject and every sentence in each paragraph must relate to the paragraph's main idea.

10.3 Ordinarily, a one line paragraph is not permissible.

10.4 Paragraphs must be no longer than necessary.

10.5 The first sentence in each paragraph should, generally, explain the main idea of the paragraph.

10.6 The first sentence in each paragraph must be indented five spaces.

STANDARD 12 PERSON AND VOICE

12.1 When a writer refers to himself or herself, he or she will use the first person, rather than third person forms such as "R/O," "I/O," "T/W," and similar abbreviations.

12.2 The active, rather than passive voice will be used unless there is some logical reason justifying the passive voice.

Active: I saw him coming. Passive: His coming was noted by me.

STANDARD 13 PREPOSITIONS

- 13.1 Prepositions shall be carefully selected to accurately reflect what is being described. (among, before, beside, between, except, under)
- 13.2 Sentences may end with prepositions, unless this creates confusion or awkwardness.

STANDARD 14 QUOTATIONS

- 14.1 Written and spoken material must be correctly quoted in written reports.
- 14.2 Quotation marks must not be used for paraphrased material, that is, words or phrases which are not exactly the words or phrases of some person other than the writer.
- 14.3 Quotation marks may be used to show that a word or phrase is used in an unusual sense.
- 14.4 Quotations within quotations must be correctly punctuated with single quotation marks.
- 14.5 Periods and commas must always be placed inside closing quotation marks; colons and semicolons must always be placed outside closing quotation marks.

STANDARD 15 SEMICOLONS

- 15.1 Semicolons will be used to separate two main clauses which are logically and closely related but which are not connected with coordinating conjunctions. (and, but, for, or, nor)
- 15.2 Semicolons will be used to separate main clauses which are connected by words like also, however, moreover, still, therefore, or thus, or by phrases such as for example, in fact, in other words, on the other hand, or that is.

I would like to attend the meeting; however, I have a subpoena which I must obey.

STANDARD 16 SENTENCES

- 16.1 Sentences should be brief; in general, writers must avoid writing sentences which average more than twenty-five words.
- 16.2 Sentences should be grammatically complete; sentence fragments, run on sentences, and comma splices must be avoided.

16.3 Sentences must be clearly written; no sentence should be capable of more than one interpretation.

STANDARD 17 SPELLING

17.1 No report shall contain more than one misspelled word, other than criminal justice words or phrases, for every hundred words.

17.2 All criminal justice words or phrases must be correctly spelled.

STANDARD 18 TONE AND READABILITY

18.1 All law enforcement reports must be objective, factual, and impartial.

18.2 No report shall include humor, slang, sarcasm, jargon or references except those which are materially related to the case being reported.

18.3 The reading grade level of law enforcement reports must not exceed the tenth grade as measured by either the Flesch, Dale-Chall, Fry, or Gunning readability formulas.

18.4 No report shall include words or phrases which belittle, ridicule, or humiliate persons, groups, or institutions, unless the words or phrases are material to the incident or complaint being reported.

REPORT WRITING ATTACHMENTS

CASE NO. _____

STATEMENT OF: _____ DOB: _____

ADDRESS: _____

CITY: _____ PHONE: _____

DATE: _____ TIME: _____

TAKEN AT: _____

I, _____, freely and voluntarily
give this statement to _____, who is
known to me as an Officer with the _____.

Signed: _____

Witness: _____

Witness: _____

Page 1 of _____

PERMISSION TO SEARCH

The undersigned, who is the _____ of property located at _____ does hereby voluntarily authorize _____ and other officers of the _____ he may designate to assist him, to enter and search the above residence (or other real Property) located at _____ and motor vehicle(s) registered to me _____ (YEAR) (MAKE) bearing license plate number _____, State of _____, presently parked or located at _____ and I further authorize said officers to remove from the residence, or real property and/or motor vehicle, whatever documents, or items of property whatsoever which they deem as necessary and reasonable to the investigation, with the understanding that said officer will give me a receipt for whatever is removed.

I am giving this written permission to these officers freely and voluntarily, without any threats or promises having been made, and after having been informed by said officers that I have a right to refuse this search and/or seizure.

Signature

Witnesses:

DATE: _____, 19 _____ TIME: _____ M.

ADVICE OF RIGHTS

YOUR RIGHTS

Place _____
Date _____
Time _____

Before we ask you any questions, you must understand your rights.

You have the right to remain silent.

Anything you say can and will be used against you in court of law.

You have the right to talk to a lawyer and have him present with you while you are being questioned.

If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning, if you wish one.

If you decide to answer questions now without a lawyer present, you will still have the right to stop answering at any time. You also have the right to stop answering at any time until you talk to a lawyer.

WAIVER OF RIGHTS

I have read this statement of my rights and I understand what my rights are. I am willing to make a statement and answer questions. I do not want a lawyer at this time. I understand and know what I am doing. No promises or threats have been made to me and no pressure or coercion of any kind has been used against me.

Signed _____

Witness: _____

Witness: _____

Time: _____

CONTENT CHECKLIST²

When you file an arrest or crime report, remember that it serves different purposes for the prosecutor (who can't usually call and discuss the case before deciding whether to issue a complaint and whom to subpoena); for the defense, who will use it to try to get a charge reduced in negotiations, or to impeach you or other prosecution witnesses at trial; for the judge or jury when the report is in evidence; for you yourself, when attempting to refresh your recollection for trial; and for the department, when someone complains or files a lawsuit.

As appropriate to the particular kind of case, check your report for the following:

ELEMENTS OF THE OFFENSE:

Obviously, you'll have to be familiar with the elements of each crime. If you're in doubt, read the section and ask your supervisor. If you fail to include the facts which show a necessary element, and if that missing element can't reasonably be inferred, the DA may be unable to issue a complaint.

PENALTY-ENHANCING CIRCUMSTANCES:

If the particular crime can be punished more severely under specified conditions (e.g., armed with deadly weapon, in the night, against a peace officer, etc.), be sure to include the facts which will support the increased penalty, whenever present. Don't wait to bring them out on trial — they must be alleged at the time the complaint is filed!

PROBABLE CAUSE FOR STOP/DETENTION/ARREST:

As you know, even an obviously-guilty felon can get a free crime if we have serious problems here. GO INTO THE GREATEST POSSIBLE DETAIL ANYTIME YOU REPORT FACTS ABOUT A SEARCH AND SEIZURE ISSUE.

Instead of simply saying: "I stopped the car for a traffic violation," say: "I stopped the car because LUCAS made a right turn from a lane marked 'Left Turn Only' going from northbound First onto eastbound Cherokee." (Hopefully, even if you develop a major felony arrest from the carstop, you will still issue the traffic citation; otherwise, some judges may believe the traffic violation was fabricated to supply P.C. after the arrest.)

The cases hold that you must be able to state "articulable facts" to show your P.C., each stop of the way. Mention every observation, any report you had, any radio dispatch, any bulletin you'd seen, and any prior experience which contributed to your suspicions about the arrestee. And don't be general and conclusionary. Instead of saying: "It was a high crime area," say: "The area for a radius of approximately 1/2 mile from the scene of the arrest had experienced 21 burglaries, 2 armed robberies, and 8 cases of malicious mischief within the past 12 weeks, making it one of the highest crime areas in the city. Most of the crimes had occurred at night."

² From "It's Easy to Write Better Police Reports" by Devallis Rutledge, POST Exemplary Training Program.

When discussing "furtive movements," "suspicious actions," and people or cars which "fit the description," get specific, and spare no detail! Who made the furtive movement? What did he do? How? Where? When? What made it "furtive?"...How did he fit the description? What was it? Where did you get it? What was similar? How?

I have seen many reports with too little information on probable cause; I have never seen one with too much.

BASIS FOR SEARCH AND SEIZURE OF THE PERSON/VEHICLE
BASIS FOR ENTRY INTO PRIVATE DWELLING:

Unless your report shows that you took evidence on authority of a search warrant, include all facts which show your legal basis: consent, incident to lawful arrest, contraband in plain view, imminent destruction of evidence, crime in progress, exigent circumstances, etc. Again, be as specific and detailed as possible. If two or more bases exist, cover them all completely.

"MIRANDA" ADVISEMENT AND WAIVER:

Unbelievable as it may be, police reports occasionally contain details of an interview and full admissions, without saying a word about advisement and waiver! Your discussion of these topics should show where and when the advisement occurred, who was present, what representations were made, the absence of threats and promises, your method of explaining suspect's rights, and his method of acknowledgment and waiver.

Instead of making a statement that "He understood and waived his rights," write down what he did and said: "When I asked if he understood, he said, 'I've heard 'em a dozen times.. I probably know 'em better than you do... I know all that stuff. Ask me anything you want to... I ain't got nothing to hide, and I don't need no stupid lawyer, neither!'"

Particularly if your suspect is young, intoxicated, emotionally upset, or interviewed soon after a trauma or serious crime, you must anticipate that even after an admission, he may claim there was no intelligent waiver. Be sure your report contains every detail of your advisement and waiver.

STATEMENTS BY SUSPECT:

Do not say: "The suspect admitted to the crime;" use his words: "LARSON said, 'I run up behind her and grabbed her purse before she knew what happened. Then she started yellin' and everything, so I jumped on my Moped and split.'"

Report everything the suspect says in explanation of his actions: if it is inculpatory, it may be admissible as a spontaneous utterance, an operable fact, etc., even without an advisement and waiver; if it is exculpatory, it is probably hastily-fabricated and can be exposed at trial more easily than a story contrived between booking and trial. Don't make the mistake of including only the inculpatory statements—sometimes a blurted-out excuse or alibi can do as much to convict a criminal as an admission.

STATEMENTS BY WITNESSES:

These fall into two categories and should be viewed somewhat differently. If the witness seems friendly to the suspect, report his exact words, in detail, whenever possible. His statements may be used to impeach him at trial if his testimony is inconsistent with them.

For all other witnesses, including the victim, be cautious about reporting direct quotes and minute details of their statements. At trial, you will not be able to testify as to what a witness told you (hearsay), except for limited purposes, such as impeachment. If your report shows the victim said something that conflicts with his testimony, you may be called as a defense witness to prove that a prosecution witness made a "prior inconsistent statement." Therefore, you should be very sure you are correctly attributing a precise detail to the right witness — double check it with the witness before leaving the scene, and be sure your notes are clear.

When reporting from memory, don't guess at which of several witnesses made a particular comment, and don't put something down just because you think that's what the witness meant. Your recitation of witnesses' statements must be accurate.

SUSPECT'S Demeanor:

In cases of serious crimes where it is reasonable to anticipate that the suspect may advance a defense of "diminished capacity", you should carefully record your observations of his demeanor. You may note, for example, that he did not show any signs of intoxication, that he gave you a detailed statement of everything that happened, that he knew where he was, what time and day it was, and what he had been doing, or that he made statements or asked questions (specify what they were) which tend to show his awareness of the situation.

CLIFF-HANGERS:

Perhaps nothing is more frustrating to those who read your reports than to be given enough facts to show an issue or a question, and then be left hanging, wondering about the resolution.

For instance, if your report describes a crime occurring in January, with a known suspect, and an arrest in July, with no mention of the reasons for the 6-month delay in making the arrest, readers can only guess and wonder. The defense attorney in such a case would file a motion to dismiss for lack of speedy trial, and the prosecutor would be on the defensive, without sufficient information to respond. In cases of delayed arrests, your reports should show what efforts you made to effect an early arrest, and why these efforts were unsuccessful.

In cases involving scientific analyses, be sure to include the results in your report, or attach a copy of the criminalist's report to yours, if available. Before submitting reports to the DA for complaints, check to be sure you are forwarding ALL the reports needed for a full account of what happened.

As you write each report, keep in mind the different purposes it serves for the various people who use it. From their points of view, check it to insure that it will communicate accurately and completely.

FOLLOW-UP REQUESTS

It is likely on many civil and criminal cases more follow-up investigation will be required for your report. Following is an example of a written follow-up request from a Deputy District Attorney to an investigator. It is presented here to illustrate how important to your report are statements, sketches, photographs and other attachments impacting on the thoroughness of the investigation. Any supplements will be shown in your report as outlined in the Case Report Format Chapter, Section 13.6.

EXAMPLE OF WRITTEN FOLLOW-UP REQUEST³

DATE: February 5, 19--
FROM: John S. Mariner
Deputy District Attorney
TO: FPO Edmund R. Chitwood
California Department of Forestry
SUBJECT: FOLLOW-UP FOR PEOPLE V. CRAYFISH (CR-30052)

Please arrange to perform the follow-up tasks requested below in preparation for a jury trial of the Lynn Crayfish case:

- 1) Obtain FBI and CII printouts on Brian Blue (DOB: 6/21/53);
- 2) Reinterview Ruth Partridge to find out how she knew defendant's walking route home from bar, number of times route was observed, and whether any other route was observed taken by defendant;
- 3) Obtain copies of Red River Daily Tribune containing packinghouse fire news accounts prior to the late evening of 1/9/81;
- 4) Obtain Police Dispatch time card on initial fire report;
- 5) Find out whether defendant smokes cigarettes and whether anyone saw matches on her on the night of the fire or saw her smoking outside the Swan Bar before the fire;
- 6) Prepare large sketch suitable for courtroom use showing packinghouse, Swan Bar, and parking lot, and nearby streets, including house to which defendant ran;
- 7) Obtain aerial map of fire ground area if available;
- 8) Check with state labor board for records of disputes against employer packinghouse by defendant;
- 9) Check on defendant's work history for on-the-job problems, and whether she received paycheck on 1/8/81;
- 10) Show defendant's photo to firefighters present at the packinghouse fire scene on the night after the fire (1/9/81) to ascertain if any remember seeing defendant then at fire scene and talking with her; if so, find out what defendant said;
- 11) Get detailed statement from defendant's mother with times and activities re defendant's presence with her on night of fire (alibi);
- 12) Find qualified real estate appraiser somewhat familiar with packinghouse to establish its value at a sum over \$100,000 at time of fire's inception;
- 13) Find out assessed value of packinghouse parcel for land and structure from county assessor's office;
- 14) Produce booking sheet on defendant, if available;
- 15) Ascertain the current whereabouts and address of Jason Rincon;

- 16) Find out how much money packinghouse owner Ken Ralston spent on building to renovate it, redo electrical system, and put in ramps, special assembly lines, walls, and offices, and obtain bills proving same;
- 17) Find out from packinghouse manager Ted Hildress whether any lights had been left on at close of day before fire, and if so, which lights;
- 18) Find out from manager Hildress exactly what product was in first burned barrel, and obtain unopened duplicate for crime lab comparison;
- 19) Find out from employee Stuart Mason whether outside barrel had open top up or down when he left work on 1/8/81, what was in barrel (any rags seen or just paper, wood, and a glass bottle?), when it was last noticed before fire, and when barrel was placed outside building;
- 20) Place sample of probable lacquer residue from barrel in closed can and deliver sample along with unopened, identical drum to county sheriff's crime laboratory for analysis;
- 21) Show Kelly Poltensen, David Digger's photo for possible ID of man leaving Swan Bar with defendant if she remembers seeing man's face;
- 22) Try to obtain building plans of packinghouse and a witness to prove composition of structure inside and out;
- 23) Interview custodian Curt Daisy re statement heard by defendant in Swan Bar the night after the fire (1/9/81);
- 24) Obtain bills for machinery burned in packinghouse fire from packinghouse owner Ralston;
- 25) Have Wanda Tornigo draw flames seen before reporting fire;
- 26) Prepare more detailed fire investigation report with diagram showing area of deepest char and fire cone observed, besides stating approximate number of structure fires investigated and how opinions as to cause and origin have been corroborated by other investigators.

3 Courtesy Deputy D.A. Dennis Tilton, San Bernardino County.

REPORT WRITING MANUAL

ABBREVIATIONS

Standard I of Report Writing Standards (See Chapter II)

A good rule to follow is to avoid the use of abbreviations unless they are in common usage. On the following pages are abbreviations acceptable in your reports. Heading each section, note the type of report on which the abbreviations may be used. They are recommended for use as a reference to encourage uniformity among investigative report writers.

REPORT WRITING MANUAL

ABBREVIATIONS

REPORT OF PRELIMINARY FIRE INVESTIGATION LE-66B
FIELD INTERROGATION REPORT (LE-2)

<u>DAY OF WEEK</u>		<u>MONTHS</u>	
Sunday	Sun	January	Jan
Monday	Mon	February	Feb
Tuesday	Tue	March	Mar
Wednesday	Wed	April	Apr
Thursday	Thu	May	May
Friday	Fri	June	Jun
Saturday	Sat	July	Jul
		August	Aug
		September	Sep
		October	Oct
		November	Nov
		December	Dec

REPORT OF PRELIMINARY FIRE INVESTIGATION (LE-66B)
FIELD INTERROGATION REPORT (LE-2)

<u>EYE COLOR</u>		<u>HAIR COLOR</u>	
Black	Blk	Bald	Bal
Blue	Blu	Black	Blk
Brown	Bro	Blonde or Strawberry	Bln
Gray	Gry	Brown	Bro
Green	Grn	Gray or Partially Gray	Gry
Hazel	Haz	Red or Auburn	Red
Maroon	Mar	Sandy	Sdy
Pink	Pnk	White	Whi

REPORT OF PRELIMINARY FIRE INVESTIGATION LE-66B
FIELD INTERROGATION REPORT (LE-2)

<u>SKIN TONE (COMPLEXION) (SKIN)</u>		<u>RACE AND ETHNICITY</u>	
Albino	Alb	American Indian or Alaskan Native	I
Black	Blk	Asian or Pacific Islander	A
Dark	Drk	Black, not of Hispanic Origin	B
Dark Brown	Dbr	Hispanic	H
Fair	Far	White, not of Hispanic Origin	W
Light	Lgt	Polynesian	P
Light Brown	Lbr	Filipino	F
Medium	Med		
Medium Brown	Mbr		
Olive	Olv		
Ruddy	Rud		
Sallow	Sal		
Yellow	Yel		

REPORT OF PRELIMINARY FIRE INVESTIGATION LE-66B
FIELD INTERROGATION REPORT (LE-2)
CASE REPORT

<u>TIME OF DAY</u> (if military time not used)		<u>POINTS OF COMPASS</u>	
Noon	12N	North	N.
Midnight	12M	East	E.
Morning hours	A.M.	South	S.
Afternoon hours	P.M.	West	W.
		Southwest	S.W.

REPORT OF PRELIMINARY FIRE INVESTIGATION LE-66B

FIELD INTERROGATION REPORT (LE-2)

CASE REPORT

STATES

Alabama	AL	Nebraska	NB
Alaska	AK	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Washington	WA
Massachusetts	MA	West Virginia	WV
Michigan	MI	Wisconsin	WI
Minnesota	MN	Wyoming	WY
Mississippi	MS		
Missouri	MO		
Montana	MT		

REPORT OF PRELIMINARY FIRE INVESTIGATION LE-66B

FIELD INTERROGATION REPORT (LE-2)

*CASE REPORT

MISCELLANEOUS

*Absent Without Leave	AWOL
*All Points Bulletin	APB
*Also Known As	AKA
*Administrative Procedures Act	APA
*Apartment	Apt
Approximately	Approx
*Arson Investigation Unit	AIU
*Assault with Deadly Weapon	ADW
*Avenue	Ave
*Baseline & Meridian	B&M
Booking	Bkg
*Boulevard	Blvd
*Building	Bldg
*California Admin. Code Title 14	14 CAC
*Caliber	Cal
*Cent	c
*Code of Civil Procedure	CCP
*Date of Birth	DOB
*Dead on Arrival	DOA
Defendant	def
Delinquent	del
*Department	Dept
Describe (Description)	dese
*Detective	Det.
*Diameter Breast Height	DBH
*Division	Div
*Dollar	\$
Double	dbl
*Driver's License	DL

East Bound	E/B
*Environmental Impact Report	EIR
Evidence	Evid
*Fish & Game Code	F&GC
*Forest Practice Act	FPA
Freeway	Fwy
Gone on Arrival	GOA
*Government Code	GOV.C.
Had Been Drinking	HBD
*Health & Safety Code	H&SC
Height	ht
Hit and Run	H&R
Homicide	hom
*Humboldt (used with B&M)	H
*Identify/Identification	ID
Information	info
*Interstate	I(plus #)
Investigation	inv
Left Front	L/F
Left Rear	L/R
Left Turn	L/T
License	lic
Light	Lt
Location	loc
Malicious Mischief	mal mis
*Method of Operation	MO
*Miles per hour	m.p.h.
Miscellaneous	misc
*Mount Diablo (used with B&M)	MD
*Not Applicable	N/A
Narcotics	narc
*No middle initial	nmi
Northbound	N/B

*Penal Code	PC
Point of Impact	PI
*Public Resources Code	PRC
*Range	R
*Registered Professional Forester	RPF
*Released own Recognizance	OR
Report	rpt
Reporting Party	rp
Residence	res
Right Front	R/F
Right Rear	R/R
Right Turn	R/T
Robbery	Robb
*San Bernardino (used with B&M)	SB
*Section	sec
Southbound	S/B
*Social Security	SS
*Street	St
*Suspect	S
*Timber Harvest Plan	THP
*Township	T
Vehicle	veh
*Vehicle Code	V/C
*Victim	V
*Vehicle Identification Number	VIN
Warrant	warr
Weight	wt
*Welfare & Institutions Code	W.I.C.
Westbound	W/B
*Witness	W

IDENTIFICATION AND LOCATION AIDS

SOCIAL SECURITY NUMBERS

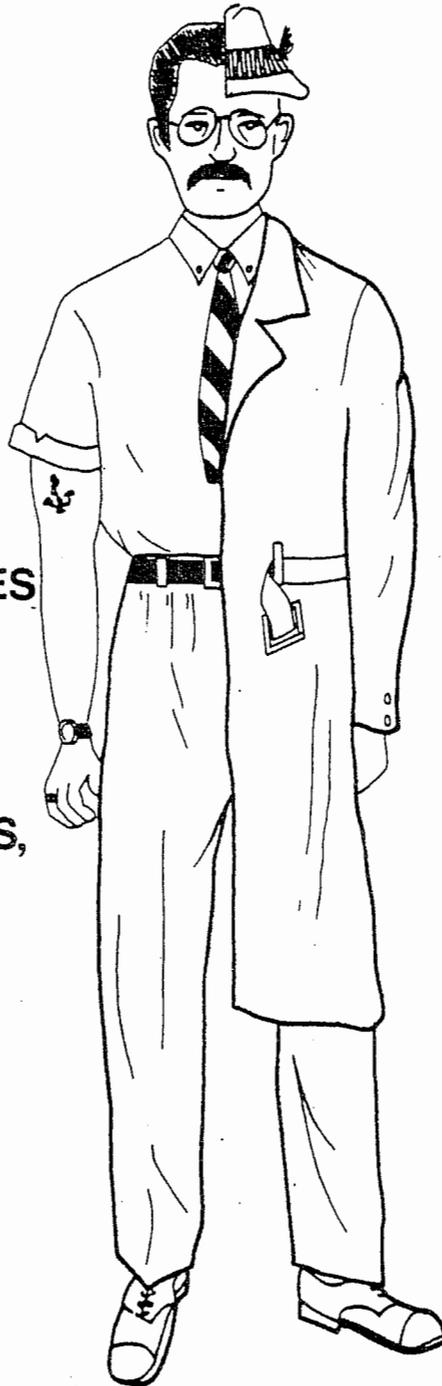
For investigative purposes, you can determine where a Social Security Card was originally issued. If the Social Security Number discloses that it was issued in another state, there are several possibilities which the investigator might consider (the card is fictitious, the person being questioned is trying to conceal some pertinent fact, the card belongs to another individual, etc.).

The Social Security Card contains the bearer's name, signature, and account number. The account number contains three sets of digits, such as 000-00-0000. The first three digits are known as the "area" number, and indicate the state in which the application for account number is filed. Therefore, if a subject denies ever having lived or worked in Illinois, but had a card with 345 in the first set of digits, he may have a fictitious or stolen Social Security Card.

Initial Numbers:	Issued in the State of:	Initial Numbers:	Issued in the State of:
001 through 003	New Hampshire	429 through 432	Arkansas
004 through 007	Maine	433 through 439	Louisiana
008 through 009	Vermont	440 through 448	Oklahoma
010 through 034	Massachusetts	449 through 467	Texas
035 through 039	Rhode Island	468 through 477	Minnesota
040 through 049	Connecticut	478 through 485	Iowa
050 through 134	New York	486 through 500	Missouri
135 through 158	New Jersey	501 through 502	North Dakota
159 through 211	Pennsylvania	503 through 504	South Dakota
212 through 220	Maryland	505 through 508	Nebraska
221 through 222	Delaware	509 through 515	Kansas
223 through 231	Virginia	516 through 517	Montana
232 through 236	West Virginia	518 through 519	Idaho
237 through 246	North Carolina	520 through 520	Wyoming
247 through 251	South Carolina	521 through 524	Colorado
252 through 260	Georgia	525 through 525	New Mexico
261 through 267	Florida	526 through 527	Arizona
268 through 302	Ohio	528 through 529	Utah
303 through 317	Indiana	530 through 530	Nevada
318 through 361	Illinois	531 through 539	Washington
362 through 386	Michigan	540 through 544	Oregon
387 through 399	Wisconsin	545 through 573	California
400 through 407	Kentucky	574 through 574	Alaska
408 through 415	Tennessee	575 through 576	Hawaii
416 through 424	Alabama	577 through 579	District of Columbia
425 through 428	Mississippi		

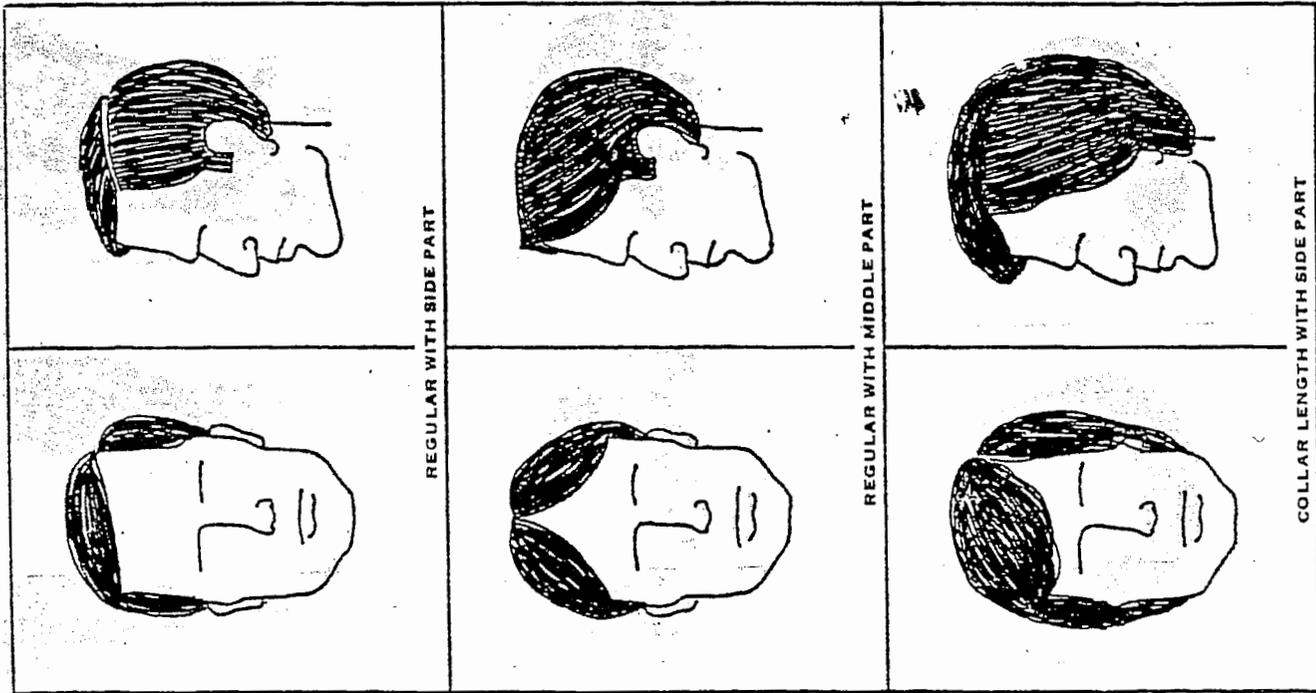
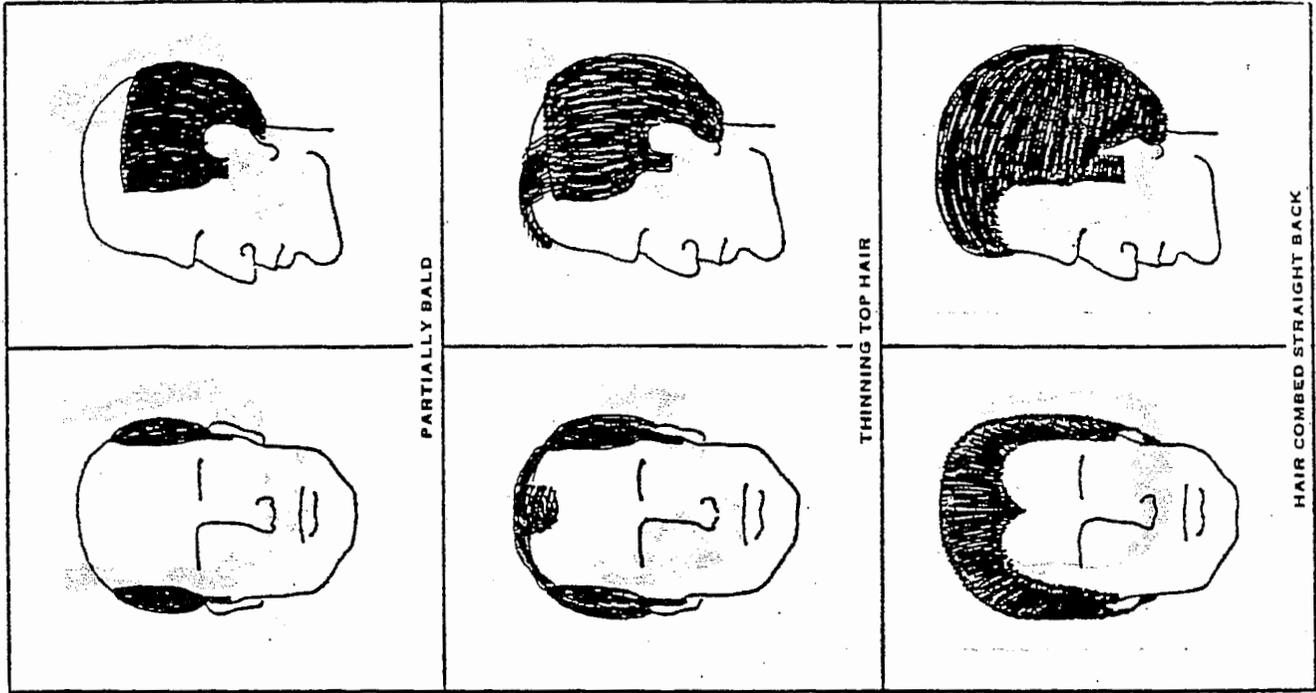
STANDARD DESCRIPTION OF PERSONS

1. NAME
2. SEX
3. RACE
4. AGE
5. HEIGHT
6. HAIR, FACIAL
7. EYES, GLASSES
8. COMPLEXION
9. WEIGHT
10. PHYSICAL MARKS, SCARS, & TATOOS

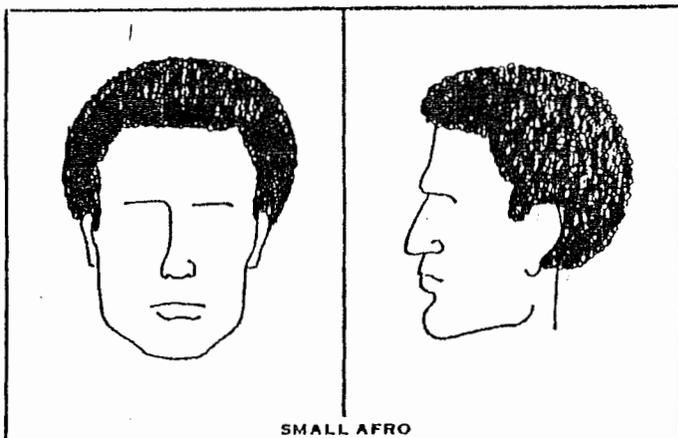


11. APPAREL
 - A. Hat or Cap
 - B. Shirt & Tie
 - C. Jacket or Coat
 - D. Dress or Trousers
 - E. Shoes
 - F. Jewelry
 - (1.) ring
 - (2.) watch

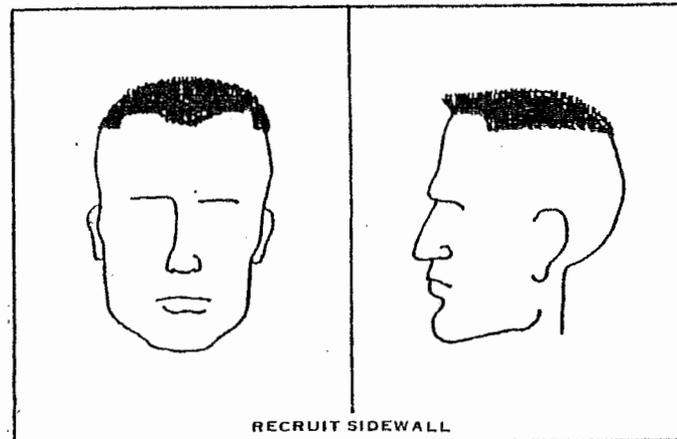
HAIRSTYLES



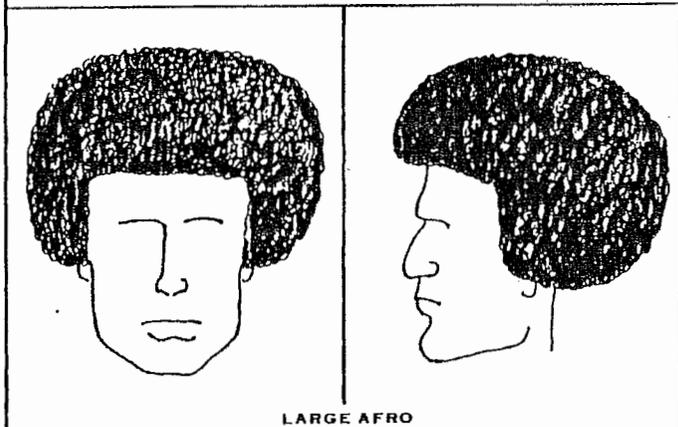
HAIRSTYLES



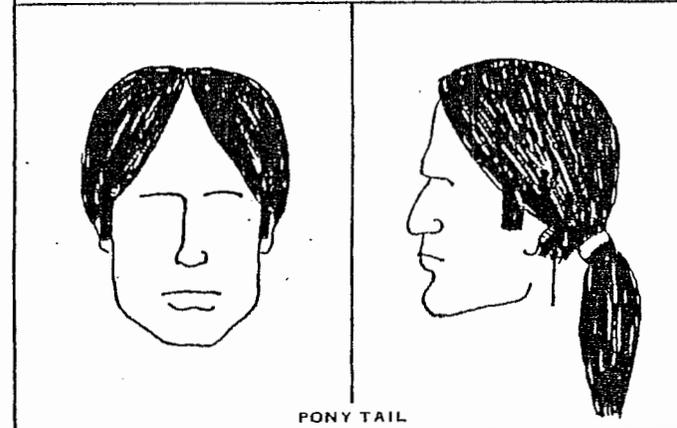
SMALL AFRO



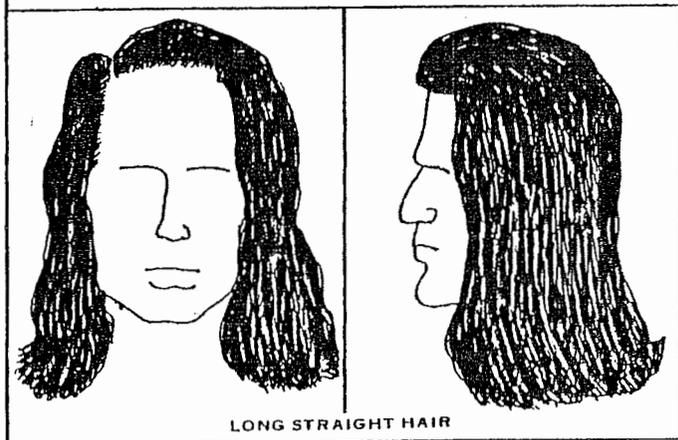
RECRUIT SIDEWALL



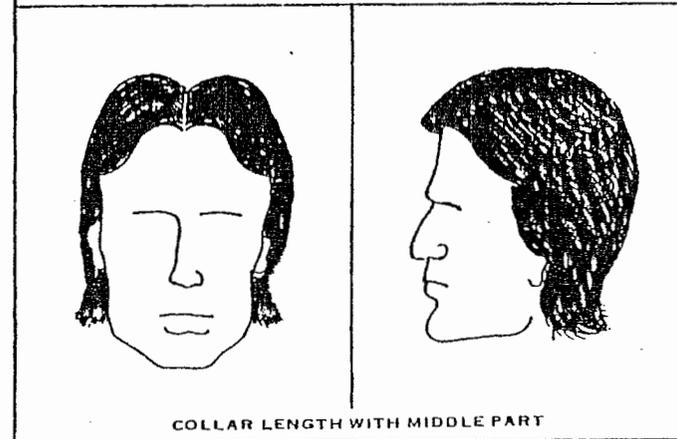
LARGE AFRO



PONY TAIL

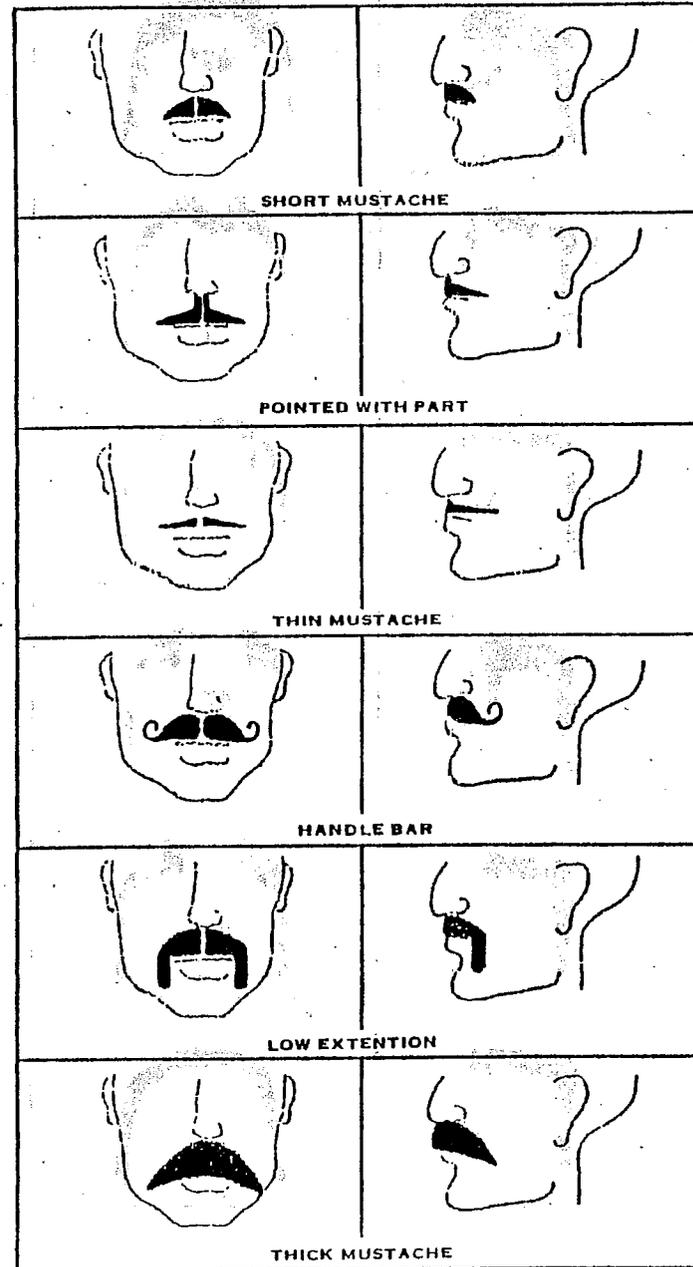
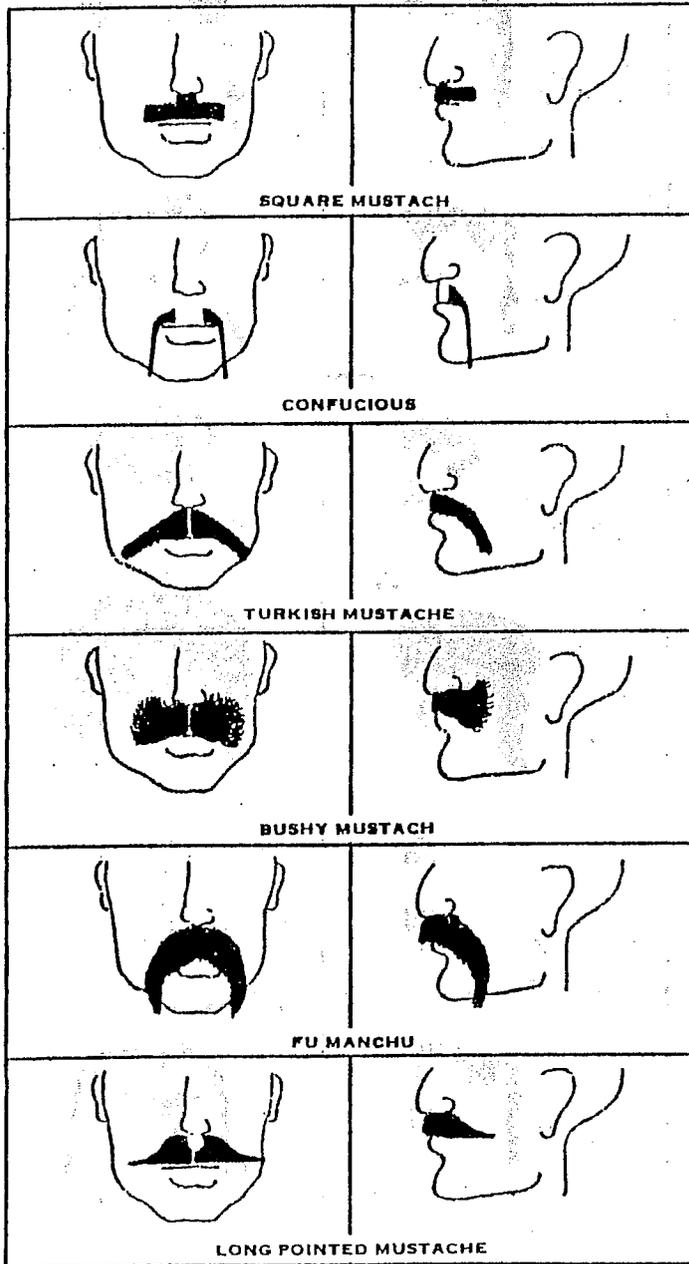


LONG STRAIGHT HAIR

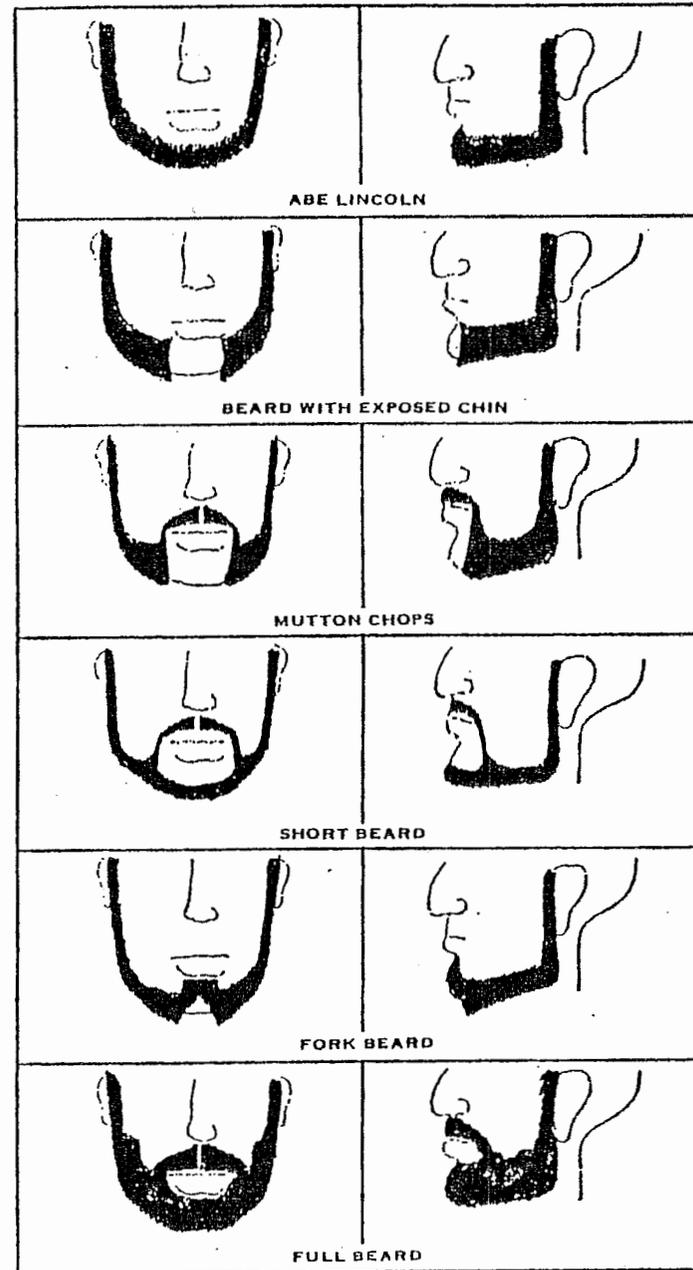
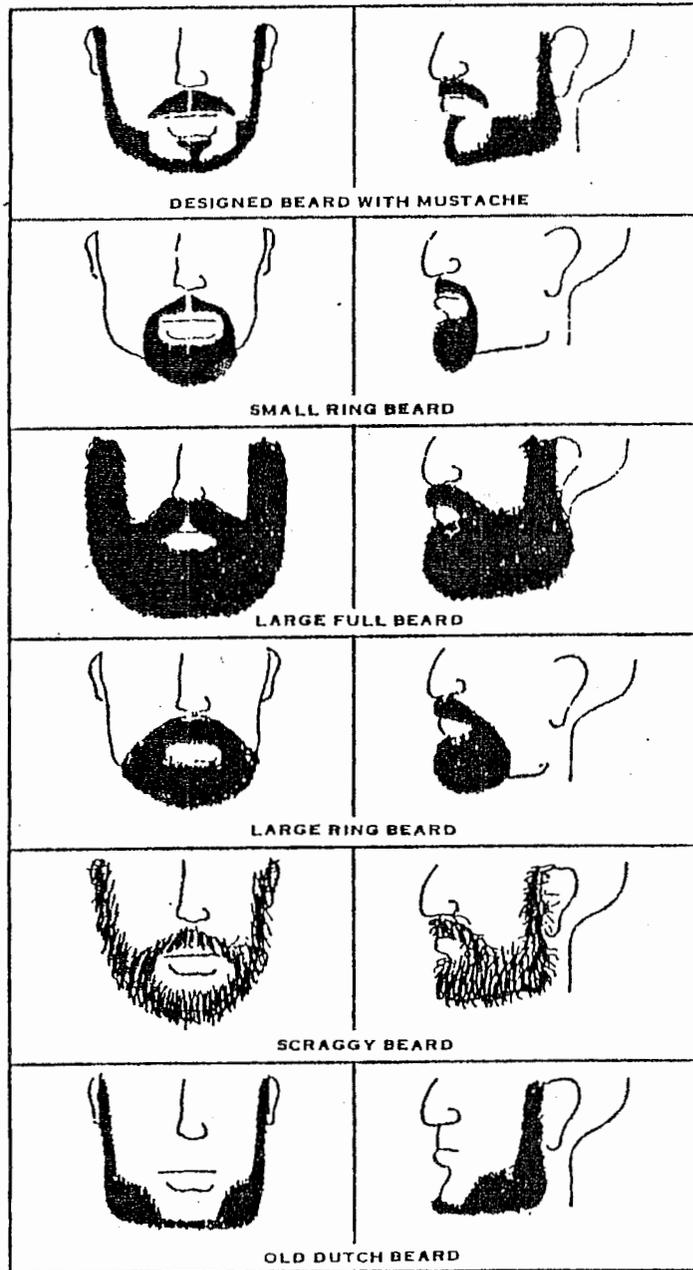


COLLAR LENGTH WITH MIDDLE PART

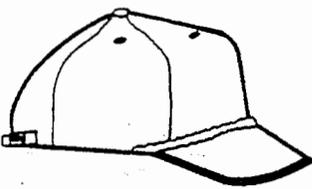
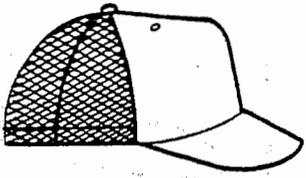
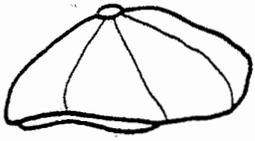
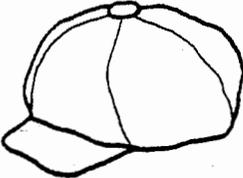
MUSTACHES

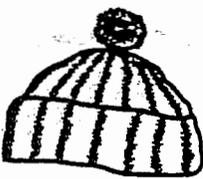
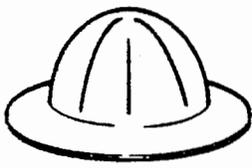
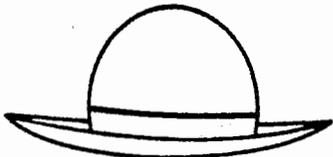
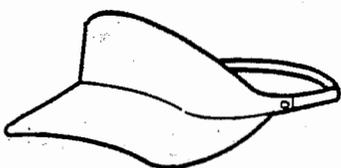


BEARDS/SIDEBURNS

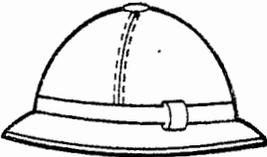
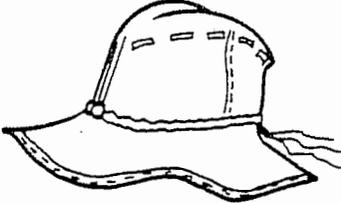
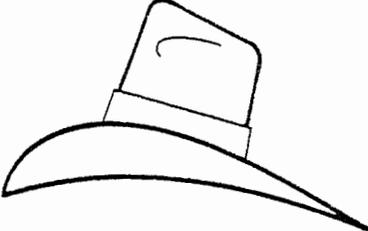
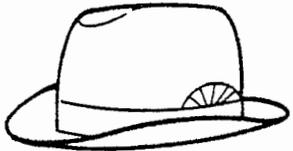
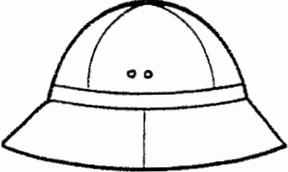
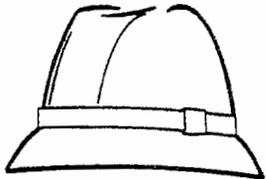


HATS/CAPS

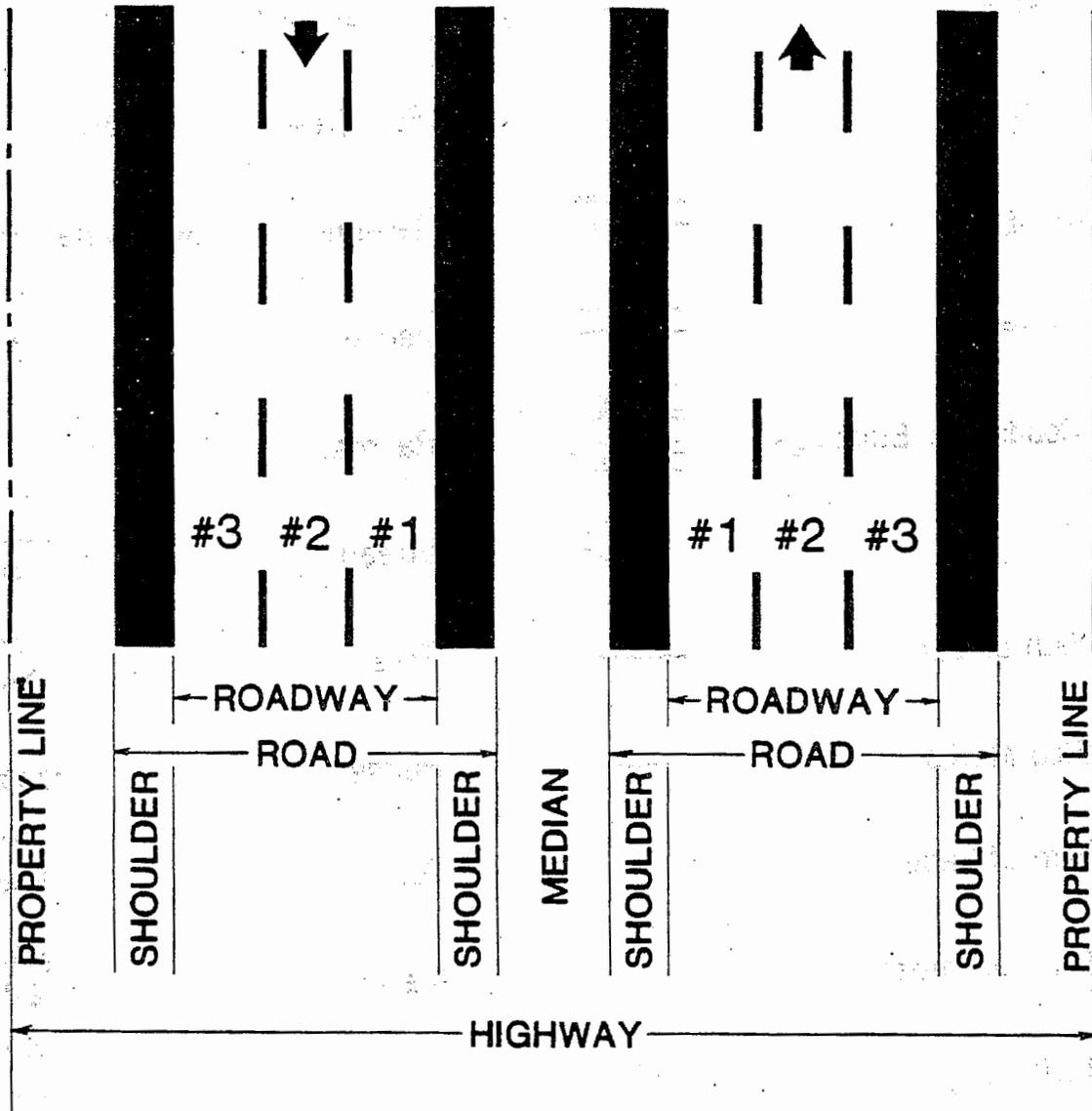
 <p>BASEBALL CAP</p>	 <p>GOLF CAP</p>	 <p>BASEBALL CAP WITH MESH BACK</p>
 <p>APPLE-JACK (DOWN)</p>	 <p>APPLE-JACK (UP)</p>	 <p>BIKERS CAP</p>

 <p>KNIT CAP</p>	 <p>KNIT CAP WITH BALL</p>	 <p>RUSSIAN FUR HAT</p>
 <p>HARD HAT FULL BRIM</p>	 <p>OVAL CROWN</p>	 <p>SUN VISOR</p>

HATS/CAPS

 <p>WIDE BRIM FEDORA</p>	 <p>PITH HELMET</p>	 <p>TURNED DOWN BRIM</p>
 <p>LEATHER FLOPPY HAT</p>	 <p>COWBOY - HIGH CROWN</p>	 <p>DIPLOMAT</p>
 <p>BEACH HAT</p>	 <p>FISHERMAN'S HAT</p>	 <p>WORKMAN'S HAT - CRUSHABLE</p>
 <p>SHERLOCK HOLMES HAT</p>	 <p>ASCOT CAP</p>	 <p>TURNED DOWN BRIM W/CENTER CREASE</p>

PICTORIAL DESCRIPTION
OF HIGHWAY COMPONENTS



DRAWING AND CHARTING SYMBOLS FOR LAW ENFORCEMENT OFFICERS

Roads		Street Light	
Foot Path		Pole (Telephone or Power)	
Bridge		Telephone or Power Line	
Culvert		Fence	
Roads and Buildings		Railroad	
Car		Streams	
Path of Car		Tree	
Skid Marks		Hedge	
Path of Pedestrian		Pond	
Point of Impact		Marsh	
Traffic Signal		Cultivated Field	
Traffic Sign		North Arrow	

Man



House



Church



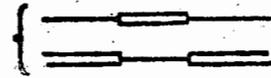
School



Hospital



Window



Door



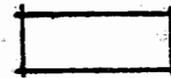
Chair (Straight Back)



Chair (Overstuffed)



Furniture



Stairway



Elevator Shaft



WORDS FREQUENTLY MISSPELLED

The following is a list of words commonly used in investigative reporting that are frequently misspelled.

abandon	alimony	assumed	byouance
abduction	alkali	athletics	bureau
abortion	allegation	attached	burglary
abrasion	alleged	attempted	buses
absorb	allotment	attendance	business
absurd	all right	attendant	cafeteria
accept	altercation	attribute	calendar
access	alternative	authentic	caliber
accessible	although	authoritative	caliper
accessories	altogether	authorize	campaign
accessory	amateur	automatic	canceled
accident	ambitious	autopsy	cancellation
accidentally	ammunition	auxiliary	candidate
accommodate	amputation	awkward	canister
accompanied	amusement	bacteria	cannot
account	analysis	bail	canvas
accumulate	analyze	bailiwick	canyon
accurate	analyzed	ballot	capillary
accusatory	anniversary	bandage	captain
accusation	annulment	bandanna	carburetor
accustomed	anonymous	barbiturate	careful
ache	antique	barreled	carrying
achievement	antiseptic	battery	cartilage
acknowledgment	anxiety	bazaar	cashier
acoustic	anxious	behavior	casual
acquaintance	apologize	believe	casualty
acquired	apparatus	benefited	catalog
acquitted	apparel	bequeath	catastrophe
adapter	apparent	bettor	catsup
additional	appeal	beveled	caucasian
adjust	appearance	beverage	ceiling
adjuster	application	bicycle	cemetery
administration	appreciation	bizarre	center
admissible	apprehend	blackmail	center
admission	appropriate	boisterous	cereal
adultery	aqueduct	bookkeeping	certificate
advantageous	argumentative	boulder	cesarean
advertisement	arraignment	boulevard	chaise longue
advice	arrangement	boundary	channeled
advise	artery	bouquet	chaperon
affect	articles	brake	character
affiant	artificial	brassiere	chauffeur
affidavit	Asian	breadth	chiseled
affirmative	asked	brevery	choose
aggravated	assault	bribery	cigarette
aisle	assembly	brief	circle
alcohol	assistance	bruise	circumference
alias	associate	built	circumstance
alibi	assortment	bulletin	citizen

civil	counterfeit	disease	exhibitor
clue	coupon	disguise	existence
cocaine	courteous	disheveled	exonerate
coercion	creditor	disk	experience
coincide	criminal	dislocation	explosion
collar	criticism	disperse	expose
collision	crystallized	disposition	expression
colonel	cursor	dispute	extension
column	customary	dissatisfied	extortion
combated	cylinder	dissension	extremely
combustible	damage	dissipation	eying
comfortable	dazzling	distinction	fabric
coming	debris	distention	facilitate
commercial	debt	distributor	facsimile
commission	deceased	district	factual
committed	deceived	disturbance	familiar
committee	deceptive	divide	fantasy
communiqué	decision	division	farther
community	defecated	divorcee	fascinating
compensation	defendant	doesn't	fatal
competition	defense	doweled	faucet
complainant	defensive	downward	favor
complexion	definition	drunkenness	February
compulsory	delegate	dual	fecal
compress	delinquency	duplicate	feces
concealed	delinquent	during	feminine
confidant	demarcation	dying	fetal
conscience	demonstration	eastward	fetus
conscientious	demurred	edgewise	fiber
conscious	dependent	eight	fictitious
consensus	deployed	electricity	fight
consent	deposition	eligible	filigree
consistent	descendant	eliminate	finally
conspicuous	description	embarrass	financial
conspiracy	deseccrater	embezzlement	fiscal
constable	designated	emergency	flammable
construction	desperate	enameled	flier
consummate	destination	encase	fluorescent
contagious	deterrence	enclosure	focused
continue	develop	enforcement	forcible
contributing	device	enthusiasm	forcibly
contusion	diagnosis	envelope	foreign
convenience	diagonal	environment	forfeiture
conveyor	diagramed	epileptic	formula
conviction	diaphragm	equal	forty
cooperate	diarrhea	equipment	fourteen
corporal	diesel	equivalent	fourth
corporation	different	especially	fracture
coroner	diffuse	evacuee	fraudulent
corps	dilapidated	evidence	freight
corpse	dining	exaggerate	frequency
corpus delicti	disappear	exceeding	frightened
corrective	disappearance	excellent	fugitive
correspondence	disappoint	exception	fulfill
corroborate	disastrous	excessive	funnel
cough	discipline	excused	furniture
counseled	discreet	exercise	furor
counselor	discrepancy	exhaust	gaiety

gambling	imaginary	intern	liquefy
garage	imagination	interpret	liquid
garrote	imitation	interrogate	liquor
gassed	immediately	interrupted	livable
gauge	impaneled	intersect	location
generally	impatient	interview	loitering
genuine	imperfect	intimidation	loneliness
glycerin	implement	intoxication	losing
government	impossible	invasion	luster
gradually	imposter	investigation	magazine
gratification	impression	involuntary	magistrate
graveled	imprisonment	iodine	maintenance
grease	inadequate	iridescent	majority
grievance	inaugurate	irrelevant	malicious
guarantee	incendiarist	irrigate	management
guard	incendiary	isolate	maneuver
guerrilla	incinerator	jalopy	manikin
guessed	incessantly	jealous	mantel
guest	incidentally	jeopardize	manual
guidance	incised	jeweled	manufacturing
guilty	incurable	judiciary	margarine
guitar	incredible	judgment	margin
guttural	indecent	jujitsu	marijuana
gymnasium	indefinite	justice	marriage
gypsy	independent	juvenile	marshal
habeas corpus	indicate	kerosene	matinee
habitually	indict	khaki	maturity
half	indifferent	kibitzer	mayhem
Halloween	individual	kidnapped	meager
handkerchief	inevitable	kilogram	medal
harass	infamous	knowledge	medical
haughty	informant	knuckles	meditate
hazard	infraction	laboratory	memorize
headache	ingenious	laceration	merely
healthy	ingredient	lascivious	metal
heard	inhabitant	lacquer	microphone
height	initial	language	mileage
hemorrhage	injury	larceny	miniature
hereditary	innocence	latent	minority
heroin	innocuous	lawyer	miscellaneous
hiccup	inoculate	legion	mischievous
hideous	inquire	legitimate	misdemeanor
hijack	inquiry	leisure	misspell
hindered	inquisitive	lenient	miter
Hispanic	insanity	length	mobile
holiday	inscription	leukemia	moccasin
homicide	insensible	leveled	modeled
horizontal	insinuate	lewd	modernize
humane	installation	liabilities	moisture
humiliate	instinct	liaison	monogrammed
hurried	insufficient	libel	monotonous
hurrying	insurance	library	morale
hypodermic	insure	license	motorcycle
ideal	intellectual	lien	mountainous
idiosyncrasy	intelligent	lieutenant	movable
ignorance	interceded	lightning	mucilage
illicit	intercept	likable	mucus
illiterate	interior	likely	multiple

municipal	original	preference	receipt
murdered	outrageous	pregnant	receive
murmur	overt	prejudice	recipient
muscle	painful	preliminary	reckless
museum	pajamas	premises	recognizance
mustache	pamphlet	preparation	recognize
naptha	paneled	prerequisite	recollect
narcotics	paraffin	prescription	recommend
narrow	paragraph	presence	recreation
natural	parallel	preservation	reference
necessary	parcel	pretense	referred
negative	parole	prevalent	refuse
neglect	partial	preventive	registrar
negligence	participate	previously	registration
neighbor	particular	pried	rehearsal
nephew	partisan	prima facie	released
nervous	passenger	principal	relevant
neutral	patience	principle	religious
nickel	peculiar	prisoner	reinforce
niece	pedestrian	privilege	remedial
night	peddler	probably	remembrance
ninety	penalize	proceeded	remittance
noisy	penalty	programmed	renewal
noticeable	penciled	progress	repellent
noticing	perhaps	prohibit	repetition
notified	periled	promissory	representation
nuisance	perimeter	pronounce	reputation
numerous	perishable	pronunciation	residence
obligation	permanent	propellent	resistance
obscene	permissible	prophecy	resolution
obscure	persecute	prosecution	respiration
obstacle	perseverance	prospective	restrained
obstructed	persistent	psychological	revoked
occasion	personal	punishable	rhyme
occupant	personnel	quaint	rhythm
occupation	perspective	quality	ridiculous
occurred	perspiration	quantity	rigid
occurrence	persuade	quarreled	rigor mortis
occurs	perversion	quartet	rival
odor	phlegm	query	sabotage
offense	physical	questioning	sacred
offensive	physician	questionnaire	sacrifice
official	picnic	queue	sacrilegious
often	picnicking	quiet	salable
omission	piece	quinine	salary
omitted	planning	quite	salute
once	plaque	quota	salvage
operator	pleasant	quotient	sandal
opinion	pneumatic	raccoon	satellite
opponent	pneumonia	racial	satisfactory
opportunity	poison	racket	Saturday
opposite	possession	ratio	scalloped
optimism	possibly	ration	scarcely
orchestra	practically	rattan	scene
ordinance	practice	readily	schedule
ordnance	preceding	realize	scheme
organized	precise	really	schizophrenia
Oriental	predicament	recede	science

scissors
secretary
sedative
seduction
seize
seizure
sense
sentence
separate
separation
sergeant
several
severed
severely
sewage
sexual
sheriff
shimmed
shone
shoulder
shrewd
shriek
shriveled
sieve
signaled
signature
significant
similar
simulate
sincerely
singular
siphon
sketch
smolder
smorgasbord
snorkel
sophisticated
spacious
specialized
species
specific
specify
specimen
statement
stationary
stationery
statistics
statue
statute
stenciled
stomach
straight
strangulation
strategy
strength
strictly
striped
stripped

subdued
subpoena
subtle
succeed
successful
suede
sufficient
suffocation
suicide
suite
superintendent
superior
supersede
supervisor
supplies
suppression
supreme
surely
surface
surprise
surrender
surreptitious
surveillance
susceptible
suspect
suspend
suspicion
sympathy
symptom
synonymous
tasseled
tattoo
technical
technique
telephone
temperamental
temperature
temporary
tenant
tendency
testimony
tetanus
theater
their
there
thieves
thorough
thought
threshold
throat
through
together
tongue
tonight
tonsillitis
totaled
tournament
tourniquet

traffic
trafficking
tragedy
tranquil
transferable
transferred
translation
transpose
trauma
treacherous
treasurer
trespassing
tries
trolley
truancy
Tuesday
tunneled
turquoise
typewriter
typical
umbrella
unanimous
unconscious
undoubtedly
union
unnecessary
unusually
urgent
using
usually
utility
vacancy
vacuum
vagrancy
valance
validity
valley
valuable
vandalism
variety
vegetable
vehicle
vein
velocity
vengeance
verbal
verify
vermin
version
vertebra
vertical
victim
victory
vigilance
village
violation
visible
vivid

volume
volunteer
waist
waive
warehouse
warrant
waste
wealth
Wednesday
weighty
weird
welder
welfare
where
whether
whiskey
whole
wholly
width
willful(ly)
wiry
witnessed
women
woolen
woolly
wounded
wreck
wrestle
wrist
writ
writing
written
yacht
yeast
yearn
yield
young
youthful
zealous
zigzag

CREDITS

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FIRE ACADEMY
CASE REPORT
QUICK REFERENCE OUTLINE

For full details consult Case Report Writing Manual.

Heading

TITLE: At top left of page. It will include name of case and incident number.

DATE: In center of page on same line as title. It will be the date of the incident.

CASE NUMBER: On the right side of page on same line as the title. Master address on next line below.

- Category 1 VIOLATION(s)
- Category 2 SUMMARY
- Category 3 SUSPECT(s) or SUBJECT(s)
- Category 4 VICTIM(s) and WITNESS(es)
- Category 5 EVIDENCE
- Category 6 PHYSICAL CONDITION or CONDITIONS
- Category 7 VEHICLES or EQUIPMENT
- Category 8 PROPERTY
- Category 9 INVESTIGATION or NARRATIVE
- Category 10 ATTACHMENTS

General Provisions: Signature on right hand side at conclusion. If category not pertinent list category number and N/A.

Place case reports in folders on right side of open folder (tab side).