

TIP OF THE WEEK



SENSITIVE SECURITY INFORMATION

Report Writing

Instruction: *Managers should select a sample of a SPOT referral report and incident report. This exercise may take more than one shift brief but by the end, each section of the SPOT referral report and incident report should be discussed.*

Free form boxes should be concise and provide the reader with a clear narrative adding information for completeness. It is vital that BDOs understand the importance of "painting the picture" for the reader. At times, it may be easy for the BDOs to dismiss what they believe to be minor details or insignificant information due to their firsthand account of the occurrence/event. This information, in many cases, is very significant to the outside reader in gaining a full understanding of the BDOs experience during a SPOT referral/LEO referral. BDOs should write with the expectation of the reader having no experience and/or knowledge of the event.

Managers should be reminded that they are accountable for all reports written by their employees. Reports should not be signed off on where the report lacks information or clarity.

A well-written report is:

- 1) **Factual:** The report contains only facts. A fact is a thing that has actually happened or that is really true.
- 2) **Accurate:** The report is free from mistakes or errors. It is precise. It is exact.
- 3) **Clear:** The report is free from confusion and ambiguity, and is easily understood.
- 4) **Concise:** The report states much in (relatively) few words by removing all expanded or superfluous details.
- 5) **Complete:** The report includes all necessary information, **such as who, what, when, where, why and how.**
- 6) **Timely:** The report should be completed as soon as possible.

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