

Police Report Checklist

- ___ Thorough (no missing details or information)
- ___ Complete sentences
- ___ First person (I, me)
- ___ Everyday language (no jargon)
- ___ Efficient (no padding, repetition, or unnecessary words)
- ___ Periods
- ___ Commas
- ___ Apostrophes
- ___ Capital letters
- ___ Spelling
- ___ Observable facts (*tears, bruises, trembling* rather than generalizations like *afraid, aggressive, hurt*)
- ___ Objectivity (no judgments, opinions, hunches, or guesses)
- ___ Active voice (name of the officer who made the arrest, read the Miranda rights, transported the suspect, logged in the evidence, and so on)

Additional Comments