

REPORT WRITING GUIDE



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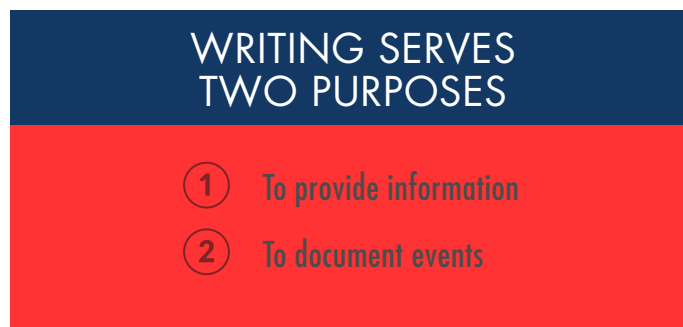
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PRI
MANAGEMENT GROUP

PURPOSE:

This guide will help develop the skills needed to write a comprehensive, accurate, and articulate police report. The ability to accurately record the facts and circumstances of an incident is a cornerstone of law enforcement. How clearly, concisely, and truthfully the facts are presented is crucial to a successful follow-up investigation and prosecution. Police reports are a direct reflection of the professionalism of the officer, and the agency they represent.



INTRODUCTION:

A police report should thoroughly document the details of an incident, be written clearly, and provide enough detail so the reader can understand what happened, from start to finish. A report must be free of bias, hunches, or invalid information. At the same time, it must be written in a manner that tells a story and immerses the reader as if they were at the scene, helping them to understand, from the officer's written word, exactly what happened in a matter-of-fact manner.

Any action taken by an officer must be supported by facts, not opinion, and justified by law and agency policy.

Every report should be able to stand up to review and evaluation by:

- Supervisors
- Investigators
- Command personnel
- Attorneys
- Media
- The public

The writer should inform the reader of a specific sequence of events, describing what happened chronologically, what the officer(s) actions and findings were, and how the event concluded.

When following the recommendations in this guide, **remember to always follow agency policy and procedure as well.**

COMPREHENSIVE REPORTS

Each incident, while different, may call upon the officer to make split-second decisions, while under stress, that will be judged for years to come by the administration, the media, and the public. The report will become the document that explains what the officer did or they did, and will paint a vivid picture of events for future readers. That "picture" will be the basis for all future actions regarding the incident, including prosecution, appeal, and even media scrutiny. For these reasons, it is essential that all the details of the specific incident are captured in writing.

BODY-WORN CAMERA VIDEO VS. POLICE REPORTS

With the advent of body-worn cameras, the value of a report appears to be lessened. However, that is not correct. What the video does provide is a record of the events that occurred in the context of what is seen. Nothing without a narrative explanation. Even the clearest video, alone, cannot clarify or capture events in full, including those actions that occurred before, and after, the recording. Only a comprehensive police report can do that. Decisions made, and actions taken, or not taken, resulting from what the officer learns during an investigation must be supported by accurate information in a report. Inaccurate information affects the credibility of the officer and jeopardizes future prosecutorial efforts.

THE ROLES OF POLICE REPORTS

- ▶ Serve as the preliminary record for filing criminal charges.
- ▶ Serve as the official record of the incident and the follow-up investigation.
- ▶ Provide legal justification for an officer's action, particularly in making an arrest.
- ▶ Provide sufficient information for locating witnesses, victims, and suspects.
- ▶ Allow investigators to determine if there is a case, identify the perpetrator, and properly file a report.
- ▶ Provide administration with information to determine potential civil liability.
- ▶ Allow command members to address citizen's complaints.
- ▶ Provide administrators, as well as the public, with statistical information.

A police report represents the officer when he or she is not present. The officer must write the narrative in a logical, organized fashion that uses simple, common, first-person language.

FORMATTING

Formatting of a narrative is either governed by agency policy or, if no policy exists, this is left to an individual officer's preference. The officer should present the report in such a manner that the reader does not have to continually refer to the name section of the report to determine each person's involvement type. Consider the following:

NAMES vs ACRONYMS

Some agencies use acronyms such as V1 or S1 to refer to the victim and suspect respectively. However, this format is not recommended. The use of acronyms becomes confusing when multiple victims, witnesses, suspects, and involved parties are part of the report. A narrative with multiple acronyms becomes difficult to follow.

also spoke to W1 and W2 who indicated they observed S1 strike V1 but not V2. V fled the scene prior to my arrival, but I was able to speak to V2 by phone.

Consider using the person's full name the first time they are mentioned in the report, along with their involvement in the incident. For example,

James Johnson, the victim of the burglary, stated he believes his neighbor was involved. Mary Alvarez, the victim of the assault, stated...

For each subsequent use of the person's name consider using their last name. For example,

Mr. Johnson stated

If multiple people in the report have the same last name, use the person's first initial to differentiate them. For example,

S. Johnson, the victim, said that J. Johnson was the one in the vehicle with his fist.

COMMON FEATURES

Each report, regardless of the complexity or scope of the incident, will have the same common elements. A comprehensive and complete report will always be precise, concise, and clear.

PRECISE

Only clear, accurate, and honest reporting of FACTS should be in the report. This includes accurate descriptions of statements made by persons involved in the incident.

Not Recommended: *I spoke to the victim who stated something to the effect that the suspect "hit her once in the face during a fight."*

Recommended: *The victim indicated she was involved in a scuffle with the suspect. When asked her to clarify what she meant by scuffle, she stated the suspect "hit her once in the face with his fist, on her left cheek."*

When an officer is given what is believed to be false information, this should be conveyed, but in a way that is not written as an opinion. The officer must provide an unbiased description of what may be false information and should not leave the reader wondering why the officer felt the individual was lying.

Not Recommended: *"After interviewing the victim, it appears he was lying. His statements were not believable."*

Recommended: *While interviewing the victim, he appeared to be deceptive, as several contradictory statements were made. At one point, the victim stated he had come from the 7-11 store at 100 Main Street just before the incident. Later in the interview, he stated he was at the Home Depot, not at the 7-11. Additionally, he continuously interrupted me during my questioning, attempted to change the subject several times, appeared uncomfortable with what he was saying, and was hesitant to make eye contact".*

CONCISE

Reports do not need to be novels to be effective. They should be a brief accounting of the appropriate facts of the incident that includes only relevant information.

Not Recommended: I arrived at the scene of the call and exited my vehicle. I walked along the front porch of the residence and approached the front porch from the south. Upon arriving on the porch, a few seconds later, then Joan Smith, whom I later identified as the victim in this incident, opened the front door and began to speak with me.

Recommended: Upon arrival, I immediately made contact at the front door of the home with the victim, Joan Smith.

CLEAR

The officer(s) provide sufficient information that leaves no room for confusion or ambiguity about what happened, or why the officer(s) did what they did, relative to the investigation.

Not Recommended: The suspect, Kelley Himmer, stated that the suspect, Bob Jones, snatched and intentionally caused bodily injury. When I talked to the suspect, he seemed wishy-washy about what occurred but said he flipped a switch and that's why it happened.

Recommended: Kelley Himmer, stated she had been assaulted by the suspect, Bob Jones. Himmer stated during an argument, Jones struck her once in the face with a closed fist and then kicked her in the left shin. When interviewing Jones, he said he "flipped a switch." When asked what he meant by "flipped a switch", Jones said he became angry quickly and could not control his temper.

Using "big words" rather than plain, simple language can result in ambiguity.

Unnecessary language, intricate sentence structure, and words only understood by those in law enforcement leads to confusion for the reader and difficulty for the reviewer.

The use of **specific technical terms, obscene language, or slang terms** in a police report should be avoided whenever possible, unless the words were used as part of a **direct quote** and their use is **pertinent to the case or issue at hand**.

CONTENT

The following section includes guidance on the basic elements that should be included in all kinds of reports. Examples of complete narratives are provided later in the guide.

Reports should be written in a manner which describes the event chronologically, taking the reader through the incident and investigation from start to finish. Follow the "5W's and H" (who, what, when, where, why, how) as a framework for writing the narrative.

PREVIEW

- ▶ Reported the crime or incident?
- ▶ Discovered the crime?
- ▶ Is/are the victim(s)?
- ▶ Is/are the offender(s)?
- ▶ Are the witness(es)?
- ▶ Are the accomplice(s)?
- ▶ Are the possible suspect(s)?
- ▶ Can be contacted later for further information?

PRELIMINARY INFORMATION

Establish the reason the officer(s) responded and specifically how they were notified of the incident. Provide background information as appropriate.

As previously noted, consider not using acronyms such as V1, S1, or W1 to identify the victim, suspect, or witness respectively. When using acronyms, consider identify the persons involved, such as:

- ▶ Referring to suspects as victims and victims as suspects in longer narratives;
- ▶ Identifying persons as suspects or victims in the name section or listing them differently in the name section or in supplemental reports.

This portion of the report should also describe the officer's initial immediate observations and any actions they took upon arrival at the scene.

EXAMPLE

On 11/15/22, I was dispatched to 123 Main Street regarding a report of a domestic assault. A female called 911 and stated she had just been assaulted by her boyfriend. Upon arrival I met with Susan Smith, the victim, who reported she had just been assaulted by James Jones, the suspect. I observed that Ms. Smith was crying and that she was bleeding from a minor cut to her left cheek and nose.

IDENTIFY PARTIES INVOLVED

Provide further details regarding the victim, suspect and any witnesses to the incident.

- ▶ Actions did the suspect, defendant take?
- ▶ What did others observe?
- ▶ What did the officer observe and what actions did he/she take?
- ▶ Kind of damage was done?
- ▶ Location of the property (city, street, room, etc.)
- ▶ Evidence was left at the scene?
- ▶ Action crime was committed?
- ▶ Kind of weapon(s), tool(s), instrument(s) was used?
- ▶ Further action needs to be taken?

EXAMPLE

"My investigation revealed that Ms. Smith and Mr. Jones had been having a verbal disagreement at the incident location. They were standing in the driveway of the residence facing each other while arguing. Ms. Smith stated that during the argument, Mr. Jones suddenly struck her once with his closed right fist on her left cheek and nose. She then fell to the ground and Mr. Jones walked back into the house. She then called 911 with her cell phone.

While speaking with Ms. Smith regarding the incident, we were approached by the next-door neighbor Tom Johnson, who witnessed the incident. Mr. Johnson said he had been out watering his lawn and saw Ms. Smith and Mr. Jones arguing. Mr. Johnson said he saw Mr. Jones strike Ms. Smith the face.

I then contacted Mr. Jones inside of the residence. Jones said that things "got out of hand" and that his friend next door hit him angry that he hit her in the face."

Always obtain full names, addresses, and contact information for all persons involved in the incident. This information should be entered in the name section of the report while ensuring the person type selected correctly (Victim, Witness, Suspect).

STATEMENTS

The primary officer writing the report serves as the preliminary investigator, and may be called upon as a witness in court. Writing a report which does not include a complete and accurate statement of the detective, supplement or details would not be necessary.

Statements by all involved parties should be included.

Note the following example:

"I was able to locate a witness to the burglary, neighbor Roman, who lives at 126 Bay Street. Mr. Roman said he looked out his window when he heard a noise. He observed the suspect jump the fence around 13 Any Street and break the window on the south side of the residence with a small brick. Upon the hearing his name, Roman immediately saw the suspect climb through the broken window into the residence. Roman then called 911 and watched through his window until police arrived. Roman further said he did not see the suspect leave the house."

WHEN

- ▶ Was the crime discovered?
- ▶ Was the crime reported to the police?
- ▶ Did the police first arrive on the scene?
- ▶ Was/were the suspect(s) observed near the scene?
- ▶ Can the victim/witness(es) be interviewed further?

SCENE DESCRIPTION

Include a comprehensive description of the scene that allows the reader to accurately re-create the conditions the officer observed.

For example:

"Upon arrival at 123 Any Street, I observed that the first-floor window on the south side of the home had been broken from the outside. Glass was strewn about on the inside of the residence below the broken window, and a chair below the window was knocked over and lying on the floor."

Photograph, when possible, all physical evidence prior to collection (follow agency guidelines on evidence collection and retention). Using personally owned devices for official photographs or recordings is not recommended.

PROPERTY

Be descriptive when explaining any property that was stolen, damaged, impounded, or recovered. Include the color, make, model, serial number, approximate value, and full description, where possible.

Accurate descriptions of stolen or recovered property, as well as evidence and items seized for safekeeping, must be included. These descriptions may be invaluable in later efforts to recover the items from the prosecution of the suspect. If an item has a specific owner applied number, design, or serial number, provide an accurate description of that information.

VIEW HERE...

- ▶ Was the crime committed?
- ▶ Was the victim when the crime was committed?
- ▶ Who/what was the witness(es) to the observation(s) made? Who/what was made?
- ▶ Were there any tools observed?
- ▶ Are there any items most likely to be a suspect?
- ▶ Is/are there any items most likely to go?
- ▶ Can additional helpful information be obtained?
- ▶ Has a similar crime been committed?

ADDITIONAL INFORMATION THAT SHOULD BE DOCUMENTED

- ▶ Phone numbers
- ▶ Addresses (home, work, and email)
- ▶ Age and date of birth
- ▶ Occupations and work address
- ▶ Physical descriptions as required

For example:

"The 21 carat gold ladies '16" chain had an inscription on the back which stated, 'The 21 carat gold ladies '16'."

OBSERVATIONS

Comprehensively and accurately describe all actions taken, or not taken, during the incident. If more than one officer assisted in the investigation, or had a role in any way, each officer involved should include a supplement that details their own actions and findings.

For example:

"I was told by the property room that the suspect had broken into the room. I went to the room and found the door open. I saw the door handle and the furniture was overturned and broken. I did not touch the handles to the drawers believing the fingerprints may have been left by the suspect. I did photograph the condition of the room from several angles and called for a crime scene technician to process the scene. I submitted all evidence to the property room immediately upon leaving the scene."

PREVIEW

How to write:

- ▶ Who is the crime committed?
- ▶ How did it happen?
- ▶ How did the criminal(s) enter the scene?
- ▶ How did he/she/they get away?
- ▶ Was the crime discovered?
- ▶ Was/were the tool/weapon(s) used?
- ▶ How long did it take to commit the crime?
- ▶ How would the criminal(s) dispose of the property?

FOLLOW-UP

When the officer assigned to a case is unable to locate an arrest was made, a case, or that circumstances in the investigation have changed, complete a follow-up/supplement report. Always document any attempts to contact victims, witnesses, or suspects, even if no contact is made, either in the initial report, or in a supplemental report as appropriate. Describe in detail all follow-up actions/investigation taken regarding the case, and complete a supplement describing the actions taken.

"I was assigned this case for follow-up investigation regarding the burglary at 123 Any Street. I spoke to the original witness to the incident, Anthony Roman, and was able to obtain a copy of Ring camera footage which shows the suspect breaking into the residence. I obtained a copy of the footage and submitted it to property/evidence on 1/3/2023. See crime scene investigator Johnson's supplemental report for further evidentiary information.

SUPPLEMENTS VS. CASE NOTES

Case notes are comments entered into a records management system (RMS) and are generally used as messages to other officers who review the case to advise of administrative information. They should not be used in place of supplements, which are used to document formal case information. Officers should be consistent in their use of case notes, when they are used, in order to ensure that all information is available for investigation, including but not limited to the following:

- Officer(s) speak to or attempt to interview victims/witnesses/suspects
- A victim/witness/suspect provides additional information
- Additional property is found/stolen/recovered/seized
- Serial numbers for property are provided

Corrections or changes in a name, address, telephone number
Another adjustment to information originally reported

A correction made to an officer's previously reported

- The crime-type is changed based on further investigation or corrected information

GRAMMAR

Reports should be free of errors in sentence structure, grammar, and other writing mechanics. Spelling mistakes detract from the professionalism of the report, and the agency.

Nouns

Nouns are used to identify people, places, or things. For example:

"I responded to the college for a report on a suspicious person" (college is a noun).

Verbs

Verbs are the action word in a sentence that describe what the subject is doing.

"The suspect walked into the store wearing a mask covering his face" (walked is the verb)."

Proper nouns

Proper nouns are specific. They refer to one specific person, place, or thing. When using a proper noun, always begin with a capital letter. For example,

"I responded to Arizona State University for a report of a suspicious person" (Arizona State University is a proper noun).

When referring to a specific person within a report, use a proper noun. After the proper noun has been used once, just the last name may be used when referring to the same person.

Pronouns

Pronouns are words that substitute for a noun or proper noun.

First person pronouns – Examples are I/me/mine/my and we/our/ours/us. Use first person pronouns to make it easier for the reader. For example,

"I responded to" instead of "This officer responded."

Third person pronouns – Examples are he/his/him and they/their/them

Tense

Police reports are written concerning things that have already happened. Therefore, the words should be in the past tense. Be careful about maintaining the correct tense when describing past events or actions taken. Try not to use the present tense or future tense for things that happened in the past. Reports should describe what occurred or what you already did, and not what is occurring now or what you will do at some future point, unless it is appropriate to do so.

- Use "The suspect punched the victim" (past tense) instead of "The suspect is punching the victim" (present tense);

"I forwarded the report to investigations for follow-up" (past tense) instead of "I will forward the report to investigations for follow-up" (future tense).

TERMINOLOGY

Clarity is essential in a police report. The supervisor, the prosecutor, and the public were not present when the incident occurred. They rely on the officer to "paint a picture" of the incident. The officer must be clear when writing the report and not use words that have a different meaning to a different reader.

For example:

PHRASES THAT MEAN DIFFERENT THINGS TO DIFFERENT READERS	CLEAR PHRASES THAT MEAN ONE THING TO ALL READERS
The suspect was hostile to officers	The suspect repeatedly struck officers with his fists
Engaged in a physical confrontation	Punched, kicked, and hit
Engaged in a verbal altercation	Screamed and yelled at officers
Extensive criminal record	Arrests for assault and 2
The gun was located nearby	The gun was 3 feet from the suspect's hand

WRITING A SKILL, NOT A NATURAL TALENT
THIS DIFFERENCE IS IMPORTANT BECAUSE A
SKILL CAN BE IMPROVED BY PRACTICE.

Robert McCain

APPENDIX A

COMMON MISTAKE IN USAGE OF WORDS

Many words sound the same but have completely different meanings. Using the wrong word can dramatically change the meaning of a sentence. Common words that are often used incorrectly are:

Accept - To agree

The court will accept the officer's testimony as factual.

Except - To exclude

The suspect was guilty except for the robbery.

Accede - To come to some agreement

The suspect gained access to the building by breaching the window.

Excess - A surplus

The Officer opened the trunk and saw an excess of guns.

Advice - A suggestion

The officer asked for advice on what citations to issue.

Advise - To give a suggestion

The PIO decided to advise the new officer regarding what citations to issue.

Affect - An act to produce a change

The snowy weather will affect the number of drivers on the road today.

Effect - The result of a change

The officer administered the Narcan, but it took a few seconds to take effect.

Break - To stop

The suspect had the opportunity to break into the room.

Break - To damage

The suspect decided to break the door to gain entry.

Elicit - To bring out

The officer tried to elicit a confession from the suspect.

Illicit - Illegal

The suspect engaged in illicit activity.

Formally - Regular

The suspect and victim are no longer formally married.

Formerly - Something from the past

The suspect and victim were formerly married.

Passed - To go around

The officer passed the officer running code.

Part - Already happened

The officer knew the suspect from past encounters with him.

Personal - Belonging to an individual

The officer had personal business to take care of so he requested a day off.

Personnel - Employees

The Chief issued a verbal reprimand to all personnel.

Quiet - Lack of sound

The officer was quiet when he was talking to the suspect.

Quite - To a degree

The suspect was quite intoxicated and unable to complete the sobriety tests.

Than - Connects clauses in a sentence

The officer chose to write a citation rather than make an arrest.

Then - After

The officer issued a ticket then cleared the scene.

There - A place

When the officer arrived the victims were already there.

Their - Them, possession

The officer asked if the items he found were their drugs?

They're - Short for "They Are"

They're the suspects we were looking for.

Threw - Past tense of throw
The suspects threw the gun in the bushes.

Whose - Belonging to
The officer asked the suspect, "Whose name?"

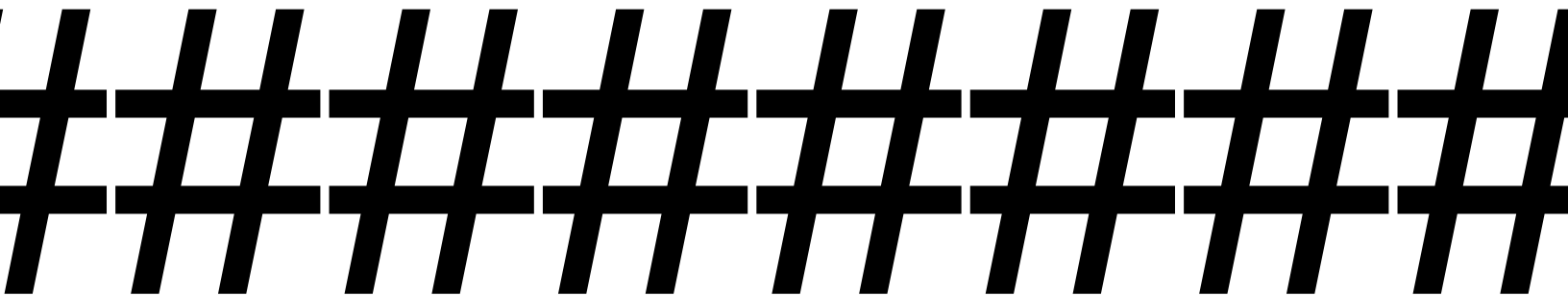
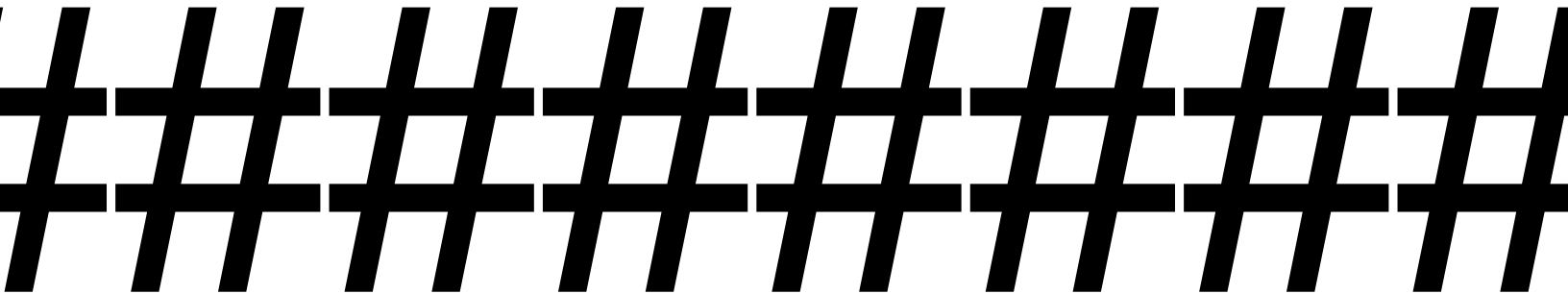
Through - Between
The officer passed through the hallway into the suspect's room.

You're - Short for "You Are"
The officer said, "You're under arrest to the suspect."

Waist - Body part
The victim had a bruise just above her waist.

Washed - Cleaned or con
The suspect tried to wash the drugs in the washcan.

PREVIEW



13A – Aggravated Assault (NIBRS definition):

An unlawful attack by one person upon another wherein the offender uses a weapon or displays a deadly or menacing manner and the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

On 11/30/22, at approximately 1045 hours, I was dispatched to 123 Any Street regarding an assault which had just occurred. Dispatch advised the victim had called 911 and indicated she would be waiting for me on her front porch. Upon arrival, I observed the victim, identified as Stephanie Tate, seated on her front porch. Tate was crying and had a swollen, black left eye. She was also bleeding from her left ear, possibly caused by an internal head injury.

Investigation revealed that Tate and her boyfriend, suspect Donovan Marks, were arguing over issues of infidelity while standing in the kitchen of their residence. During the argument, Marks threw a coffee pot at Tate, striking her in the head and causing the injuries I observed. Marks then fled the scene on foot in an unknown direction.

Medical personnel were called to the scene to evaluate Tate's injuries. She was treated on scene and elected not to be transported to a hospital. Efforts to locate Marks on scene were unsuccessful. Tate indicated that Marks did not have a cell phone and she had no idea where he may have fled to after the assault. She was unfamiliar with his friends and stated they had only been dating casually for several weeks. No witnesses to this event were located. Tate was provided a copy of the Department's incident report and advised that she would contact the District Attorney's Office.

Upon clearing the scene, I was able to obtain Marks' address. A check of his residence for a firearm was conducted and no firearms were located. A warrant for Marks for the assault was issued.

Mr. Marks has a brown, 1998, Chevrolet Tahoe registered in his name, listed herein.

I photographed the scene, and the victim, and submitted the photos to the digital evidence system under this case number.

15. Simple Assault (NIBIV definition):

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

PREVIEW

On 10/11/2021, at approximately 1150 hours I was dispatched to [redacted] Any Street and Nowhere Avenue regarding two subjects fighting in the middle of [redacted] street. Dispatch advised that several people were gathered around watching one individual beating another with his fist. Upon arrival I observed that the subjects fled the scene, however [redacted] remained on scene. My backup unit arrived and we approached the three subjects together.

Investigation revealed that two of the three people who remained on scene had been engaged in a physical altercation. Brent Johnson, the victim in the incident, said he was walking home along Nowhere Street when the suspect, Juan Pujols, called him a "jerk." Johnson explained further he and Pujols had an ongoing disagreement which had lasted for several weeks. Johnson went on to advise that after calling him a name, Pujols then approached him and slapped him on the left cheek. Pujols then pushed Johnson to the ground and began to hit him repeatedly. This drew the crowd to watch the fight.

The third person who remained on scene, identified as Jarrod Paine, said he saw the entire incident. Paine stated he heard Pujols call Johnson a "jerk" and saw Pujols slap Johnson and then strike him several times as he lay on the ground. He advised the assault continued until police arrived on scene, when the rest of the crowd fled.

Pujols said he did call Johnson a "jerk" because he "was a jerk." Pujols however, said he never hit or slapped Johnson and that both Johnson and Paine were "making shit up."

I saw several cuts on Pujols' hands consistent with striking someone and I saw several cuts on Johnson's face consistent with being struck. Pujols was released under arrest. Johnson declined medical attention.

Further witnesses came forward to identify themselves.

227 Burglary/Breaking and Entering (NIBJ definition).

The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

PREVIEW

On 3/5/20 at approximately 0700 hours, I was dispatched to 45 Heminaway Parkway, the western Auto Supercenter. Dispatch advised the owner was on scene and had responded to the business and found it had been burglarized.

Upon arrival, I met Ryan, the owner of the business. He arrives every morning at about 0700 hours to open the business for the day. When he arrived this morning, he found the front door glass broken out. He did not enter the building.

A backup unit arrived and we checked the business and determined that no one was inside.

Investigation revealed that Ryan had left the business last evening, 3/4/20, at approximately 2100 hours and had closed and locked the business. He advised he does not have an alarm but did have a camera. There was no damage noted. A preliminary check of the business shows that the only item known to be missing at this time is the cash register, which was on the front counter. The cash register had approximately \$200 in U.S. currency inside when Ryan closed the store last evening.

Ryan provided a copy of the video which I reviewed. The video is taken from an external viewpoint, east of the front door, which shows a subject break out the front door glass with a rock at 0325 hours (as listed on the camera time stamp), and enter the business. The subject is then seen again at 0329 hours (as listed on the camera time stamp) exiting through the front door carrying the missing cash register. The suspect walks off camera and flees in an unknown direction. The suspect was wearing all dark clothing which revealed no identifying features. Ryan advised he does not have a camera inside of the business and therefore we are unable to see what the suspect did inside once they entered.

Crime scene personnel responded to process the scene for evidence. Ryan was advised to contact the Sheriff's Office if he determines that additional items were stolen.

I conducted an area canvass and was not able to locate any witnesses, other cameras, or other investigative information. I impounded the video to the property/evidence unit.

29 - Destruction/Damage/Vandalism of Property (except Air Mail):

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

PREVIEW

On 4/11/17 at approximately 530 hours, I was dispatched to 1000 West, the 7-11 store, regarding a vandalism which had just occurred. Dispatch advised that I was to meet the store clerk who observed an individual throw a rock through the front window of the store. Upon arrival, I contacted the store clerk, who advised she had seen the store window broken at the incident occurred.

Investigation revealed that Merced saw a black male dressed in a dark jacket and light tan pants walk in front of the store. The male had a large rock in his right hand. She saw the male throw the rock directly through the front door of the business and then flee on foot southbound on Ruger Street.

Merced showed me the video of the incident and I was able to see the events happen as Merced described. I reviewed the video and took photographs of the store window and the rock and submitted same as evidence.

No one was injured in the incident. I canvassed the area for the suspect but was unable to locate him.

The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

On 9/8/2017 at approximately 1840 hours I was dispatched to 345 Windale Avenue regarding a theft. The complainant advised she had been at the Wal-Mart where her wallet was stolen. Upon arrival I met with Luan Worsley who stated that she was shopping at the Wal-Mart located at 345 St. Clair Drive when the incident occurred today around 1800 hours.

Investigation revealed that while in the Wal-Mart Worsley, someone stole her wallet from her purse. When she went to the cash register to pay for the items, she realized the wallet was missing. At the time she believed she had perhaps inadvertently left the wallet at home. She left her cart full of items with the cashier and went home to look for the wallet. She was unable to locate the wallet and returned to the store to see if she had dropped it.

When she returned to the Wal-Mart, she met with store security to see if they could help locate the wallet. Worsley advised that store security reviewed video and observed that while Worsley was shopping, an unknown white male wearing tan pants and a white T-shirt approached her. The unknown male reached into Worsley's purse and pulled her wallet out of the purse without Worsley seeing this happen. The male then walked away from Worsley. Video was able to follow the male as he walked away from Worsley and he left the store fleeing in an unknown direction. After Worsley reviewed the video with security, she left the Wal-Mart and returned to her house where she called police.

I provided Worsley with the report number and advised her to contact her bank and credit card companies immediately. I then responded to the Wal-Mart and made contact with Security Officer Keith Thomas. He showed me the video and I observed the incident as described. I obtained a copy of the video and submitted same as evidence.

Worsley advised that she had called her bank and credit card companies to cancel all credit cards. She advised that her wallet was stolen. She called and cancelled all credit cards.

The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

PREVIEW

On 12/31/17, at approximately 1425 hours, I was dispatched to the High's Convenience store at 36 Blossom Parkway regarding a theft that had just occurred. Dispatch advised to contact the female complainant in front of the store. Upon arrival, I met with the victim Shelley Fabres, who indicated her book bag had been stolen.

Investigation revealed that Fabres had just purchased a diet coke and a bag of Utz potato chips in the store. She placed the items into her book-bag which she was holding in her right hand as she exited the store. As she exited the store an unknown white male wearing blue shorts and a green t-shirt ran towards her. As he ran past her, he grabbed the book-bag from her hand and fled north on Blossom Parkway. Fabres attempted to give chase but the suspect was too fast and was able to evade her.

Fabres advised that she was not injured in the incident. The book-bag contained one soda and drink items she had just purchased along with several textbooks and various makeup items. Total value of the stolen items was approximately \$100.00.

I was able to view video of the incident from the store surveillance cameras and saw the incident occurred as described. Fabres was not familiar with the male suspect.

I canvassed the area for the suspect but was unable to locate him. A copy of the video was obtained from the store clerk and was submitted to evidence.

The theft by someone other than an employee of the victim of goods or merchandise exposed for sale.

PREVIEW

On 10/5/2017, at approximately 1500 hours, I was dispatched to the Shop-N-Shop located at 3500 Kober Road regarding a shopping that just occurred. I was advised by dispatch to contact the store manager in the administrative offices of the store. Upon arrival, I met with Store Manager Thomas Jones.

Investigation revealed that an unknown white male wearing a long green overcoat and blue baseball cap entered the store at approximately 1000 hours. The unknown male went directly to the male clothing section of the store. The male then put on three sweatshirts by wearing one over the other. The male then walked to the front door of the store, passed all the cash registers, and exited the store. As he exited the store, the alarm sounded indicating that the male had stolen items and this caused him to flee on foot in an unknown direction.

Joint review of the store footage of the incident with the store manager was done to obtain a copy of the video and submitted same to evidence.

The total loss value of the items taken was \$300.50. No one in the store recognized the suspect. I canvassed the area for the suspect with negative results.

Access is either open to the general public or to whom the offender has legal access.

PREVIEW

On 09/11/22 at 09:00 hours, I was dispatched to 55 Field Dr (Tenneco Tools) for a report of personal items being taken from the fitness area of that location during the past several hours.

Upon arrival, I met with security officer John Tarcy, who told me two lockers in the men's locker room adjacent to the fitness area had personal items taken from them. The lockers were not locked because there's never been a theft issue. I then spoke with Mike Nelson, an employee of Tenneco Tool.

Nelson entered the locker room to change for a workout at around 9:00 am today and left his watch and wallet in locker #13 before entering the gym to work out. Nelson said he finished working out at about 10:30 am and found the door to locker #13 standing open. Nelson said it was then that he discovered someone had removed his wallet and watch from the locker. Nelson immediately notified security. Nelson said the watch was a Seiko and provided the serial number for the watch. Nelson said his wallet (brown leather, unknown brand) contained approximately \$200 USC. Nelson said he had already called the fraud department for the credit card company and had the card shut down.

I also spoke with Tenneco employee Tom Geldig. Mr. Geldig said he entered the men's locker room at around 0930 hours to change for a spin class, leaving his iPhone and work clothing in locker #8, but when he returned just after 1035 hours, he found the phone was missing. Geldig said the phone was a silver iPhone 14 Pro (see property for S/N) with a black leather case around it. Geldig said he had attempted to locate it using "Find My," but it did not appear on. Geldig told me that during his spin class, he did see a man enter the workout room from the men's locker room and leave through the main entrance to the gym. Geldig could only describe the man as a white male wearing a white t-shirt and dark pants. Geldig said he would provide more information if they became aware of any additional details on the missing items.

I then spoke with Tarcy and was told a Tennessee law enforcement wish the lockers processed for evidence of fingerprints because they had recently remodeled the locker room. Tarcy said he would review all surveillance video near the fitness room and building exterior for the man described by Geldig. I asked Tarcy if he could have a copy of the footage saved for our department pending further follow-up. Tarcy told me he would check with Tenneco's legal counsel and let me know if a subpoena would be needed to obtain a copy.

25. Theft from Coin-Operated Machine or Device (NIBRS definition):

A theft from a machine or device that is operated or activated by the use of coins.

PREVIEW

On 10/13/22 at 11:00 AM, I was dispatched to 89 Penn (Dilly's) to meet with the proprietor about washing machines which were broken into on 10/13/22.

Upon arrival, I met with Matt Ritter, owner of Dilly's. Ritter said he arrived at Dilly's at 1500 PM to empty the coin boxes for the washing and drying machines on the premise and found 5 of the 15 machines had been broken into. Ritter said the last time he had been on site was on 10/12/22 when he had emptied all coin boxes. Ritter estimated that whoever had broken into the boxes likely obtained no more than \$30 USC. I observed pry mark impressions on the metal boxes that appeared to have been made with a large flathead screwdriver or similar tool. I photographed the overall scene and the damaged machines.

Finally, I conducted a lift card analysis on the coinbox of a washing machine. These imprints may have been left by the person prying the boxes open as they tried to gain better leverage. With Ritter's permission, I dusted one of the machines (acquired #7) with fingerprint dust. I identified two latent impressions on the coinbox, one of which appeared to be an impression of a palm and the other of a thumb. These impressions were photographed with and without a scale. I then lifted the impressions, initiated both lift cards, and labeled them evidence items A and B before securing them in my patrol car.

Ritter told me he had a video surveillance system, but it had stopped working several months ago and had yet to be fixed. Ritter told me he did not know of anyone who might have broken into the boxes.

I then reported to my lift to Q and put the into evidence for #2. I then uploaded the digital images from the scene from my evidence camera to the Q cloud storage site (Evidence.com), where they were labeled by case number.

25 - Theft from Motor Vehicle (except Theft of Motor Vehicle Parts or Accessories)
NARS definition:

The theft of articles from a motor vehicle, locked or unlocked.

PREVIEW

On 08/11/21 at 10:00 am, a patrol was dispatched to 1211 Lake Rd. to investigate a resident's report about items removed from their car sometime last night.

Upon arrival, I met with Sarah Puller, who told me that sometime overnight, someone entered her blue 2021 Porsche Panamera and removed \$2000 and a pair of Rayban sunglasses valued at \$300. The car was parked in her driveway at 1211 Lake Rd and was unlocked between 9 pm last night and 7 am this morning. Puller said she reviewed her Ring doorbell camera but did not see anyone in the driveway. However, Puller told me the car was parked on the far side of the driveway and not within view of the camera.

I did not observe any damage to the vehicle, but the interior glove box and center console were empty. Puller said she did not see any fingerprints, but was unable to identify any latent impressions.

The neighbors, who live in the same building, said they did not see anything unusual overnight and their cars were not entered.

The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle or necessary for its operation.

PREVIEW

On 4/6/11 I was dispatched to 1500 Shrawn Parkway, Spring Toyota, regarding a theft. Dispatch advised to make contact with the lot manager.

Upon arrival I met with Jerry Tarkin, the manager for Bilbringi Toyota. Tarkin said three Toyota Sienna Hybrid Minivans missing catalytic converters. His manager said this was discovered when Bill Thomas, a porter for the dealership, started the cars to move them for a wash at around 0800 hours. Tarkin said the vans were last moved yesterday when the porter parked them on the southeast side of the dealership parking lot.

Tarkin escorted me to where the vans were still parked. Underneath each car, I observed pieces of metal and debris near where the converters were removed from the under body of the car. The method of removal for each converter appeared to be some type of saw. I recovered a broken reciprocating blade and receding black rubber work glove near one of the cars. I photographed the overall scene and then the blade and glove before bagging them as evidence. I then recorded

the cars due to difficulty getting them up on a lift. Tarkin said he would check video surveillance and notify me if anything useful could be seen. Tarkin estimated the value of each catalytic converter at \$1500.

When I arrived back at HQ, the two items of evidence were packaged and placed into evidence locker #10 and the photos were uploaded to the department evidence storage site (labeled by case number)

All thefts that do not fit any of the definitions of the specific sub-categories of Larceny/Theft listed previously.

PREVIEW

While on patrol in the Ponds subdivision on 10/1/22 at 11:15 hours I was flagged down by a resident living at 21 Birch St.

I met with John Sims near his driveway. Sims told me that someone entered his Bighorn brand travel trailer and removed fishing rods valued at approximately \$1,000. Sims said he did not know when the trailer had been entered, and it was likely unlocked. Sims said he parked the trailer in his driveway over two weeks ago and did not enter it until this morning at 11:30 hours. Sims said he would email me all the information about the rods but first needed to locate the Bass Expert store receipt. Sims said they were blue and black colored Toadfish brand rods. Sims said he did not wish me to process the trailer for any evidence and that he had just washed the outside of it. I recorded the serial number of a plate affixed to the exterior front of the trailer, which is 1111111111.

The theft of a motor vehicle which is self-propelled.

PREVIEW

On 05/01/22 at 11:11 hours, I was dispatched to 110 Benson St. to take a stolen auto report.

Upon arrival, I met with Jack Marsten, who resides at 110 Benson St. with his girlfriend, Linton. Marsten said that last night he and Linton arrived home from "The Bamboo Room" bar around 03:00 hours. His car on the street in front of their apartment. Linton said this morning at around 1000 hours, she went out to take the car to pick up coffee and discovered it was gone. Marsten said the car is a 2017 White Dodge Challenger RT "Scat Pack" model with Arizona vehicle registration 456-PACKIT. Upon inquiry, Marsten said he did not have a lien on the car and that no one else had the keys to it. I asked Marsten where the keys to the car were.

Marsten said that when he and Linton arrived home last night, they were "out of it" and the keys were left inside his jacket in the back seat of the car.

I ran the license plate through NCIC and found it registered to Marsten and it was in his name. I noted dispatch, and the car was entered into NCIC as stolen. In addition, I broadcast the information to the radio and provided Marsten with my business card and Uconnect vehicle location service to see if it could tell where the car was located. Marsten told me there was nothing else of value in the car. I provided Marsten with my business card and case number in the event Uconnect staff require it and told him to contact the police department if he is able to locate the car.

Marsten does not have any cameras in his apartment and the complex does not have a camera surveillance system.

The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

PREVIEW

While on foot patrol in the Metrorail Mount Vernon Station on 12/21/21 at 2306 hours, I was approached by a woman, later identified as Jenni Lanzer. Lanzer was crying and appeared to have a swollen bruise below her left eye. Lanzer told me that about 20 minutes prior, she arrived at Mount Vernon Station after getting on the Metrorail at Anacostia Station. Lanzer said that as she exited the rail car, she was approached from behind by a man who grabbed her purse and attempted to pull it from her left arm. Lanzer said she instinctively pulled her arm back when she felt someone pulling the purse away, but when she did this, the man punched her in the face. Lanzer said that after being punched, she fell onto the platform letting go of her purse. Lanzer said as she looked up, only the back of the man was visible as he ran away with her purse toward the exit to the station. Lanzer said she yelled for help but was ignored by two riders nearby. Lanzer told me she was unable to call 911 for help because her phone was in the stolen purse, so she walked until she located a bus. Lanzer could not provide any further detail on the man; she reported he was wearing a black hoodie and blue jeans. Lanzer refused my offer of medical attention.

Upon inquiry, Lanzer told me her phone was a black Samsung Galaxy S22, so I let her use my police-issued mobile phone to log into the Samsung "Find My Mobile" service. However, the phone appeared to have been turned off. Lanzer told me her apartment keys, driver's license, credit cards, and work security fob were in the purse as well. At Lanzer's request, I called her boyfriend, Bill Sanders, and requested Sanders pick Lanzer up at my location. I provided Lanzer with my business card and case number. I instructed Lanzer to immediately contact HQ if she found a location for the phone and to change the lock to her apartment. I also told Lanzer to shut down all stolen credit cards and the security fob and to call me when she obtains the credit card numbers and phone serial number. I left a message for the Metrorail Security Center requesting access to their surveillance feeds for both stations used by Lanzer.

11 - Rape (Recent Statutory Rape) (IBRS definition):

The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

On 3/7/20 at approximately 1100 hours, I was dispatched to 1530 Camelot Drive regarding a possible rape. Dispatch advised the complainant was at the residence of [redacted] was reporting a rape that had occurred several days ago. Upon arrival, I met with the victim, Carlince Gomez.

Investigation revealed that on 3/4/20, Gomez's boyfriend, Joseph Stephens responded to her residence at approximately 1100 hours for what Gomez described as "after another movie." She said that [redacted] and Stephens had been together approximately one month. She went on to state that prior to the incident she and Stephens, "had not been intimate."

Gomez said that they watched a movie on DVD and had dinner. Afterwards, they were sitting on the couch in the living room and "kissing and cuddling." As they were engaged in this activity, Gomez said that Stephens began to then try to place his hands down the front of her pants and the front of her shirt. Gomez said that she asked Stephens to stop and that he was "not ready" to be intimate with her.

[redacted] on the sofa. She said that as he did so, he said, "It's been long enough" and began to remove her pants. Gomez stated that she tried to fight back by pulling her away. She said she also began to cry and asked him several times not to continue. Gomez stated that Stephens removed her pants and panties and physically penetrated her vaginally with his penis. After he finished, he ejaculated into her stomach. After he finished, Gomez said that Stephens stated, "Next time, you'll enjoy it more." Stephens then got her a towel which she used to wipe the ejaculate off her stomach. Stephens then took the towel with him and left the scene. Gomez described the towel as a six inch by eight-inch navy blue washcloth.

Gomez said that she immediately went to the bathroom and took a shower because she felt "dirty." She then went to her bedroom and tried to sleep. Over the course of the next several days Stephens called her several times but she refused to answer. She said she had to take several days to call her self before she was able to call the police. Gomez requested for her to be interviewed as she was "emotional" because of what occurred. She said that other than several bruises on her arms, she had no other injuries.

Gomez pointed out the sofa in which the incident occurred. She said that she had not cleaned the sofa, and it was as it had been left in the night of the incident.

I had crime scene personnel respond to the scene to process the sofa for any possible evidence. Crime scene personnel also photographed Gomez's injuries.

I was able to obtain the address for Stephens and all information was forwarded to CID for follow-up and investigation.



PREVIEW



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