

CJ 202 Milestone Two: Supplemental Report Guidelines and Rubric

Overview: View the practice video provided for the milestones and complete this section. After viewing the practice video, create a supplemental report using the critical elements below. In this scenario, you are a secondary officer assigned to a call. You will use the same scenario from Milestone One for practice. The primary officer will complete the original report and he has asked you to take witness statements and complete the supplemental report section of the Incident Report that details the information that you have learned.

Using the two written witness statements provided ([Witness Statement 1](#), [Witness Statement 2](#)), compose a supplemental report that identifies your role and the relevant information that you received from the witnesses.

Specifically, the following critical elements must be addressed:

Your report must include appropriate primary and supplemental information that addresses the essential characteristics of an incident report. In this report, you are documenting your steps in the process, from receiving the initial call to whatever point your immediate involvement ends—the point when you return to the station to begin to put it on paper.

- a. **Observations and function:** Describe what you observed and, where appropriate, how you acted upon your observations. This is where you are addressing your observations and aligning your functions as an officer pertinent to this report.
- b. What **information disseminated from other sources** is **pertinent** to this report? For example, this is where you would assess the collective information and identify which information was relevant and why.

Requirements of Submission: This milestone requires 12-point Times New Roman font, one-inch margins.

Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)	Value
Observations & Functions	Describes observations and actions based upon those observations	Describes observations but observations do not align with actions	Does not describe observations or resulting actions	40
Pertinent Information	Identifies information disseminated from other sources and how it is pertinent to the report	Identifies information disseminated from other sources but lacks specificity in how it is pertinent to the report	Does not identify information disseminated from other sources	40

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Articulation of Response	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	20
Earned Total				100%