

CJ 202 Milestone Four: Full Draft of Incident Report Guidelines and Rubric

Overview: View the practice video provided for the milestones and complete this section. After viewing the practice video, compose a draft of the full incident report. **You must score evident on each critical element to earn the points for that row. This assignment is worth a total of 85 points.**

Specifically, the following critical elements must be addressed:

I. Field Notes Sheet

This component is where you record your initial observations of the scene. For example, this might be visual evidence, statements, sketches, or any other facts or information that may be relevant to the subsequent investigation. For purposes of this assignment, remember your field notes must capture the observations and actions of the actor in the video fully and accurately in order to inform a cohesive, concise, comprehensive, and accurate Incident Report.

1. What information is this report based upon? Based on the scenario, what information strikes you as having evidentiary value?
 - a. **Cohesiveness of Field Notes:** Your field notes should contain information on the observations and actions that are essential in informing a cohesive report. For example, if you observe the suspect wearing a red jacket with a specific insignia, your field notes should capture this data so that you may draw upon it in producing your Incident Report. If your field notes do not contain this information, you would be disadvantaged in producing a cohesive Incident Report that has evidentiary value in the criminal investigation itself or potential trial proceedings.
 - b. **Accuracy of Field Notes:** Your field notes must correctly describe observations and actions that are essential in producing an accurate report. For example, if the suspect is wearing a red jacket with a specific insignia in the video, but your field notes list that it is a blue jacket, then the accuracy of your observations and the data that informs your Incident report could be called into question in the criminal investigation or potential trial proceedings.

II. Incident Report

This component is the final product you would submit to your supervisor for review. Your Incident Report should be based solely on your field notes. Remember:

2. 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.
3. Your narrative should include concise details that are consistent with the field notes and observations. This narrative is essential to remediate risk and liabilities in organizational and prosecutorial settings. It is important that your report tells the entire story of your involvement and the information you

have gathered. The incident report will be scrutinized by administrators, prosecutors, and defense attorneys who are trying to elicit a “not guilty” verdict from a jury. The more questions that can be raised about the accuracy and credibility of your report, the more likely that a guilty person could go free.

- a. Includes the **essential details for this report**: “who,” “what,” “when,” “where,” “why,” and “how”
 - b. Think about what have you missed. What other details must be included to **remediate risk and liability** in an organizational or prosecutorial setting. For example, is there information present, or missing, that could raise doubt? Is anything missing in the chain of events in your narrative?
4. Your incident report should be accurate and easy to read. Be sure to apply standard grammatical practices and procedures.
- a. Apply a clear **pattern of organization** around the orderly flow of the narrative (the “who,” “what,” “when,” “where,” “why,” and “how”) to effectively communicate to your audience.
 - b. Correctly apply **relevant rules of grammar**.
 - c. Apply **correct syntax** in developing sentence structure within the narrative.

Requirements of Submission: 12-point Times New Roman font, one-inch margins, and citations in APA Style.

Critical Elements	Evident (100%)	Not Evident (0%)	Value
Cohesiveness of Field Notes	Describes observations and actions that are essential in informing a cohesive report	Does not describe observations and actions that are essential in informing a cohesive report	11
Accuracy of Field Notes	Correctly describes observations and actions that are essential in producing an accurate report	Does not describe observations and actions	12
Observations & Functions	Describes observations and actions based upon those observations	Does not describe observations and resulting actions	12
Pertinent Information	Identifies information disseminated from other sources and how it is pertinent to the report	Does not identify information disseminated from other sources	11
Essential Details for the Report	Includes the “who,” “what,” “when,” “where,” “why,” and “how”	Does not include the “who,” “what,” “when,” “where,” “why,” and “how”	12
Risk and Liability	Information includes details that remediate risk and liability in an organizational or prosecutorial setting	Information does not include details that remediate risk and liability in an organizational or prosecutorial setting	12

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Pattern of Organization	Applies clear pattern of organization around the narrative to effectively communicate to the audience	Does not apply clear pattern of organization to effectively organize the narrative for the audience	10
Rules of Grammar	The response is easy to read with correct application of relevant rules of grammar, errors if any, are minor	Does not correctly apply relevant rules of grammar	10
Syntax	Applies correct syntax in developing sentence structure within narrative	Does not apply correct syntax in developing sentence structure	10
Earned Total			100%