

CHAPTER 6

FIELD NOTES AND REPORTING

Objectives

- 1) Understand the importance of field notes.
- 2) List the six interrogatory investigative questions.
- 3) Understand formats for basic incident reports.
- 4) Discuss aids to information gathering.
- 5) Summarize report approval and disposition processes.
- 6) List elements common to incident reports.
- 7) Explain techniques involved in writing effective reports.

Overview

Field notes play a significant role in every criminal investigation. They provide a short written record of events, times, places, suspects, witnesses, and other information, and they are used as the basis of incident/offense reports. The importance of taking effective and complete notes in every investigation, regardless of the offense, should not be underestimated. Because field notes are more reliable than a person's memory, they can be used as a source of specific facts and details that otherwise might be forgotten. Detailed field notes also reduce the need to recontact victims and witnesses regarding information that was overlooked or questions that were not asked in the initial contact. Moreover, it is not uncommon for officers to testify in court several months or years later regarding a particular investigation. Comprehensive field notes not only help refresh the investigator's memory but also strengthen his or her court testimony.

This chapter examines several aspects of the field note and report writing process. After discussing field notes and the basic and primary questions that need to be asked in an investigation, it addresses the importance of completing well-prepared incident/offense reports. Incident report formats vary among law enforcement agencies. Despite the variation, however, there are common elements that should be included in all reports. Investigators should gain as much information as possible when arriving at the crime scene. Even facts and details that seem unnecessary at first may later prove to be highly valuable for the investigation.

Aids to information are also discussed in this chapter. Investigators will often interview witnesses and victims who may be unable to provide or articulate important details. Visual and descriptive aids such as suspect description forms and photographs of weapons can improve the information-gathering process. After presenting a brief overview on the growing use of mobile data terminals and other computerized tools that facilitate the report-writing process, the chapter concludes with a discussion on how to write effective reports.

Lecture Notes

I. Field Notes

A. The Importance of Field Notes

Field notes are the shorthand written record made by police officers from the time they arrive at the scene until the assignment is completed. The following factors form the importance of field notes:

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Scott C. Dulebohn



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Criminal Investigation, Fourth Edition Michael J. Palmiotto, 2012-06-25 Criminal investigators need broad knowledge of such topics as criminal law criminal procedure and investigative techniques The best resource for these professionals will distill the needed information into one practical volume Written in an accessible style the fourth edition of Criminal Investigation maintains the same reader friendly approach that made its predecessors so popular with students professionals and practitioners Beginning with an overview of the history of criminal investigation the book explores current investigative practices and the legal issues that constrain or guide them It discusses the wide range of sources of information available including the internet individuals state and local sources and federal agencies and commissions Next the book discusses other investigative techniques including interviewing and interrogation informants surveillance and undercover operations A chapter on report writing provides explicit instructions on how to capture the most critical information needed in an investigation Additional chapters cover the crime scene investigation and the crime laboratory The remainder of the book delves into the specific investigative protocols for individual crimes including sex offenses homicide mass and serial murder assault and robbery property crimes cybercrime and narcotics Concluding chapters focus on the police prosecutor relationship and investigative trends Each chapter includes a summary a list of key terms and review questions so that readers can test their assimilation of the material Clear and concise this book is an essential resource for every criminal investigator's toolbox

Criminal Investigation Michael J. Palmiotto, Michael Palmiotto, 2004 Michael Palmiotto's Criminal Investigation is often described as one of the most realistic and accessible texts in the study of Criminal Justice In this Third Edition which has been substantially updated from previous editions Palmiotto provides greater coverage of case screening more sources of information and in depth analyses of special investigations

The SAGE Guide to Writing in Criminal Justice Research Methods Jennifer M. Allen, Steven Hougland, 2020-01-28 The SAGE Guide to Writing in Criminal Justice Research Methods equips students with transferable writing skills that can be applied across the field of criminal justice both academically and professionally Authors Jennifer M Allen and Steven Hougland interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident writer researcher and student in criminal justice Focused on teaching students how to write in the academic setting while introducing them to a number of other writing tools specific to research methods such as writing literature reviews abstracts proposals and more The perfect companion for any criminal justice research methods course this brief text focuses on key topics that will benefit students in their classes and in the field

The Art of Criminal Investigation Prayag Sinha, 2025-01-03 The illustrations in this book are created by Team Educohack The Art of Criminal Investigation provides an accessible and comprehensive guide to the world of criminal investigations This book is designed not only to inform and teach methods and terminology but also to refine your skills and knowledge making you more adept in this field Whether you're a beginner or an expert this book answers all your

questions covering all basics and enhancing your critical thinking skills Each chapter is structured to help you refresh your memory or clear your doubts making it a valuable resource for everyone We aim to provide thorough knowledge of criminal investigations guiding you towards expertise As you delve into the pages you ll discover how this book can help you develop essential detective skills *Complete Crime Scene Investigation Handbook* Everett Baxter Jr.,2015-05-20 Crime scene investigators are the foundation for every criminal investigation The admissibility and persuasiveness of evidence in court and in turn the success of a case is largely dependent upon the evidence being properly collected recorded and handled for future analysis by investigators and forensic analysts in the lab *Complete Crime Sce* **Fundamentals of Research in Criminology and Criminal Justice** Ronet Bachman,Russell K. Schutt,2008 The Fundamentals of Research in Criminology and Criminal Justice sheds light on how criminal research is conducted and helps students understand and appreciate the results This textbook offers more concise examples and less coverage of more complex methods than the original Using both quantitative and qualitative studies The Fundamentals of Research delineates how each methodology has been used to improve our understanding of criminal justice related issues Introduction to Criminal Investigation Michael Birzer,Cliff Roberson,2018-07-31 The manner in which criminal investigators are trained is neither uniform nor consistent ranging from sophisticated training protocols in some departments to on the job experience alongside senior investigators in others Ideal for students taking a first course in the subject as well as professionals in need of a refresher Introduction to Criminal Investigation uses an accessible format to convey concepts in practical concrete terms Topics discussed include The history of criminal investigation in Western society Qualifications for becoming an investigator the selection process and ideal training requirements Crime scene search techniques including planning and post search debriefing Preparing effective field notes and investigative reports Interviewing and interrogating Types of evidence found at the crime scene and how to collect package and preserve it The contributions of forensic science to criminal investigations and the equipment used in crime labs Investigative protocol for a range of crimes including property crimes auto theft arson financial crimes homicide assault sex crimes and robbery Specialized investigations including drug trafficking cybercrime and gang related crime Legal issues involved in criminal investigations and preparing a case for trial Bringing together contributions from law enforcement personnel academics and attorneys the book combines practical and theoretical elements to provide a comprehensive examination of today s criminal investigative process The accessible manner in which the information is conveyed makes this an ideal text for a wide ranging audience **Effective Communication in Criminal Justice** Robert E. Grubb,K. Virginia Hemby,2018-03-16 Effective Communication in Criminal Justice is the perfect companion for any criminal justice course that discusses communication and writing Authors Robert E Grubb and K Virginia Hemby teach students how to be both effective writers and communicators essential skills for anyone interested in criminal justice Fundamentals of Research in Criminology and Criminal Justice Ronet D. Bachman,Russell K. Schutt,Peggy S. Plass,2015-12-19 Fundamentals of Research

in Criminology and Criminal Justice With Selected Readings by well known researchers Ronet D Bachman Russell K Schutt and Peggy S Plass is a unique resource for understanding the multifaceted subject of research methods in the field of criminology and criminal justice amply illustrated by carefully selected and edited research articles from the leading journals in the field Each of these articles features an introduction written to draw the student s attention to the specific concept s from the chapter that are illustrated in the article and a series of questions about the article designed to help the student think critically about and reflect on these concepts In this way students not only learn how to conduct research but also learn why it is important to do so Building off the widely adopted Fundamentals of Research in Criminology and Criminal Justice the additional readings increase students understanding of complex issues being investigated in the field today and how those issues are being researched Additional instructor resources and study tools can be found online at study.sagepub.com/bachmanfrccjsr

Report Writing for Crime Scene Investigators Laura Pazarena, Michael Kessler, Amy Watroba, 2022-06-29 Report Writing for Crime Scene Investigators provides students with the tools to write effective crime scene reports Students looking to break into the field of crime scene investigations often take courses in report writing but the textbooks available are commonly geared toward general law enforcement and first responders However none of the books on the market focus on the craft of effective informative writing with graphic crime scene specific considerations in mind While falling under law enforcement s purview crime scene investigations fall within the forensic science field and as such the reporting required is more technical and often more scientific in nature than the average police report Due to the lack of published resources and guidance in this critical area there is no standard that currently exists for vital function within crime scene and investigative circles and often the subject is given short shrift This creates wide discrepancies among what students are being taught This book is the first of its kind to provide students and those professionals and agencies in need of a blueprint with a resource to teach them the various types of reports and how to refer to scenarios and specific types of evidence to ensure that the report holds up under the process of an investigation and for use within the courts Key features Outlines the key distinctions between police style reports and crime scene style reports and writing Explains how to clearly and accurately provide an accounting and description of a variety of evidence recovered from a scene Details how to best organize the report in a logical manner and sequence including the various components of the crime scene report Presents an explanation of the information that should be included in the report and the rationale behind its importance for testimonial purposes Report Writing for Crime Scene Investigators provides to the reader the fundamentals of effective report writing for the active field Crime Scene Investigator Coverage includes the necessary steps to thoroughly document scenes and evidence from the time the CSI receives the call until the time the CSI testifies in court In addition to the student market the book will be a welcome resource for professional crime scene investigators attorneys and as a reference and standard for professional training programs

The Practice of Research in Criminology and Criminal Justice Ronet

Bachman, Russell K. Schutt, 2011 Accompanying CD ROM contains PASW Statistics Student Version 18 CD ROM label

Introduction to Criminal Justice Brian K. Payne, Willard M. Oliver, Nancy E. Marion, 2015-08-04 Introduction to Criminal Justice A Balanced Approach provides students with engaging comprehensive and up to date coverage of all aspects of the criminal justice system Esteemed authors Brian K Payne Willard M Oliver and Nancy E Marion explore criminal justice from a student centered perspective by presenting research driven material in an accessible clear and succinct writing style Two unique chapters on Perspectives on Crime and Criminal Justice Research and Crime Typologies provide students with the foundational knowledge that they need to be critical thinkers and active participants within their chosen field Students are encouraged to imagine themselves in specific criminal justice situations and decide how they would respond to the situation with a balanced and effective solution By exploring criminal justice from a balanced perspective with an issues oriented approach students will understand how decision making is critical to the criminal justice process In particular students will come to appreciate how their own future careers will be shaped by the decisions they make *Fieldnotes on a Study of*

Young People's Perceptions of Crime and Justice Avi Brisman, 2022-07-25 This book is an ethnographic examination of the young people who serve voluntarily as judges advocates and other court personnel at the Red Hook Youth Court RHYC in Brooklyn New York a juvenile diversion program designed to prevent the formal processing of juvenile offenders usually first time offenders for low level offenses such as fare evasion truancy vandalism within the juvenile justice system Focusing on the nine to ten week long unpaid training program that the young people undergo prior to becoming RHYC members this book offers a detailed description of young people s experiences learning about crime delinquency justice and law Combining moments of self reflection and autobiographical elements into largely uncooked fieldnotes the book seeks to demonstrate the hegemonic operations of a court the Red Hook Community Justice Center RHCJC a multi jurisdictional problem solving court and community center where the RHYC is housed the processes in which it secures belief in formal justice and the rule of law ensures consent to be governed and reproduces existing social structures An accessible and compelling read this book will appeal to students and scholars of criminology law sociology and youth justice as well as to those undertaking ethnographic research on young people crime and justice **Criminal Investigation** Ronald F. Becker, 2004-10 This introductory volume explains the investigator s job incorporating investigation forensic science and courtroom law into a single offering It s the only criminal investigation book that includes material on processing an underwater crime scene **The Practice of**

Research in Criminology and Criminal Justice Ronet D. Bachman, Russell K. Schutt, 2019-01-08 The authors are proud sponsors of the 2020 SAGE Keith Roberts Teaching Innovations Award enabling graduate students and early career faculty to attend the annual ASA pre conference teaching and learning workshop Very practical approach to teaching research methods and very student friendly This text breathes life into the research process Sherill Morris Francis Mississippi Valley State University The Practice of Research in Criminology and Criminal Justice Seventh Edition demonstrates the vital role research

plays in criminology and criminal justice by integrating in depth real world case studies with a comprehensive discussion of research methods By pairing research techniques with practical examples from the field Ronet D Bachman and Russell K Schutt equip students to critically evaluate and confidently conduct research The Seventh Edition of this best selling text retains the strengths of previous editions while breaking ground with emergent research methods enhanced tools for learning in the text and online and contemporary fascinating research findings This edition incorporates new topics like intelligence led policing social network analysis SNA the evolution of cybercrime and more Students engage with the wide realm of research methods available to them delve deeper into topics relevant to their field of study and benefit from the wide variety of new exercises to help them practice as they learn Give your students the SAGE edge SAGE edge offers a robust online environment featuring an impressive array of free tools and resources for review study and further exploration keeping both instructors and students on the cutting edge of teaching and learning

Criminal Investigation Charles R. Swanson, Neil C. Chamelin, Leonard Territo, 2003 An important contribution to the law enforcement field at every level Criminal Investigation is recognized as the most accurate comprehensive and practical book in its field This updated edition examines the latest investigative methods and technologies with new information on white collar crime drugs terrorism and homeland security The simulation CD contains interactive modules covering the investigative process

Professional Writing for the Criminal Justice System Jill Harrison, Daniel Weisman, Joseph L. Zornado, 2017-04-21 Underscores the critical importance of effective writing in the justice system and how to achieve it This user friendly guide to effective writing for the justice system teaches readers to write cogently and accurately across the spectrum of criminal justice related disciplines With an examination of common writing problems that interfere with good reporting and documentation it underscores the importance of skilled written communication as a cornerstone of competent practice within criminology It provides examples of strong writing that demonstrate communication of cultural competency and help students develop critical thinking writing skills Of outstanding value are numerous examples of real world writing alongside discussion questions and explanations enabling students to think critically and truly understand what constitutes good writing Actual forms and records used in practice are included along with real world writing examples drawn from all areas of practice police corrections probation and parole services social work miscellaneous court documents and victim advocate services The book s interactive approach to writing includes forms on which students can practice their skills practice tests and chapters organized around the standard curriculum taught in most criminal justice programs

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The

Oxford Handbook of Ethnographies of Crime and Criminal Justice Sandra M. Bucerius, Kevin D. Haggerty, Luca Berardi, 2022 The Oxford Handbook of Ethnographies of Crime and Criminal Justice provides critical and current reviews of key research topics issues and debates that crime ethnographers have been grappling with for over a century This volume brings together an outstanding group of scholars to discuss various research traditions the ethical and pragmatic challenges associated with conducting crime related fieldwork relevant policy recommendations for practitioners in the field and areas of future research for crime ethnographers

Criminal Investigation Paul B. Weston, Charles Lushbaugh, Kenneth M. Wells, 2000 For an undergraduate Criminal Justice course that focuses on general investigative techniques Anecdotal in nature this informative and clearly written text helps students discover the art and science of criminal investigation It focuses on the legal significance of evidence in the field as it outlines the fundamentals of inquiry and then carefully details each element of investigation from the preliminaries to case preparation for prosecutor review Reflecting the most recent changes in techniques and their application to various crimes it uses a case study method of instruction to facilitate learning and help students develop their ability to analyze evaluate and reason

First Strike Jack Cashill, James Sanders, 2003-03-03 September 11 2001 did not represent the first aerial assault against the American mainland The first came on July 17 1996 with the downing of TWA Flight 800 This book looks in detail at what people saw and heard on this fateful night First Strike explains how a determined corps of ordinary citizens worked to reveal the compromise and corruption that tainted the federal investigation With an impressive array of facts Jack Cashill and James Sanders show the relationship between events in July 1996 and September 2001 and proclaim how and why the American government has attempted to cover up the truth

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