

## 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:

# Sample Field Notes For Criminal Investigation

**Michael J. Palmiotto, Michael Palmiotto**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

### **Sample Field Notes For Criminal Investigation:**

*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. **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. *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

**Complete Crime Scene Investigation Workbook** Everett Baxter Jr.,2017-09-28 This specially developed workbook can be used in conjunction with the Complete Crime Scene Investigation Handbook ISBN 978 1 4987 0144 0 in group training environments or for individuals looking for independent step by step self study guide It presents an abridged version of the Handbook supplying both students and professionals with the mos

**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

Introduction to Criminal Investigation Michael Birzer,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      *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 on the Street G.W. Hildebrand,2021-10-28 Criminal Investigation on the Street presents investigative principles and techniques and applies them to solving real world crimes in an engaging student friendly style centered on the Investigative Triangle legal aspects evidence and behavioral analysis Students and instructors alike will benefit from this book s comprehensive coverage and accessible writing style Along with the Investigative Triangle model which provides a solid framework for approaching

investigations students will also learn about Criminal Investigative Analysis a range of behavior based services and strategies to help solve crimes Chapters 1 7 Section I present the principles and techniques of criminal investigation history and theory legal background forensics crime scene witnesses and informants interviews and interrogations including a chapter on crime analysis and Criminal Investigative Analysis Chapters 8 13 Section II apply these principles and techniques to specific types of crime beginning with assault and death investigations and a separate chapter on culpable homicide Section II also covers sex crimes theft burglary robbery and arson enterprise and white collar crime and terrorism The book is illustrated throughout with a variety of Exhibits photographs and drawings flowcharts facsimiles of police documents and other instructive visuals Each chapter begins with an engaging vignette some based on high profile news articles and others drawn from the author s extensive experience Interactive features Case Focus You Call It and You Write It occur at strategic points in every chapter challenging students to answer questions and apply concepts to actual cases and fictional scenarios Each chapter ends with a return to the Investigative Triangle assessing how it applies to the chapter s main topics Chapters 1 7 Section I each include a list of Important Cases court decisions relevant to the chapter s key concepts At the end of every chapter Sections I and II the Investigate Further feature provides an annotated list of readings films and other resources appropriate for class projects term papers and special assignments Each chapter concludes with review questions and a chapter summary This book is geared to students in the Criminal Investigation course at both two and four year institutions and will appeal to those aspiring to a career in any field related to criminal investigation

**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

**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

**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 **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

**Writing Ethnographic Fieldnotes, Second Edition** Robert M. Emerson,Rachel I. Fretz,Linda L. Shaw,2011-12-25 In Writing Ethnographic Fieldnotes Robert M Emerson Rachel I Fretz and Linda L Shaw present a series of guidelines suggestions and practical advice for creating useful fieldnotes in a variety of settings demystifying a process that is often assumed to be intuitive and impossible to teach Using actual unfinished notes as examples the authors illustrate options for composing reviewing and working fieldnotes into finished texts They discuss different organizational and descriptive strategies and show how transforming direct observations into vivid descriptions results not simply from good memory but from learning to envision scenes as written A good ethnographer they demonstrate must learn to remember dialogue and movement like an actor to see colors and shapes like a painter and to sense moods and rhythms like a poet This new edition reflects the extensive feedback the authors have received from students and instructors since the first edition was published in 1995 As a result they have updated the race class and gender section created new sections on coding programs and revising first drafts and provided new examples of working notes An essential tool for budding social scientists the second edition of Writing Ethnographic Fieldnotes will be invaluable for a new generation of researchers entering the field

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 **Criminal Investigation** Wayne W. Bennett,Kären M. Hess,2001 This text stresses the practical procedures techniques and applications of private and public investigations to provide students with a solid foundation in criminal investigation The Sixth Edition emphasizes professionalism and integrates coverage of modern investigation tools as it presents established investigation policies procedures and techniques for the law enforcement officer

Recent court cases coverage of the latest investigative techniques and technology and new material on topics such as domestic violence stalking and child abuse enhance the text's practical and applied approach

**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

**A Writer's Reference with Writing in the Disciplines** Diana Hacker, Nancy Sommers, 2011-04-08 With Writing in the Disciplines Cover

Forensic Investigation of Clandestine Laboratories Donnell R. Christian, Jr., 2022-06-20 Forensic Investigation of Clandestine Laboratories Second Edition is fully updated to address all aspects of the forensic investigation of clandestine laboratories While the first edition focused on the domestic clandestine manufacture of contraband substances this edition expands the scope to more fully address the clandestine manufacture of explosives that have become a threat that is global in nature In clandestine laboratory operations equipment is often simple household chemical products are utilized and the education of the operators basic In fact most of the time these elements individually are perfectly legal to sell and possess However the combination of all these elements is what becomes the scene of illicit activity and a criminal operation In response to the increase in use of homemade explosive mixtures by terrorists both domestically and internationally the section clandestine manufacture of explosives is greatly enhanced Topics are presented in a manner which while detailed will not compromise the tactics techniques or procedures utilized by law enforcement and military personnel in their ability to combat the clandestine manufacture of contraband substances and the battle against domestic and international terrorism Key features Examines tell tale signs to look for in recognizing a clandestine lab Outlines how to safely process the site of a clandestine lab Details how to analyze collected evidence in the examination laboratory Provides guidelines as to what to derive from the physical evidence Offers specific tactics to effectively present the opinions associated with evidence that has been collected during the investigation in a written report military style briefing or to a jury in a legal proceeding Forensic Investigation of Clandestine Laboratories Second Edition guides the reader through the process of recognizing these illegal manufacturing operations Then it examines the methods as to how to compile the volume of associated evidence into a package that can be presented in a court of law or to military commanders for decisive action It is an invaluable resource that will prove useful to chemistry lab technicians forensic investigators fire and first responder professionals military personnel police investigative agencies and narcotics units and lawyer trying cases involving clandestine labs

*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



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with any government that is formed to provide services or to advocate a public policy although some ngos are for profit corporations the vast majority are nonprofit organizations

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