



RIVERSIDE COUNTY PROBATION DEPARTMENT

Serving Courts • Protecting Our Community • Changing Lives



Course Title: (Lesson Domain #18: Investigative Report Writing)

Hours of Instruction: 2

Course Objectives:

I.

- a) Explain the legal basis for requiring investigative reports

II.

- a) Discuss the importance of taking notes in preparation for writing reports
- b) Apply appropriate actions for taking notes during a field interview
- c) Distinguish between:
 1. Opinion
 2. Fact
 3. Conclusion

III.

- a) Summarize the primary questions that must be answered by an investigative report
- b) Identify the fundamental content elements in investigative reports, including:
 1. Initial information
 2. Identification of the crime
 3. Identification of involved parties
 4. Victim/witness statements
 5. Crime scene specifics
 6. Property information
 7. Officer actions

IV.

- a) Apply guidelines for recommended grammar used in investigative reports, including use of:
 - 1. Proper nouns
 - 2. First person pronouns
 - 3. Third person pronouns
 - 4. Past tense
 - 5. Active voice
- b) Organize information within a paragraph for clarity and proper emphasis
- c) Select language that will clearly convey information to the reader of the investigative report
- d) Distinguish between commonly used words that sound alike but have different meanings
- e) Proofread for content and mechanical errors, including:
 - 1. Spelling
 - 2. Punctuation
 - 3. Grammar
 - 4. Word choice
 - 5. Syntax