Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Report Writing Exam**

\_\_\_\_\_\_1. What is a skill in law enforcement that helps an officer describe things?

1. Observation
2. Memory
3. Picture taking skills
4. Binoculars

\_\_\_\_\_\_2. What is a use of a police report?

1. Allows passing of the case from one officer to another
2. Helps a department stay organized
3. Provides a factual record of work done on a case
4. All of the above

\_\_\_\_\_\_3. What kind of report will an investigator do when he does something on a case he received from a beat officer's report?

1. Initial report
2. Supplemental report
3. Attachment of report
4. Incident report
5. Offense report

\_\_\_\_\_\_4. What kind of report will begin the investigation of criminal matters?

1. Supplemental report
2. Attachment of report
3. Arrest report
4. Incident report
5. Offense report

\_\_\_\_\_\_5. Which of the following is an initial report?

1. Supplemental report
2. Attachment of report
3. Arrest report
4. Incident report
5. Both c and d

\_\_\_\_\_\_6. What kind of report is an incident report?

1. Initial report
2. Supplement report
3. Attachment of report
4. Arrest report
5. Offense report

\_\_\_\_\_\_7. Which of the following would be considered an attachment to a report?

1. Supplemental report
2. Photos
3. Arrest report
4. Incident report
5. Offense report

\_\_\_\_\_\_8. What style of report is the most widely used and sets forth information in a logical manner or sequence?

1. Narrative
2. Chronological
3. Specialized
4. None of the above

\_\_\_\_\_\_9. What is needed in a report?

1. Clear and complete sentences
2. Proper grammar
3. Good descriptions
4. All of the above
5. None of the above

\_\_\_\_\_\_10. What rule says that if it is not written in the paper, it did not happen?

1. Four corners rule
2. Four sides rule
3. Four papers rule
4. Four reports rule

Report Writing in Practice

Read the following scenario. Imagine that you are the reporting officer and, on a separate sheet of paper, write a report. Include the essential components for the report. All the case details may be created by you. You will receive points for writing the information for the imaginary report, not listing what should be in it. Creativity will also be assessed. It must be a minimum of one-page long. Also, be certain to fill in ALL the blank spaces on the report.

You are dispatched to an ATM machine in order to take an aggravated robbery report. The victim, Tony Unlucky, was robbed at gunpoint by two suspects while he was in his car at the ATM machine. The robbers took Mr. Unlucky’s personal belongings and then took his car.

There were two witnesses.

**Report Writing Exam Key**

1. A
2. D
3. B
4. E
5. E
6. A
7. B
8. A
9. D
10. A

Report Writing in Practice answers will vary.