

Patrol Report Writing Starter Pack

Editable report templates, probable cause examples, phrase bank, and supervisor-ready checklist

Clear narratives. Strong structure. Better documentation habits.

Educational template pack for patrol officers, trainees, field training officers, and public safety personnel.

Version 1.0

Not an official law enforcement form. Not legal advice. Adapt to local policy and law.

Read This First

Important Disclaimer

This product is for educational, training, and drafting support purposes only. It is not legal advice, not an official police report, not an agency-approved form, and not affiliated with any public agency. Users must adapt all language to their jurisdiction, department policy, prosecutor requirements, and the facts of each incident. Do not use these materials to impersonate any law enforcement agency or create false records.

The purpose of this pack is simple: help officers and public safety personnel write clearer narratives faster without losing the facts that matter. A strong report does not need to sound fancy. It needs to be accurate, organized, complete, and easy for another person to follow six months later.

What Is Included

Field	Entry / Notes
Master Guide	Core writing principles, structure, phrase bank, checklists, and examples.
Theft Template	Victim statement, property description, suspect information, evidence, disposition.
Assault Template	Injury observations, statements, suspect actions, medical response, evidence.
Domestic Disturbance Template	Party statements, relationship context, injuries, children present, arrest/no arrest disposition.
Property Damage Template	Damage description, value estimate, photos, suspect information, evidence.
Fraud / Financial Crime Template	Transaction timeline, account info placeholders, receipts, contacts, follow-up.
Supplemental Report Template	Follow-up interviews, video review, receipts, evidence additions, case status.
Probable Cause Builder	Generic elements-based structure and officer-friendly drafting framework.
Phrase Bank & Checklist	Clean law enforcement wording without bloated report language.
Supervisor Correction Checklist	Self-review tool before submission.

The Simple Report Formula

Most patrol reports can be built from the same reliable structure. The call type changes, but the bones of the report stay consistent.

1. Arrival and reason for contact: date, time, location, call type, and who you spoke with.
2. Victim / reporting party statement: what they said happened, in clear chronological order.

3. Witness statement: what each witness personally observed, not what they heard third-hand.
4. Suspect information: identity, description, statements, actions, and known connection to the incident.
5. Officer observations: injuries, damage, scene condition, evidence, demeanor, video, receipts, or physical indicators.
6. Officer actions: photos, evidence collection, arrests, warrants, citations, referrals, notifications, or follow-up requests.
7. Disposition: case status, evidence location, report forwarded, no further information, or pending follow-up.

Plain Writing Beats Fancy Writing

A report should not read like a novel. It should read like a clean record of what happened and what you did. Avoid over-polished language that makes the facts harder to understand. Use clear verbs and identify the source of each fact.

Field	Entry / Notes
Instead of	Say
The victim was in fear for her safety due to the suspect causing an altercation.	The victim stated that the suspect yelled at her and struck her in the face with an open hand.
The officer made contact with the aforementioned subject.	I spoke with Smith.
It should be noted...	Cut it. If it matters, state the fact directly.
The suspect became belligerent.	The suspect yelled, clenched his fists, and refused repeated commands to step back.

Report Sections That Matter

Victim / Reporting Party

- Full name or identifier as allowed by policy.
- How they are connected to the incident.
- What they personally observed or experienced.
- Property loss, injuries, fear, damage, or financial impact.

Witnesses

- Separate each witness statement.
- Avoid blending witness information together.
- Use “stated that” for statements and “I observed” for officer observations.

Suspect

- Identity or description.
- Relationship to victim when relevant.
- Actions attributed to the suspect.

- Statements made by the suspect, if any.

Evidence

- Photos, video, receipts, texts, call logs, physical evidence, statements, body camera references.
- Where evidence was located, collected, stored, or pending.

Disposition

- Arrest, citation, warrant request, prosecutor review, unfounded, pending, referred, or closed.
- Whether additional follow-up is needed.

Probable Cause Writing Basics

Probable cause language should connect facts to the required elements of the offense. Do not simply state that a crime occurred. Explain what facts support that conclusion. Keep it factual, chronological, and tied to evidence or statements.

Field	Entry / Notes
Element	What fact supports it?
Identity	How do you know who the suspect is? Victim named them, witness identified them, video showed them, officer knew them, ID was confirmed, etc.
Act	What did the suspect do? Struck, entered, took, damaged, threatened, possessed, drove, fled, etc.
Mental state / intent	What facts suggest intent? Concealment, statement, prior threat, forced entry, removal of property, flight, repeated conduct, etc.
Victim / property / injury	Who or what was affected? What was damaged, stolen, injured, or placed in fear?
Jurisdiction / time / location	Where and when did it occur? Why does your agency have authority?

Drafting Tip

A good probable cause statement does not argue. It lays out enough specific facts that the conclusion becomes obvious.

Useful Report Phrases

Field	Entry / Notes
Opening	On [date], at approximately [time], I was dispatched to [location] in reference to [call type].
Victim statement	I spoke with [name], who stated that...

Witness statement	[Name] stated that they observed...
Officer observation	I observed...
Evidence	Photographs were taken and attached/submitted according to department policy.
Video	Video footage was requested/reviewed and showed...
Disposition	This report was completed and forwarded for review.
Unknown suspect	At the time of this report, the suspect has not been identified.
Follow-up pending	Additional follow-up is pending at this time.

Common Report Problems

- No clear timeline.
- The report does not say who provided the information.
- Officer observations and victim statements are mixed together.
- Missing property value, injury description, or suspect identifiers.
- Probable cause statement repeats the charge title without listing supporting facts.
- No disposition or next step.
- Too much filler language and not enough facts.

Final Report Review Checklist

- Did I identify who said what?
- Did I separate statements from observations?
- Did I include date, time, location, and reason for contact?
- Did I describe injuries, damage, or loss clearly?
- Did I include suspect identity or description?
- Did I explain what evidence exists and where it is?
- Did I include a clear disposition?
- Could a prosecutor, supervisor, or another officer understand this report without calling me?

Suggested Product Use

Use the included templates as a starting point. Delete sections that do not apply. Add facts specific to the incident. Keep the final narrative in your department's required format.

Seller Note

If you sell this product, keep the disclaimer attached. Do not add real agency seals, badges, prosecutor forms, or confidential records. Market it as a training and writing aid.