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Section: 068

**DETECTIVE’S REPORT STYLE GUIDE**

Based on our two sample reports, create a Style Guide for the novice report writer. Make a bullet point list of the most important guidelines. For example, consider writing style, types of information included (or excluded), diction, organization, and so on. Start by listing as many rules or suggestions as you can come up with, then look for patterns or ways you can combine some of the rules. (For example, your original list might have 2 or 3 rules which you can combine into 1 rule about organization.) Ultimately, I want you to narrow your list to 5-8 “big rules” rather than 20 plus rules (some of which would be very minor). Move your rules around so that they are roughly ranked in order of importance, starting with the most important.

Copy this into a Word document and submit it on Blackboard. It is worth 10 points and will also count as your attendance for the day. You should spend approximately an hour on this assignment.

**Style Guide for Novice Report Writer**

1. The report should be done in an objective manner, and you can’t add any kinds of opinions and conclusions in the reports, only the facts. Your final crime scene report should able to show the audiences what did you exactly see at the initial crime scene.

2. The report should be done as accurate as possible, and add as many details as you can. Such as the weather and environment conditions, the specific position of the victims and the distance between victims’ each body part and constructions.

3. The word choice and tone should be formal, accurate and objective. Such as, “the victims **appear to have been**…”, **Possibly indicating**, “there are wounds to the hands and forearms **suggesting**…”. Additionally, you need to use the proper and correct tense for your report; The whole report based on the simple present tense but when you are describing the victims, you need to use the present continuous tense. For example, “Victim **is wearing** a blue print dress with white flowers.”

4. The organization or the structure of the crime scene report can be different due to the different requirements of various law enforcement agencies, but it must include: a summary(brief), the crime scene (including the details of the body), and evidence collected.

5. You have to mention any actions did on the victims and proofs after the victims’ bodies were found.