Protective Marking	Not Protectively Marked
Publication Scheme Y/N	N
Title	Report Book Rules
Version	5
Summary	Student Lesson Note
Branch/OCU	HR3(7)
Author	Samantha Gladman 8559
Date created	27th January 2009
Review date	27th January 2012



Metropolitan Police Service Directorate of Training and Development

Police Constable Foundation Course

Report Book Rules

Lesson 27

Contents

Objectives	3
Purpose of Reporting	3
Original Notes	4
Definition	4
Officer responsible for recording .	4
Signing Note books	5
Types of report book	6
General Rules	10
Report Book Rules	11

© 2008 Metropolitan Police Authority.

All world-wide rights reserved. No part of this work may be reproduced, stored in a retrieval system, or transmitted in any form or by any means: photocopy, electronic, mechanical recording or otherwise, without the prior written permission of the copyright holder.

Subject to Crown Copyright. Enquiries telephone 020 8358 1668.

Lesson verified by CST - September 2008.

As Police Officers you will deal with many kinds of different incidents. Afterwards, people may want to know exactly what happened and exactly what action you took. They will look to you to give a completely accurate and objective, ie a **factual**, account of the incident.

On many occasions you will be called upon to give evidence in a Court of law about what happened. You will not be able to remember every incident in detail, so any written record will need to be **accurate**, **comprehensive** and **credible**.

The aim of the lesson is to enable you to learn and understand the basic rules governing how you write in the various types of report books.

Objectives

After you have studied and understood this written lesson, you should be able to:-

- 1. State the purpose of written reports.
- 2. Explain the term 'Original Notes'.
- 3. Identify the circumstances in which the four types of report books will be used.
- 4. Explain the purpose of the "Report Book Rules".
- 5. Write your Pocket Book Signature, as described in this lesson.

Purpose of Reporting

The main purposes of Police reports are:-

- To refresh the officer's memory when required to give evidence in Court.
- 2. To form a **written record** of all incidents to which Police have been called and the action taken.

Original Notes

"Original notes" is the term used to describe the **record** police officers should make **of any occurrence** they are reporting. All written Police records of occurrences must normally be:

- comprehensive,
- accurate.
- credible, and
- made at the time or as soon as practicable after the incident occurs.

Definition

Original notes must consist of the original:-

1. NOTES

and/or

2. NARRATIVE

made at the time or as soon as practicable after an occurrence.

So, Original notes is the **first** written record you make of an ccurrence, in either format, at the **earliest opportunity**.

Officer responsible for recording occurrences

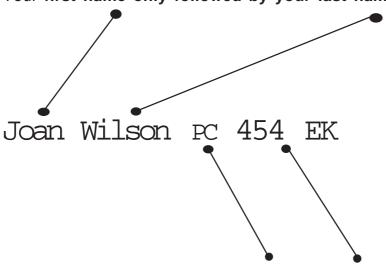
Normally, the **first officer at the scene** of an incident is responsible for compiling the full report of the occurrence, except in the case of a serious fire which will be reported by the senior officer present.

Signing Note Books

You must sign **every entry** you make in Original Notes. This does not mean an unreadable squiggle.

Whenever you **sign anything** in your capacity **as a police officer** you must sign clearly so that it can be understood by anyone who reads it. We must all sign in the same way,

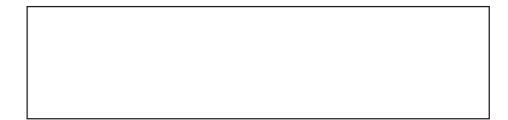
Your first name only followed by your last name.



You should follow this with your rank and Borough number including Borough Code.

This is known as your "Pocket Book Signature".

Sign your Pocket Book Signature below.



Types of report book

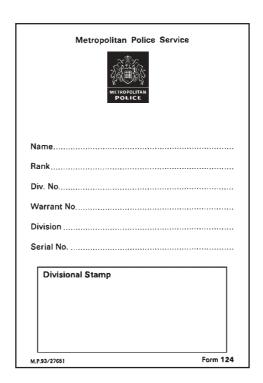
Any reference in the Codes of Practice to a police officer's "Pocket Book" applies to any of the official report books - EABs, Pocket Books, C/ARBs or a Process Report Book..

1.	Evi	Evidence and Action Books (EABs) are used for the following:			
		to report arrests			
		to report persons for summons where no arrest is made.			
		to record a street identification procedure			
		to report a fatality, or life threatening incident			
		to report incidents involving domestic violence or domestic incidents			
		to report cases of harassment between landlords and tenants			
		to report action taken under a Police Protection Order, Section 46 Children Act 1989.			

You will learn more about the above during the course.

SUSPECT/PERSON	N(S) CONCERNED/ARRESTED
	S /INCIDENT
day	the20
atti	me at
	Post Code
OFFICER REPORTI	NG
Warrant No	NoNoNo
	Station
	Station@met.pnn.police.uk
Email	@met.pnn.police.uk
Email Book Name of	of@met.pnn.police.ul
Book Name of Accused Custody No./	of@met.pnn.police.uk
Email Book Name of Accused Custody No./ Unique Ref. No	of@met.pnn.police.uk

2. Notebooks. Notebooks are used for reporting/recording, other than above, any incident except a reportable road traffic accident.



For example, the note book may be used to record the following:-

- a) Verbal Warnings.
- b) Information for the Borough Intelligence Officer.
- c) **Property** lost or found.
- d) **Suspected,** wanted or missing person details, and suspected stolen motor vehicles, the details of which will be given when you parade for duty.
- e) Computer PNC checks that you make.
- f) Any other notes you may wish to remember relating to your duty.
- g) **Requests** by the public for police attention to property.
- h) Crime report (CRIS) details.
- j) **Statements** taken (whenever youtake a statement (form MG11) you should record the fact in your notebook
- (k) **Expenses** incurred.

3. Collision Accident Report Books (C/ARB).

Used for reporting road traffic accidents. You will receive training on completing these later in the course.

Divn.:	DO/P.I.	Ref.:	Process F	Ref.:	CAD:	
		Tick	ı			
Fatal				つ。空。		
Injury				28000000000000000000000000000000000000	<u> </u>	
	Damage Only					
Polace			METROPOLITAN POLICE			
				Book 1		
No. of veh	icles		Callici	"	ccident	
involved						
No. of casu	.altica		Re	port E	DOOK	
INO. OT CASI	Jaities		Book	of	Books	
Day		D	ate	1 F	ime (hrs.)	
Location				*************		

Reporting	Ufficer					
Name			Ra	nk	No	
IP:	fic Unit		Otł	ner		
Time of Orig.(hrs)				ne of r.(hrs)		
Collision/Ac	cident rep	orted a				
	Day		Date		Time (Hrs.)	
Reported on						
by	••••••••••••			***************************************		

4. Process Report Book

Used for reporting a driver of a vehicle for a road traffic offence. You will receive training in how to complete this book later in the course.

Process Ref. N	_			
Process Net. 19	-			
(2) 16	Offence		Officer	
Region	B/OCU	LA Code	Stn./Unit	Team
Video Evidence	• *YES/N	O CAD		
Accused Surna	me			
Reporting Offi	Book	of		
Warrant No	T0.000	R	ank	No
Warrant No	icer	R	ank	No
Warrant No	icer	R	ank	No
Warrant No	icer	R	ank	No
Warrant No	icer	R	ank	No

General Rules

There are some general rules governing all report writing which you must know.

Always use black ball point pen to complete report books or any official Police document. This is because it does not smudge easily; remember, you may have to write in the rain. Ball point ink is difficult to rub out and black photocopies well.

Always use the 24 hour clock.



Block letters must always be used when writing:-

Days:- MONDAY,

Dates:- 15TH SEPTEMBER 2008

Times:- 0935 Hrs

Places:- HOLLAND WALK, KINGSGATE, NW9 1AR

Addresses: - 5, BARD ROAD, KINGSGATE, N9 5DT

Compass points:- NORTH

All details on the front covers must be in **BLOCK LETTERS**.

Names

All names must be written in block letters. Last names (surname) must be in LARGER BLOCK LETTERS than others, so that they stand out in a report.

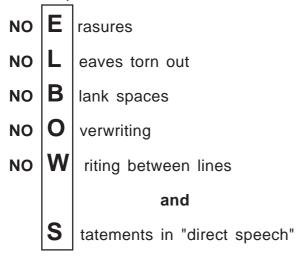
MR. GEORGE MICHAEL

Report Book Rules

The completion of all report books must be in strict compliance with **Report Book Rules** and the **Codes of Practice.**

Report Book Rules are designed to ensure that reports will withstand close scrutiny in Court. It is important that a person does not escape conviction because of a suggestion that something in the officer's report was **improperly** altered, deleted or added.

The Report Book Rules can be summarised by the mnemonic "ELBOWS":-



Now, have a look at what each of those rules mean.

No Erasures

You must not erase entries in any report book by any means, 'Tippex', rubbing out, 'scribbling out', etc. We all do, and will, make mistakes therefore, there are two ways of dealing with any error you may make. It depends when you realise your mistake.

If you realise immediately that you have written the wrong word(s), you can cross-out the incorrect word(s) with one line and initial it, then enter the correct word alongside it is important that the crossed-out word(s) can still be read, as illustrated below:

On WEDNESDAY 24th SEPTEMBER 2008, at about 1315 MR. JAMES WALBERT

If the error is not noticed at the time, cross-out the incorrect word(s), initial and enter the letter 'A' above the error, or if it is something left out, above the space where the addition is required.

On WEDNESDAY 24th SEPTEMBER 2008, at about 1315 a MR^M JAMES WEINSTIEN alleged that he had been assaulted by a woman I now B to be Mrs GRACE JONES of 75, DELLMART PLACE

Additional errors should be labelled 'B' and 'C', etc. These 'inserts' can then be placed at the end of your report before it is signed, as shown below:-

If you don't realise the mistake until after the entry has been signed, use the lettering system as above, but make the insertion as a new entry at the end of the report.

In addition, if a particular entry is required to be countersigned by someone (eg, a person who you have interviewed, a witness to the interview, or a person verifying a list of property they have found in the street and are handing to you), that person must also counter-initial and/or counter-sign any corrections in it. This will show that the alterations were made with that person's knowledge.

When errors are made in EABs completed for arrests, you need to consider the use of the Automatic Time Recorder (ATR), but you will learn more about this later in the course.

No Leaves Torn Out

Under **no** circumstances remove, tear out or change leaves of any report book **even whilst undergoing training. It must remain intact as when it was manufactured. Your integrity is under constant assessment.**

No Blank Spaces

The aim of this rule is to satisfy anyone scrutinising your Original Notes that it was impossible for **anything** to have been added since they were signed by **all** persons whose signatures appear in them.

Blank spaces must not be left:

- between words,
- between lines, or
- at either end of the lines.

So you see, even paragraphs aren't used in Original Notes. Plan ahead as you write and ensure that the written matter fills the whole line. At first, you may find it difficult to do this but it will become easier with practice. Meanwhile, if there is insufficient space to complete a word, break it and continue on the next line.

In Original Notes, not filling the whole line with writing is permitted only on the following occasions:-

- (a) In a record of questions and answers, if you want to start each on a new line.
- (b) Listing property, with each item on a separate line.
- (c) At the end of each entry, if there is insufficient space for your "Pocket Book Signature". Your full signature should be at the beginning of the next line.

In these circumstances, fill the space by drawing a line to the end. Over the end of the line, all persons who sign the entry at the end must sign their initials.Don't fall into the trap of leaving blank spaces at the end of lines and filling them with a short line and initial. This will show that you do not abide by the rule, that you do leave blank spaces. Who knows when you filled hem in and whether or not you added any words in some of them, instead of a line and initial?!

If you draw a sketch, sign the last line of writing before it and start any further writing on the next clear line after it.

No Overwriting

Overwriting to alter or correct any word, letter or number is forbidden.

No Writing Between Lines

You must not write between lines of writing. There should be only one line of writing on each line of the report book.

Statements in Direct Speech

Record all conversation in direct speech:-

He said, "I was going...."

not He told me that he was going.....

This applies to conversation, it does not mean that you write the whole of a witness statement in direct speech.

Summary of Lesson

You should now be able to understand:

The meaning of the term "Original notes".
The types of report books.
How to sign your reports.
The Rules governing making entries in all report books.

As this lesson lays down the basic rules, use it for reference in all report book completion.

End of Lesson