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**Metropolitan Police Service  
Directorate of Training and Development**

**Police Constable Foundation Course**

# Report Book Rules

**Lesson 27**

## **Contents**

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

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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:-

1. 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 occurrence, 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.**

Joan Wilson PC 454 EK

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. 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.

Book 124A	
<b>EVIDENCE &amp; ACTIONS BOOK</b>	
SUSPECT/PERSON(S) CONCERNED/ARRESTED..... .....	
ARREST/PROCESS /INCIDENT..... ..... .....	
.....day the.....20..... at.....time at..... ..... .....Post Code.....	
OFFICER REPORTING.....	
Warrant No.....Rank.....No.....	
OCU Code.....Station.....	
Email.....@met.pnn.police.uk	
Book	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> of <div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div>
Name of Accused	<div style="border: 1px solid black; width: 300px; height: 20px;"></div>
Custody No./ Unique Ref. No.	<div style="border: 1px solid black; width: 300px; height: 20px;"></div>
Stop/Search 5090 completed    Yes <input type="checkbox"/> No <input type="checkbox"/>	
CRIS No.	<div style="border: 1px solid black; width: 300px; height: 20px;"></div>
Other Ref. No.	<div style="border: 1px solid black; width: 300px; height: 20px;"></div>

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

<p>Metropolitan Police Service</p>  <p>Metropolitan POLICE</p> <p>Name.....</p> <p>Rank.....</p> <p>Div. No.....</p> <p>Warrant No.....</p> <p>Division .....</p> <p>Serial No. ....</p> <div><p>Divisional Stamp</p></div> <p>M.P.93/27651</p> <p>Form 124</p>
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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 you take 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.

<b>Divn.:</b>	<b>DO/P.I. Ref.:</b>	<b>Process Ref.:</b>	<b>CAD:</b>
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Tick</td> </tr> <tr> <td style="width: 80%;">Fatal</td> <td style="width: 20%;"></td> </tr> <tr> <td>Injury</td> <td></td> </tr> <tr> <td>Damage Only</td> <td></td> </tr> <tr> <td>Polacc</td> <td></td> </tr> <tr> <td colspan="2" style="height: 10px;"></td> </tr> <tr> <td>No. of vehicles involved</td> <td></td> </tr> <tr> <td colspan="2" style="height: 10px;"></td> </tr> <tr> <td>No. of casualties</td> <td></td> </tr> </table>	Tick		Fatal		Injury		Damage Only		Polacc				No. of vehicles involved				No. of casualties		 <p><b>Book 113</b>  <b>Collision/Accident</b>  <b>Report Book</b></p> <p>Book..... of ..... Books</p>
Tick																			
Fatal																			
Injury																			
Damage Only																			
Polacc																			
No. of vehicles involved																			
No. of casualties																			

Day	Date	Time (hrs.)
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> </div>

Location.....

.....

.....

.....

**Reporting Officer**

Name.....Rank..... No.....

Station/Traffic Unit.....Other.....

Time of Orig.(hrs)        Time of Arr.(hrs)       

Collision/Accident reported at scene or:-

Day	Date	Time (Hrs.)
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> </div>

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.

METROPOLITAN POLICE SERVICE				<b>Book 114</b>	
Process Ref. No.					
Offence				Officer	
Region	B/OCU	LA Code	Stn./Unit	Team	
Video Evidence		*YES / NO		CAD	
Accused Surname					
<h1>Process Report Book</h1>					
Book.....of.....					
Reporting Officer .....					
Warrant No. .... Rank ..... No. ....					
Time ..... 24 hr. Day .....					
Date .....					
Place .....					
.....					
.....					
Postcode .....					
*Delete/tick as appropriate					

## 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.

~~3.30 PM~~

✓1530

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":-

NO	<b>E</b>	rases
NO	<b>L</b>	eaves torn out
NO	<b>B</b>	lank spaces
NO	<b>O</b>	verwriting
NO	<b>W</b>	riting between lines
		<b>and</b>
	<b>S</b>	tatements in "direct speech"

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~~<sup>JW</sup> ALBERT

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.<sup>A</sup> ~~JAMES~~<sup>JW</sup> EINSTIEN alleged that he had been assaulted by a woman I now<sup>B</sup> 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.

and I informed PS 27 ~~EK~~ SUSAN MURPHY at 1415  
'A' = ALBERT 'B' = know \_\_\_\_\_ JW  
James Wilson PC 454 EK \_\_\_\_\_ JW  
*Susan Murphy PS 27 EK*

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 them 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 )**