

# EUNAVFOR MED

## Reporting

December 2016

Author:

## ? What is a **report** ?

### Report:

A statement describing in detail an event or a situation.

A police report is the physical record of an incident deemed to be illegal or potentially illegal. It is taken by a representative of a police department and filed according to said department's procedure.

**? When is needed to fill in a report ?**

**? What should include a report ?**

## Unit

### Rank and name of the police officer

### Data / time / Place

### Reference no

- Mention if you were on duty.
- Mention when the incident started and when it ended.
- Describe the place of the incident. (GPS)
- Describe the incident with as much as possible details.
- When you refer to a person, mention details about his identification information (date of birth, place of birth, address, personal no, ID/passport, etc.) or describe the person.
- Mention if he was a witness or an offender.
- Mention exactly his actions.
- Mention your measures.
- Time of requesting SAR / medical assistance / reinforcements.
- Measures taken in this case. (Facilitator arrested/ item seized / collecting of evidence / registration of migrants)

**Signature**

**EXERCISE**

? Which report is better? Why?

? What is missing ?

**INFORMATION + EVALUATION = INTELLIGENCE**

**Information** - Knowledge in raw form

## **Intelligence**

Information that is capable of being understood - with added value - that has been evaluated in context to its source and reliability.

**Analysis (of either information or intelligence)** - The resolving or separating of a thing into its component parts - Ascertainment of those parts - The tracing of things to their source to discover the general principles behind them - A table or statement of the results of this process





## TIPS&TRICKS

### 1. Get the correct forms from your department.

Each police department has a different protocol. Try to do your write-up using word processing *software*. It will look neater and you'll be able to use spellcheck to polish it when you're finished. If you write your report by hand, print clearly instead of using cursive.

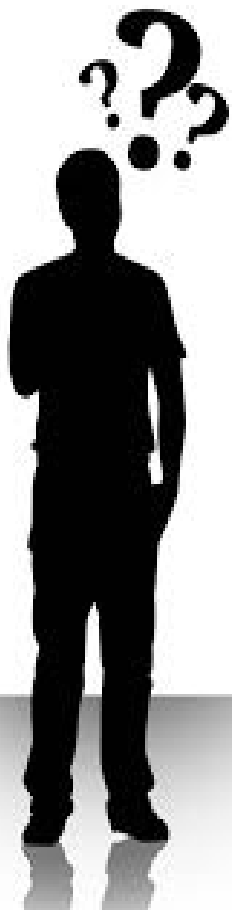






## TIPS&TRICKS

### 2. Start the report as soon as possible.



Right after the incident, reflect on what happened and jot down some notes about it. If possible, write your report **the same day** as the incident because waiting will make it harder to remember details. At the least, do your report write-up within the first 24 hours after the incident. If you can't write the report on the day that the incident happened, **record some notes** about what happened to help you when you do write the report.



## TIPS&TRICKS

### 3. Focus on the facts.

Information included if you do not have a form:  
The time, date and location of the incident (Be specific. Write the exact street address, GPS).  
Your name and ID number  
Names of other officers who were present, etc.





## TIPS&TRICKS

### 4. Write in the first-person.

Include a detailed chronological narrative of what happened when you reported to the scene and tell the story from your perspective. Use “I” to explain the **who**, **what**, **when**, **where**, and **why** of the incident.

Eg: *Upon arrival, I observed a white inflatable boat approaching Libyan shore in direction of Tripoli, with approximately 12 persons on board ...*



## TIPS&TRICKS



### 5. Include rich detail in your report.

If possible, make sure to include *direct quotes from witnesses* and other people involved in the incident.

Include an accurate description of your own role in the course of what occurred.

If you had to *use force* to detain someone, report how you handled the situation and its aftermath.

Eg:

"I found him and detained him ..."

Vs

"I arrived at GPS 35.95 N 13.28E, at 12:05. I observed a boat and approach to it and apprehended the persons inside.  
The apprehended persons were ..."



## TIPS&TRICKS

### 6. Use diagrams

Draw a picture or diagram in your report if it is difficult to explain certain information in words. You may also want to use a picture or diagram to show what the scene of the incident looked like.





## TIPS&TRICKS

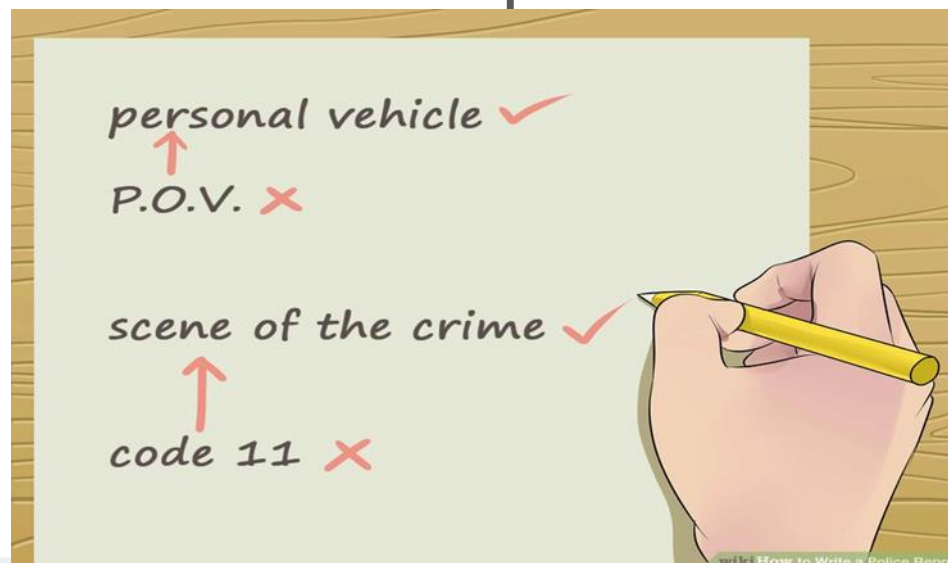
- 7. Include accurate details and leave out the rest.**  
*If you did not see something happen, make sure that you don't report that you did.* If a witness tells you something that you did not see, whatever the witness says is considered “**hearsay.**” (Hearsay is something you hear that you cannot substantiate by personal knowledge.) Report hearsay as hearsay, not as something you personally saw.



## TIPS&TRICKS

### 8. Use clear language.

Don't use flowery, confusing language to describe what happened. Your writing should be clear and concise. Don't use legal or technical words. Use short, to-the-point, fact-oriented sentences that don't leave room for interpretation.





## TIPS&TRICKS

### 9. Be honest.

Even if you're not proud of how you handled the situation, it's critical that you write an honest account. If you write something untrue it may end up surfacing later, putting your job in jeopardy and causing problems for the people involved in the incident.

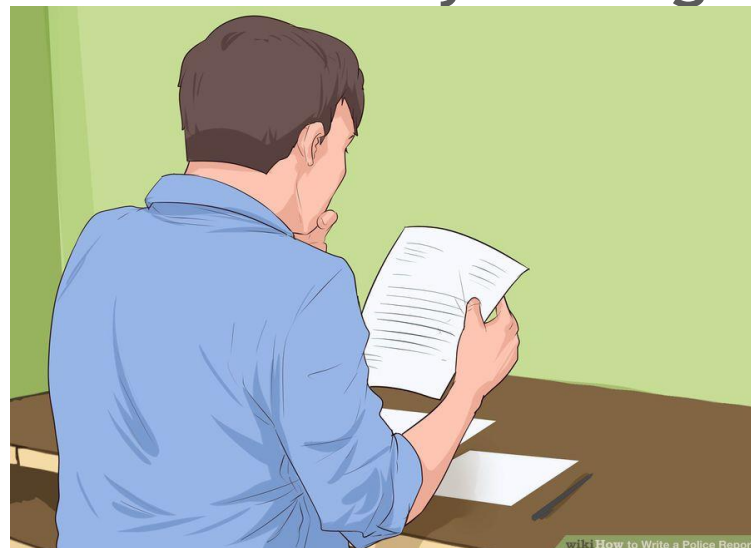
Preserve your integrity and the institution you represent by telling the truth.





## TIPS&TRICKS

**10. Check your report for accuracy.** Double check all of the facts, including spellings of names, dates, times, addresses, license plate numbers, and so on. Make sure you didn't leave out any information that should have been included. Look for obvious gaps in the narrative that you might need to fill in.





## MOST COMMON MISTAKES

1. Using jargon instead of normal words.  
Use, instead, well known synonymes.





# MOST COMMON MISTAKES

## 2. Misspelling common words.

Use a dictionary or a spellchecker to make sure every word is correct.





## MOST COMMON MISTAKES

### 3. Omitting the result of an investigation.

If you write “I looked for latent fingerprints,” be sure to record whether or not you found any.

If you write, “I looked for the point of entry,” be sure to note whether or not you found it.



## MOST COMMON MISTAKES

### 4. Writing vague generalisation instead of facts

*He was not cooperative.*

Better:

*He was silent when I tried to interview him.*



# MOST COMMON MISTAKES

## 5. Making assumptions



Beware of statements like these:  
“I could tell that he was looking for trouble.”

**Thank you for your attention!**

شكرا على الاهتمام

- shukraan ealaa alaihtimam -