



REPORT WRITING STANDARD GS013

AUTHORITY

California Penal Code 13601(a)(1): The CPOST shall develop, approve, and monitor standards for the selection and training of state correctional peace officer apprentices.

BACKGROUND

Report Writing is an integral part of a Correctional Peace Officer's daily duties. Documentation and reports are used to record offender behavior, incidents, institutional operations, correspondence, and provide information to peers and management. Equally important, are disciplinary documents (RVR's, Counseling Chronos) which are used to memorialize offender behavior as part of the documentation process linked to credit earning and violations. A proficiency and ability to effectively communicate orally and in writing are important elements in performing the duties of a Correctional Peace Officer successfully.

A Correctional Peace Officer must be able to proficiently write a report using report writing standards:

- Independently compose a thorough, accurate and legible report.
- Write a report documenting a sequence of events.
- Prepare correspondence, inter-departmental memos, and other administrative paperwork (logbooks, unit records) not specifically related to offenders.
- Use proper punctuation and abbreviations.
- Write progressive discipline/informational reports.
- Write Rules Violation Reports (Parole Violation Reports).
- Write incident reports
- Write reports with the understanding that the report may be used in court proceedings.

- Use of electronic documentation platforms (SOMS, ERMS).

STANDARD

Correctional Peace Officers shall receive training in report writing and departmental reports and documentation requirements related to their mission and operations.

COMPONENTS OF STANDARD

Knowledge:

Correctional Peace Officers shall understand the purpose, utility, and importance of writing accurate reports. They shall understand that their written report may be used as the primary source document in legal proceedings and is considered a permanent legal document. Report writing is an essential function for all Correctional Peace Officers. The training shall be tailored to capture current departmental policy. Providing accurate and factual information minimizes the risk of liability to the Department and the Correctional Peace Officer. Correctional Peace Officers must be aware that written reports can be confidential and require professional discretion, given the sensitive nature of the correspondence or risk to parties. All reports become part of the evidentiary chain and therefore must be accurate, factual, and truthful (legally defensible).

Skills and Abilities

Written reports shall document relevant factual evidence of first-hand observations (including sights, sounds, smells, chronological series of events, etc.) and actions. Written reports shall be legible and use correct grammar and spelling.

Correctional Peace Officers must be observant of their surroundings and understand the importance of timely writing clear, concise, complete, and accurate reports within departmental rules, regulations, and policy.

CITATIONS

- 1) POST Learning domain #18 "Investigative Report Writing"
- 2) CDCR Forms: 128, 115, 602 (Inmate/Parolee Appeal), 837(Crime/Incident Report)
- 3) CCR Title 15, Section 3321: Confidential Material
- 4) CCR Title 15, Section 3314 (a)(3): Rule Violation Report
- 5) DOM Section 51020.17.1: Staff Reporting Requirements
- 6) CCR Title 15, Section 33268: Use of Force
- 7) CCR Title 15, Section 3314: Administrative Rule Violations
- 8) CCR Title 15, Section 3315: Serious Rule Violations
- 9) CCR Title 15, Section 3323: Disciplinary Credit Forfeiture Schedule

10) California PC, Part 1, Title 7, Chapter 5, Section 118.1: Perjury and Subornation of Perjury