

Bay County Sheriff's Office

REPORT WRITING TEMPLATES



Integrity, Excellence, Fairness, & Respect

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Bay County Sheriff's Office
Report Writing Templates

1.00 - Purpose, Policy, and Procedure

1.01 - Purpose

This document was created in order to distribute templates and proper examples for arrest, incident, and supplemental reports that Bay County Sheriff Office Deputies may write on a day-to-day basis.

1.02 - Policy

This document and the templates within are **not required** to be used but rather recommended. Deputies must abide by all the procedures outlined in the [BCSO Standard Operating Procedures](#) with regard to report writing.

1.03 - Procedure

To use this document, copy the arrest, incident, or supplemental report template and paste it into the CAD. Once the template has been pasted into the CAD, edit the template to include the proper information for the type of report.

1.04 - Tips for Report Writing

- **Do not** use 10 codes within your report, instead use "Foot Pursuit" for 10-70s.
- **Do not** use call signs within your report, instead use "Sheriff Jacob B. | 1327.
- **Do** use standard English within your report.
 - Remember your report is read by non-Law Enforcement such as Attorneys.
- **Do** write your report in chronological order and in a first-person point of view.

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2.00 - Arrest Reports

2.01 - Arrest Report Template

On [DATE], I [Name, Badge Number], [Rank] with the Bay County Sheriff's Office, was dispatched to [Location of Incident] for [Reason for Dispatch]. Upon arriving on scene I observed [This section will break down the Who, What, Where, When, and Why, once you've arrived at the scene.] [Now, detail the events leading up to the arrest of the civilian. Remember all of these events should be in chronological order and the first person point of view. This portion should also include facts and evidence, do not include your opinion.] I then placed [Suspect's full name] into custody for [List of charge(s)] and placed [him/her] into the back of my patrol vehicle to transport for booking of the aforementioned charge(s).

2.02 - Arrest Report Example

ON FEBRUARY 15TH, 2022, I JACKSON R. 3101, MASTER DEPUTY WITH THE Bay COUNTY SHERIFF'S OFFICE GOT CALLED OUT TO A DOMESTIC DISTURBANCE AT 512 BAYTREE CANYON ROAD. UPON ARRIVAL, I OBSERVED A LIGHT-SKINNED MALE WEARING A WHITE SHIRT, GRAY CARGO SHORTS, AND A GOLD CHAIN STANDING OVER AND SCREAMING AT A WOMAN ON THE FLOOR. AFTER ASSESSING THE SITUATION, I PROCEEDED TO WALK UP TO THE MALE AND DE-ESCALATE THE SITUATION BY TALKING TO HIM UNTIL DISPATCH SENT OVER MORE UNITS.

THE MALE HAD FINALLY DECIDED TO WALK AWAY FROM THE FEMALE AND SIT DOWN; AT THIS TIME, SERGEANT FIRST CLASS FRANK L. PULLED UP ON THE SCENE AND STARTED TO ASSESS THE FEMALE ON THE FLOOR. AS THE FEMALE WAS GETTING TREATED, I BEGAN TO ASK THE MALE INDIVIDUAL FOR HIS IDENTIFICATION (BOB BRADSHAW) AND IF THIS HOUSE WAS HIS; AFTER GETTING HIS IDENTIFICATION, I PROCEEDED TO GET HIS STATEMENT AND WRITE IT DOWN. NEXT, SERGEANT FIRST CLASS FRANK L. TOOK THE FEMALE JAMIE PARKER'S REPORT WHEN SHE WAS ATTENTIVE AND AWAKE.

MS. PARKER STATED THAT MR. BRADSHAW CAME UP TO HER AS SHE WAS WATERING HER PLANTS AND BEGAN TO YELL INAPPROPRIATE WORDS AT HER; MR. BRADSHAW THEN STARTED TO GET CLOSER TO HER AND EVENTUALLY GOT ON HER PROPERTY, GRABBED HER, AND PUSHED HER TO THE FLOOR. THE MALE, IN RELATION TO MR. BRADSHAW, STATED THAT EARLIER IN THE DAY, HE HAD BEEN WALKING BY MS. PARKER'S HOUSE AND TRIPPED ON HER GARDEN GNOME.

MR. BRADSHAW ADVISED, THEN HE RETURNED IN PURE ANGER AND STARTED YELLING AT HER, EVENTUALLY PUSHING HER TO THE GROUND BECAUSE OF IT. AFTER I HAD BOTH STATEMENTS, MR. BRADSHAW WAS PLACED INTO CUSTODY AND CHARGED WITH 100.05 BATTERY AND A 2,000\$ FINE, AS WELL AS 200.13 TRESPASSING AND A 1,000\$ FINE.

3.00 - Incident and Supplemental Reports

3.01 - Incident and Supplemental Report Template

On [DATE], I [Name, Badge Number], [Rank] with the Bay County Sheriff's Office, was dispatched to [Location of Incident] for [Reason for Dispatch]. I arrived on scene to [This section will break down the Who, What, Where, When, and Why once you've arrived at the scene. All information is to paint the picture of what's going on so that the Courts, Supervisors, CoC may read this and have an understanding of the actions and reactions of the incident].

3.02 - Incident and Supplemental Example

ON SATURDAY MAY 21, 2022, I CODY PLUMMER 3345, DEPUTY WITH THE Bay COUNTY SHERIFF'S OFFICE, WAS DISPATCHED TO 639 TO THE U-TOOL FOR REPORTS OF SHOTS FIRED. I ARRIVED ON SCENE TO SEE TROOPER NICHOLAS S. SPEAKING TO A VEHICLE.

I STEPPED OUT OF THE VEHICLE TO ASSIST WITH THE INTERACTION. THE VEHICLE STARTED TO CASUALLY DRIVE AWAY NOT IN A HURRY TOWARDS THE BACK OF THE U-TOOL. TROOPER NICHOLAS TOLD ME TO STOP THE VEHICLE. I STOPPED THE VEHICLE ON THE DIRT ROAD AT THE REAR OF THE 24/7 STORE AT POSTAL 638. I APPROACHED THE VEHICLE AND IT WAS OCCUPIED BY X2 MALES WITH HEAVY BRITISH ACCENTS. THE DRIVER WAS IDENTIFIED AS ONE,
HYDE, OSCAR - DOB: 03/28/1995
425 MAD WAYNE THUNDER DR., E. LS, SA

HYDE WAS ASKED BY MYSELF AND NICHOLAS TO STEP OUT OF THE VEHICLE MANY TIMES. AS THE SCENE ESCALATED, HYDE FINALLY STEPPED OUT OF THE VEHICLE AND WALKED TOWARDS MY PARKED CHARGER AT THE REAR OF THE SUSPECT VEHICLE. HYDE ENTERED MY PARKED VEHICLE. HYDE NOW AT GUNPOINT AND FAILING TO COMPLY WITH LAWFUL ORDERS SHIFTED MY VEHICLE INTO REVERSE AND COMPLETED A J-TURN TO FLEE THE AREA. I STAYED ON SCENE TO ATTEMPT TO SECURE THE SECONDARY SUSPECT WHO WAS LATER IDENTIFIED AS ONE,
JONES, HARRY - DOB: 05/14/1993
119 DAVIS AVE, LS, SA

JONES STEPPED OUT OF THE VEHICLE AND IMMEDIATELY FLED ON FOOT EAST ACROSS US ROUTE 13 DOWN TO THE TRACKS FAILING TO STOP FOR LAWFUL ORDERS, TROOPER MILAN V. DISCHARGED A BEANBAG ROUND AT JONES WHICH CAUSED JONES TO STOP RUNNING. WE IMMEDIATELY PLACED JONES IN HANDCUFFS. WE CHECKED FOR WOUNDS ON JONES AND NOTICED X3 GSW'S ON JONES' BACK. I REMOVED JONES' DUTY BELT THAT CONTAINED A SIDE ARM, TASER, ADDITIONAL CLIPS OF AMMUNITION AND HANDCUFFS. WE RENDERED AID UNTIL COUNTY MEDICAL BROUGHT HIM TO PILLBOX ON A LEO HOLD.

I RETURNED TO THE ORIGINAL SCENE AT 638 TO COMPLETE THE SCENE INVESTIGATION. I SEARCHED THE VEHICLE AND FOUND A RIFLE (REGISTER TO HYDE, OSCAR), AND A WALLET CONTAINING IDENTIFICATION REGISTERED TO JONES, HARRY. AND ADDITIONAL AMMUNITION FOR THE RIFLE. THE VEHICLE (UNREGISTERED) WAS TOWED TO THE IMPOUND YARD. ALL UNITS CLEARED 638.

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4.00 - Citation Reports

4.01 - Citation Report Template

On [DATE], I [Name, Badge Number], [Rank] with the Bay County Sheriff's Office, conducted a traffic stop at [Location of Incident] for [Reason for Traffic Stop]. I then made contact with the driver, [This section will break down the occupancy, names, vehicle description and any other information you gather on the traffic stop. All information is to paint the picture of what's going on so that the Courts, Supervisors, CoC may read this and have an understanding of the actions and reactions of the incident].

4.02 - Citation Report Example

ON SATURDAY MAY 21, 2022, I PEYTON BROOKS 4719, CORPORAL WITH THE Bay COUNTY SHERIFF'S OFFICE, CONDUCTED A TRAFFIC STOP AT 637 NORTH BOUND CAT-CLAW AVE FOR SPEED LIMITS 67 IN A POSTED 55 MPH ZONE. I THEN STEPPED OUT OF MY VEHICLE AND MADE CONTACT WITH THE DRIVER.

THE VEHICLE WAS A BLUE 2019 DODGE CHARGER SCATPACK, WITH 1 OCCUPANT. I APPROACHED THE VEHICLE AND IT WAS OCCUPIED BY X1 MALE. THE DRIVER WAS IDENTIFIED AS ONE,

JOHNSON,CHRISTOPHER - DOB: 03/28/1995
425 MAD WAYNE THUNDER DR., E. LS, SA

JOHNSON WAS ASKED BY MYSELF HIS REASON FOR HIS SPEED, WHICH HE CLAIMED WAS FOR HIS WIFE THAT WAS GOING INTO LABOR. I THEN ASKED HIM FOR ANY WEAPONS IN THE VEHICLE TO BE IDENTIFIED, BUT HE CLAIMED THERE WERE NONE IN THE VEHICLE. I THEN WENT TO RUN HIS INFORMATION ON MY MDT. MR. JOHNSON HAD ONLY ONE PRIOR FOR SPEED WHICH WAS MARKED AS 36 IN A 25 MPH ZONE. I DECIDED TO ISSUE MR, JOHNSON WITH A CITATION FOR S.A. PENAL CODE 1700.01 (SPEED LIMITS).

I PROVIDED MR. JOHNSON WITH HIS COPY OF THE PRINTED CITATION AND ALL OTHER INFORMATION OF HIS BACK. I THEN RELEASED HIM AND RETURNED TO MY PATROL CAR AND BEGAN MY PATROL AGAI