

REGIONAL REPORT WRITING NARRATIVE FORMAT



Topics to be addressed

- Regional Narrative Format
 - Synopsis
 - Origin
 - Background
 - Investigation
 - Statements
 - Evidence
 - Injuries
 - Property Damage
 - Follow Up
 - Related Reports

SYNOPSIS

- Where and what happened?
- Who was involved?
- List victim's injuries and treatment (if applicable)
- Mention evidence
- Mention relevant statements
- Does the victim desire prosecution?
 - If not, why?
 - Fear of retaliation, apathetic, retribution ideations

**Articulate the elements of
the crime!**

Example Synopsis: 4573.6 PC

- **SYNOPSIS:**

- On 04/08/2017, I found approximately two grams of a white crystal substance wrapped in a foil packet in the right shoe of inmate [REDACTED]. [REDACTED] was being searched as a transfer to the George Bailey Detention Facility (GBDF). [REDACTED] admitted he knew the substance was in his shoe, and identified it as methamphetamine. The substance, [REDACTED] shoes, and photographs of each were entered into evidence.

Example Synopsis: 243(A) PC

- On 06/01/2017 inmate John Doe BN [REDACTED] used a closed fist to punch inmate George Smith BN [REDACTED] in the face. Both inmates were in custody at the San Diego Central Jail (SDCJ) inside Module [REDACTED]. Smith sustained swelling on his forehead which was treated by jail medical staff. Inmates inside the module were questioned, but did not know anything about the attack. Doe admitted to punching Smith. Digital photographs of Doe and Smith were taken and submitted into evidence. Smith desires prosecution for the attack.

ORIGIN

Where were you working and what were you doing to become involved in the investigation.

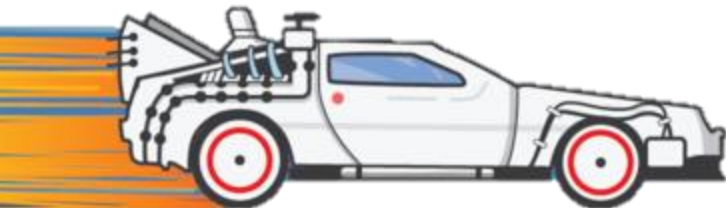
- On 01/01/2018, I was assigned to the Seventh Floor Rover position at SDCJ. At approximately 1500 hours, I saw an inmate frantically waving his arms at me through his cell window.

Date, Work assignment, Time,

How you got involved

BACKGROUND

- List the following in the background:
 - Date of arrest
 - Arresting agency
 - Charges and court dates/release dates
 - Relevant behavior history while in custody (rule violation reports [RVR], inmate status reports [ISR], crime reports)
 - Any activity that occurred before you arrived or relevant information about the location/setting



Background Example

- **BACKGROUND:**

- [REDACTED] was arrested on 01/25/2018 by the San Diego Police Department for 459 PC- Burglary. [REDACTED] is sentenced and his release date is 08/21/2018. He has no previous rule or law violations on file while in custody.

INVESTIGATION

- What did you see, hear, smell, sense, etc?
- Did any other deputies witness the incident?
- What actions did you take?
- Document all actions, including use of force.
- Did the victim or suspect sustain any injuries?
- Did you see any visible injuries on the victim or suspect?
- Was the inmate seen by medical?
- What was the treatment?
- Document that you completed a witness check and what the results were.

STATEMENTS

- Confirm inmate identity via wristband
- Document admonishment (Miranda) **IN THE STATEMENT SECTION**
- Indicate where interview took place and by whom:
 - “I interviewed ██████ in the first floor holding cell. Deputy ██████ was present during the interview.”
- Question & answer, verbatim (direct quote), synopsis, and

PARAPHRASE

Statements Example

- STATEMENTS:
- Statement of [REDACTED] (Suspect):

At 1345 hours I interviewed [REDACTED] inside Intake Holding Cell #2. I removed [REDACTED] handcuffs and confirmed his identity by looking at his jail issued wrist band. I read [REDACTED] the **Miranda admonishment** as written on the cover on my Deputy's Notebook. [REDACTED] understood his rights and was willing to talk to me.

Initially, [REDACTED] denied any knowledge of the contraband, saying, "Somebody must have planted that crystal in my shoes" ("crystal" is a street name for methamphetamine). When I mentioned I had not said anything about "crystal," [REDACTED] responded that he was just guessing.

[REDACTED] received the methamphetamine from an inmate kitchen worker named [REDACTED] at the downtown jail. [REDACTED] believed [REDACTED] received the methamphetamine from a driver at the loading dock. [REDACTED] then admitted to using "a little" of the methamphetamine. The interview was ended at 1347 hours.

Evidence (as documented in the “Investigation”)

- What is it?
- Who found it?
- Where was it found?
- In what condition?
- Who packaged it?
- Who logged it?
- Who secured it and where?



Taking photos



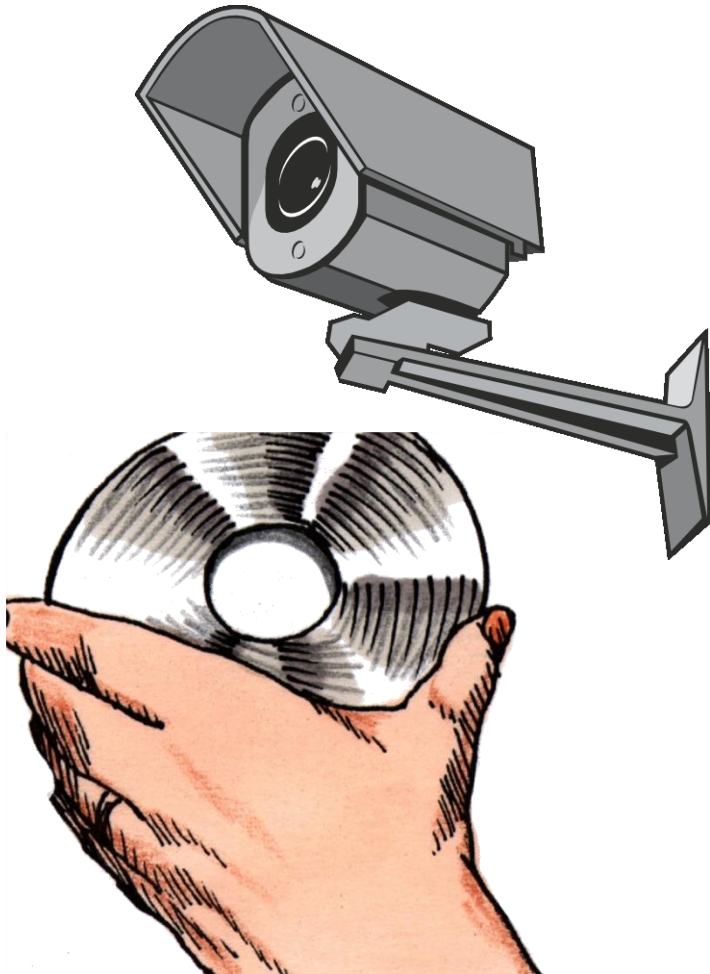
Document who took the photos & how many.

Who transferred the files to a disk.

You must download images to your NetRMS case.

Document who and where they secured it.

Collecting Facility Security Video



Document that you viewed the video and what facts you observed.

Who transferred the files to a disk.

You must download file to your NetRMS case.

Document who and where they secured it.

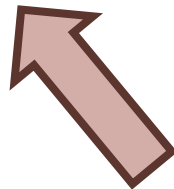
Directive #1711-01/Training Bulletin

- FIELD TESTING NARCOTICS:
- Due to the concerns, Deputies are directed to cease the field testing of any controlled substance or narcotic drug.
- Fentanyl, Carfentanil and others analogues have been found mixed with methamphetamine, heroin, cocaine and other substances used to “cut” the Fentanyl.

Evidence Example (Cont.)

- INVESTIGATION:

- I weighed the white crystal substance with packaging on a digital scale, and it weighed 1.8 grams. I placed the crystal substance and the foil container into a **Kapak** bag and sealed the bag. I labeled the bag with my initials, ARJIS number, and the date. I placed the bag into the GBDF evidence locker #4.
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Disposition

EVIDENCE:

- EVIDENCE:

Item #1

Description: Compact disk w/digital photos

Found By: [REDACTED]

Location Found: GBDF Processing Cell #101

How Marked: [REDACTED]

Disposition: GBDF Evidence Locker #2

INJURIES



- List injuries in plain English.
 - Bruise vs. Hematoma
- What was the treatment?
- Who treated them?
 - Sheriff's medical or E.R. (list a **NAME**)
- Did the victim refuse medical treatment?
 - If so, why?
- Have the victim sign a medical treatment refusal form

PROPERTY DAMAGE



- List the section even though there was none.
 - PROPERTY DAMAGE:
None.
- If there was property damage, write a brief description:
 - “A window in holding cell #1 was shattered and needed to be replaced.”
 - Include an estimated cost amount \$\$\$ of the damage

FOLLOW UP

- Any additional work that needs to be done on the case is completed by detectives
- **“To be determined by the Detentions Investigations Unit.”**



RELATED REPORTS



- If you reference another document; list it
 - JIMS Incident Reports
 - Rule Violation Reports
 - Crime Reports
 - Other Deputy's Reports
- You only need to list the incident number

Case Issuance



- It is our job to conduct a thorough investigation and document it fully in a report. It is the District Attorney's job to ensure the elements of the crime are present and the case, in its entirety, is prosecutable.

- When writing a report, look at it from a defense attorney's view. Try to cover any holes the defense attorney would use to dismiss the case.
- Also try to look at it from the future litigation point of view (if someone was injured, they will sue)

Liability

- **“Why am I writing this report?”**
 - San Diego Sheriff’s Department P&P and California Penal Code mandate it.
 - **Penal code section 11107 requires the Chief of Police or Sheriff to furnish a report of all felonies, specified misdemeanor sex offenses, to the state**
 - **Section 1044 Title 15 of the California Code of Regulations**
 - The Department becomes liable if a report is not completed and the incident investigated to its fullest extent.
 - Assaults and other criminal misconduct may play a role in determining staffing levels.
 - Sentencing/Parole/Probation consideration is given based upon your report.
 - It’s your job!