

Title: Writing a Police Report Narrative

Objectives Students will be able to write a concise narrative describing a crime.										Time frame to Complete 60 minutes										
										NRS EFL 4										
Stackable Cert.	Documentation	Technology	Study / Life skills	EL-Civics	Career Pathways	Police	Paramedic	Fire Rescue	Medical Asst.	EKG / Cardio	Phlebotomy	Practical Nursing	Healthcare Admin	Pharmacy Tech	IMT	AMT	HVAC	Welding	Other:	
X						X														
Standard(s) Addressed in Lesson Write to Convey Ideas																				
Benchmark(s) Addressed in Lesson <ul style="list-style-type: none"> W.4.3. Write for varying types of tasks (for example, business letters, letters to the editor, job applications, literature responses, informational essays, informal writing). W.4.10. Choose an organizational pattern (for example, order of importance, problem to solution, topical) to present ideas logically. W.4.13. Use precise language, active voice and descriptive detail to effectively convey a message. W.4.15. Use correct spelling consistently in writing. W.4.17. Use correct capitalization. W.4.22. Use checklists and rubrics to judge the quality of work and improve writing. W.4.23. Use available technology to compose, revise and edit text. 																				
Materials <ul style="list-style-type: none"> Writing a Police Report Narrative handout/assignment Computer with Internet access and word processing software (such as Microsoft Word) Access to YouTube website to watch the following video clips: Car accident http://www.youtube.com/watch?v=nfK3mBMkZWU Robbery http://www.youtube.com/watch?v=PcQY3NGtlq0 Bank robbery http://www.youtube.com/watch?v=l7iR5oA53vU&feature=related Assault http://www.youtube.com/watch?v=fCVdJ2F3hiY&feature=channel Criminal mischief http://www.youtube.com/watch?v=EgLAJCBZ7Kw&feature=channel Police Report Narrative evaluation checklist 																				
Learner Prior Knowledge Students should know the difference between fact and opinion. Students should be able to write a paragraph using complete sentences. Basic keyboarding/computer skills are helpful, but not necessary.																				
Activities <u>Step 1</u> Define "objective" (without bias). Police reports must be objective as they present the facts of a case. Ask students what important information they would expect to see in a police report. If they need help, compare it																				

to a newspaper article. The police report will contain information that answers the following questions: who, what, when, where, why, how. This is based upon what the officers see, hear, smell, and experience at the scene.

Step 2 Distribute the *Writing a Police Report Narrative* handout. Student/s read the description of a police narrative, and the teacher answers questions as needed.

Step 3 Student/s use a computer with internet access to watch (at least) one of the following videos:

- Car accident <http://www.youtube.com/watch?v=nfK3mBMkZWU>
- Robbery <http://www.youtube.com/watch?v=PcQY3NGtlq0>
- Bank robbery <http://www.youtube.com/watch?v=l7iR5oA53vU&feature=related>
- Assault <http://www.youtube.com/watch?v=fCVdJ2F3hiY&feature=channel>
- Criminal mischief <http://www.youtube.com/watch?v=EgLAJCBZ7Kw&feature=channel>

Step 4 Using a word processing program (such as Microsoft Word), student/s write a police report narrative based upon the video of their choice. The narrative should meet the criteria set forth in the assignment. The narrative must present facts (details about what was observed or experienced) objectively, display correct spelling and capitalization, and be organized and easy to understand.

Step 5 After student/s write the police report narrative, they should proofread and use the spelling and grammar tool to be sure that the narrative uses correct spelling, punctuation, and grammar. Lastly, the student/s should compare the narrative to the evaluation checklist to be sure it meets all of the criteria. Revise as needed.

Assessment/Evidence

Completed narrative describing one of the crime videos; completed rubric.

This assignment can be used to document mastery of benchmarks for Stackable Certificates. Collect and save in the student's portfolio.

Adaptations for Beginning Students

Beginning students may start by creating a list of facts about the crime (rather than a paragraph), and then work with a teacher or partner to arrange these facts into a narrative form.

Adaptations for Advanced Students

Advanced students will create witness statements in addition to the narrative.

Teacher Reflection/Lesson Evaluation

This lesson was created by Middletown ABLE.

Writing a Police Report Narrative

Police officers complete reports for every call to which they respond. Reports are a very important part of their job because they record important details of an event and are used to help detectives with investigations or as pieces of evidence in court. Therefore, police reports must be clear, factual, and concise.

One part of the police report is the narrative. This is a section in which an officer describes everything that he observed at the scene. Victims are identified, perpetrators are described based upon witness testimony, the scene (time and place) is recorded, and the situation is summarized. The narrative consists of facts – what the officer saw, heard, (possibly) smelled, observed, and experienced.

Basic Format for a police report narrative:

1. Begin with a one-sentence synopsis.
On May 14, 2011, at approximately 3:45 PM, an unidentified male entered McCabe's Pub and stole \$198 from the register.
2. Provide a summary of the crime. Explain what happened in chronological order (beginning, middle, end).
3. Witnesses may be identified, and important details from their interviews may be included. If you have a statement from a victim or witness, write exactly what he or she says in quotation marks.
Marks stated, "He yelled, 'Open the register and get on the floor!'"

IMPORTANT:

1. Use correct spelling, punctuation, and grammar. Police reports become part of the public record and may be used in court. You want to make a good impression in order to be considered knowledgeable and reliable.
2. Consider your audience. Use Standard English (not slang, police codes, or abbreviations) so that anyone reading the report understands the meaning clearly.

Sample police report narrative:

On May 14, 2011, at approximately 3:45 PM, an unidentified male entered McCabe's Pub and stole \$198 from the register. McCabe's Pub was open, but there were no customers at the time of the crime. Carol Marks, co-owner, was cleaning tables when the suspect entered. Marks stated, "He yelled, 'Open the register and get on the floor!'" She did not see a weapon. After the suspect removed all of the money from the register, he ran out the front door. Ms. Marks called 9-1-1 at 3:57 PM. She described the suspect as a "twenty-something" white male wearing a red t-shirt, jeans, and a Yankees cap.










Assignment:

1. Watch one of these videos:

- Car accident <http://www.youtube.com/watch?v=nfK3mBMkZWU>
- Robbery <http://www.youtube.com/watch?v=PcQY3NGtlq0>
- Bank robbery <http://www.youtube.com/watch?v=l7iR5oA53vU&feature=related>
- Assault <http://www.youtube.com/watch?v=fCVdJ2F3hiY&feature=channel>
- Criminal mischief <http://www.youtube.com/watch?v=EgLAJCBZ7Kw&feature=channel>

2. Write a police report narrative that describes the event. Your narrative should be at least one paragraph long. Be descriptive. Include only factual details that you know based on what you observe in the video. Try to answer the questions who (victim and perpetrator), what happened, when, where, why, and how.

3. After you have written the narrative, use the provided checklist to be sure it is complete and correct.

-  Narrative clearly states the crime/event that occurred.
-  Narrative identifies the scene (time and place).
-  Narrative summarizes the crime/event in chronological order (beginning, middle, end).
-  Narrative includes details about what was SEEN.
-  Narrative is factual (objective).
-  Narrative is at least one paragraph long.
-  Narrative contains correct spelling.
-  Narrative contains correct capitalization.
-  Narrative contains correct punctuation and grammar.

Criteria	Yes	No
Narrative clearly states the crime/event that occurred.		
Narrative identifies the scene (time and place).		
Narrative summarizes the crime/event in chronological order.		
Narrative includes details about what was SEEN.		
Narrative is factual (objective).		
Narrative is at least one paragraph long.		
Narrative contains correct spelling.		
Narrative contains correct capitalization and punctuation.		
Narrative contains correct grammar.		

*** Revise your work until all criteria are met. ***