



Serious Crime Pre-Report Writing Checklist

Use this checklist to remind you what needs to be articulated in your report. Use this checklist for serious or complex cases because it can be time consuming. Download template at bluetogold.com/student

Step One: Offense(s) that need proven beyond a reasonable doubt:

- Offense Charged: _____
 - Element One: The offense occurred within the officer's jurisdiction (just need to prove it happened within the state).
 - Evidence: _____
 - Evidence: _____
 - Element Two: When did the offense occur (prosecutor must prove that statute of limitations doesn't apply).
 - Evidence: _____
 - Evidence: _____
 - Element Three: _____
 - Evidence: _____
 - Evidence: _____
 - Evidence: _____
 - Element Four: _____
 - Evidence: _____
 - Evidence: _____
 - Evidence: _____

Note: Step One provides an overview. Some crimes have three elements, others have seven, and so forth. Also, some elements will have one piece of evidence and others may have twenty. The point is you need to know what elements need proven and to isolate what evidence may be used to prove that element. Evidence can be used multiple times for different elements.

Step Two: Explain how you lawfully obtained your evidence:

Evidence: _____

How did you obtain this evidence:

- Consent Exigency Abandoned Property
- Plain Feel Plain View Search Warrant
- Automobile Exception Srch Incident to Arrest Other

Identify why your search or seizure was reasonable:

- Facts or Circumstances: _____
 - Facts or Circumstances: _____
 - Facts or Circumstances: _____
-

Evidence: _____

How did you obtain this evidence:

- Consent Exigency Abandoned Property
- Plain Feel Plain View Search Warrant
- Automobile Exception Srch Incident to Arrest Other

Identify why your search or seizure was reasonable:

- Facts or Circumstances: _____
- Facts or Circumstances: _____
- Facts or Circumstances: _____

Continue this process until you have all of your evidence identified and articulated.

Note: Do this checklist until you know this process cold. Once you do, all you need is a piece of paper to write down the elements and evidence, along with what you need to articulate. It will become second nature and quick.

Also, if you recover multiple pieces of evidence during a particular intrusion, you don't need to justify the recovery of each piece of evidence, as long as you articulate it correctly, all of the evidence found will be admissible.

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