

Nevada Department of Corrections

Report Writing Class



NDOC
Employee Development
Division

Report

RE: means again

PORT: means to carry

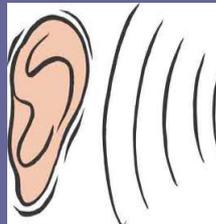
Report

An orderly account and
a permanent record of an incident
that has been:

–Observed



–Heard



–Investigated



Purposes of Written Reports

- ◆ To preserve knowledge
 - ◆ For further investigation, reference, or possible court presentation
 - ◆ To help staff members and other law enforcement agencies
 - ◆ To coordinate facility activities
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- A decorative graphic in the bottom right corner of the slide, consisting of a stylized mountain range silhouette in a teal color.

Four Guidelines

- ◆ Know what you want to write.
 - ◆ Assess your reader's needs.
 - ◆ Anticipate questions your readers may ask and answer them in your report.
 - ◆ Use language your readers can easily understand.
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TO: Superintendent Bowers DATE: August 2
FROM: CO Jones TELE: x2345
SUBJ: Investegation of Cell Fire
DATE OF INCIDENT: No date given

Per your instruction, I investegated the fire in Ryans cell. I can tell you that the TV set was definitely not the cause of the fire. I checked this out with Mr. Cardinal. It looked to us that the fire was intentionally set by Ruan and it is my opinyn that he should be placed in AD. SEG. Pending the outcome of this investegation.

I looked up the troublemaker's record and found he was brought up on DIS. SEG. two months ago for possession of contraband. He received ten days for that offense, when normally an inmate would get twenty days.

Keller said that the fire broke out soom after Ryan went to work, which was about 7:50 and that no other inmates were in the cell between the time Ryan left and the fire broke out. Keller heard the explosion too, but Mr. Cardinal said that it probably occurred after the fire broke out, and not before.

We completed the invstegation and deadlocked the cell.

Respectfully Submitted no comma

No signature to report

Common Errors

- ◆ Missing names and places
- ◆ Missing dates, times, signature
- ◆ Misspelled words
- ◆ Unsupported conclusions
- ◆ Slang or jargon
- ◆ Biased information
- ◆ Awkward style
- ◆ Incomplete information

Common Writing Problems

- ◆ Missing or improperly stated names
- ◆ Missing or improperly stated places
 - Turn to page six in your work book
- ◆ Missing dates and times
- ◆ Missing signature

Doxycycline is primarily bacteriostatic and is thought to exert its antimicrobial effect by the inhibition of protein synthesis. Doxycycline is active against a wide range of gram-positive and gram-negative organisms.

Jargon

- ◆ Words used by a specific group of people.
- ◆ An insider's shorthand.



Seven Essentials to Report Writing

- ◆ Who
- ◆ What
- ◆ Where
- ◆ When
- ◆ How
- ◆ Why
- ◆ Action Taken

The Four C's

◆ Complete

◆ Concise

◆ Clear

◆ Correct

Preparing for an Outline

- ◆ Keep a notebook
 - ◆ Use abbreviations
 - ◆ Use ink
 - ◆ Use drawings, sketches, and diagrams
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Three Parts of a Report

- ◆ Introduction (including HEADER)
 - ◆ Body
 - ◆ Conclusion
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Header

- ◆ To:
- ◆ From:
- ◆ Subject:
- ◆ Time:
- ◆ Date:
- ◆ Location:
- ◆ Area:
- ◆ Inmates:
- ◆ Officers:
- ◆ Photos:
- ◆ Evidence:
- ◆ Action Taken:

Writer

Reader

Message

For Style

- ◆ Choose strong verbs
 - ◆ Choose short sentences
 - ◆ Choose familiar words
 - ◆ Omit empty fillers
 - ◆ Omit redundancies
 - ◆ Choose active voice
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- A decorative graphic in the bottom right corner of the slide, consisting of a jagged, teal-colored silhouette of a mountain range or hills.

Simple Verbs

- ◆ **Weak** – Throwing the ball in from deep left field to home plate, Lou stopped the runner from scoring.
- ◆ **Better** – Lou threw the ball in from deep left field to home plate and stopped the runner from scoring.

- ◆ **Fuzzy** – After 36 hours of a standoff, the inmates came to an agreement among themselves and the hostages were released.
- ◆ **Better** – After a 36-hour standoff, the inmates surrendered and released the hostages.

- ◆ **Choose strong verbs**
 - ◆ **Choose short sentences**
 - ◆ **Choose familiar words**
- 
- A decorative graphic in the bottom right corner of the slide, consisting of a series of overlapping, jagged teal shapes that resemble a mountain range or a stylized landscape.

- ◆ **Wordy – On the basis of the facts mentioned in the previous paragraphs, I believe that Inmate Sheila Wade violated a rule clearly written in the handbook of this facility and it is therefore my recommendation that she be subjected to a loss of privileges for ten days.**

(48 words! ! !)

- ◆ **Better – Based on these facts, I believe that Inmate Sheila Wade violated a facility rule. I recommend that she lose her privileges for ten days.**

(24 words. . . .)

To Trim Your Sentences

- ◆ Underline the key words of your message.
- ◆ Cut anything that does not add to the meaning. 
- ◆ Rewrite your sentences; keep your original meaning.

- ◆ **Choose strong verbs**
 - ◆ **Choose short sentences**
 - ◆ **Choose familiar words**
 - ◆ **Omit empty fillers**
- 
- A decorative graphic in the bottom right corner of the slide, consisting of a jagged, teal-colored silhouette of a mountain range or hills.

Empty Fillers

- ◆ Needless to say
 - ◆ For your information
 - ◆ In order to
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Trimming Sentences

- ◆ I proceeded to conduct an interview with the subject, Resident Enrico Juarez.
- ◆ I interviewed Resident Enrico Juarez.

- ◆ **Choose strong verbs**
 - ◆ **Choose short sentences**
 - ◆ **Choose familiar words**
 - ◆ **Omit empty fillers**
 - ◆ **Omit redundancies**
 - ◆ **Choose active voice**
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- A decorative graphic in the bottom right corner of the slide, consisting of a stylized mountain range in shades of teal and green.

So which one do you want to be?

