

Simple Police Report Template

Date: [Insert Date]

Time of Report: [Insert Time]

Reporting Officer: [Insert Name and Badge Number]

Location: [Insert Incident Location]

Type of Incident: [e.g., Theft, Assault, Traffic Accident]

Description of Incident:

On [insert date], at approximately [insert time], officers responded to [location] following a report of [brief description of the incident]. Upon arrival, [summarize what was observed, e.g., "a vehicle collision involving two cars," or "a victim reporting stolen property"].

The reporting party, [insert name], stated that [summarize key details provided by the reporting party]. Officers [describe actions taken, e.g., "took witness statements," "examined evidence," or "secured the area"].

Witness Information:

1. Name: [Insert Name]

Contact Information: [Insert Contact Information]

Statement: [Brief summary of what the witness said]

Action Taken:

Officers [insert actions, e.g., "notified detectives," "secured evidence," or "transported individuals to the station"].

Conclusion:

This case will be [insert next steps, e.g., "forwarded to detectives for further investigation" or "closed based on the evidence collected"].

Officer's Signature:

[Insert Name and Badge Number]