

LP Officer's Report Narrative Guideline

Use the following headings, in order, in your Narrative

NARRATIVE

This is the introduction – who is writing this narrative, and how Loss Prevention became involved/identified possible suspect(s)

STATEMENT OF REPORTING PERSON, [NAME]

This is your perspective on everything that occurred from your first involvement to contact with Roseville Police Department. Be thorough, concise, objective and accurate.

STATEMENT OF SUSPECT, [NAME]

What did the suspect say to you? Summarize, and use quotation marks for exact statements the suspect made to you.

Use the heading for each suspect if more than one.

STATEMENT OF WITNESS, [NAME]

If you questioned a witness or witnesses, put their statement here. Summarize, and use quotation marks for exact statements the witness made to you.

Use the heading for each witness if more than one.

INJURIES

Describe any injuries to any person involved in this report. Photograph injuries if possible.

EVIDENCE

Describe any evidence you collected. If you give evidentiary items to the responding officer, note what items you provided.

VIDEO SURVEILLANCE

If video surveillance is available, mention it here. If you provide it to the responding officer, note what format you transferred the video surveillance to. Provide specific details about the video surveillance files that the Police Department may need when referencing it.

CONNECTED CASES

If there are multiple cases, list them here with connecting details.
Provide contact information for the Regional Loss Prevention Investigator.

REQUEST FOR RESTITUTION

Describe losses and expenses incurred due to this crime. Document that you request the court, upon conviction, to order restitution from the suspect(s) for those losses.