

These templates accompany [Large Language Models: Using ChatGPT for Police Leaders](#), an article that is available on NPI's OnPolicing Blog.

MURDER

- ✓ When and how was the call received?
- ✓ List exactly what you saw and did on arrival.
- ✓ List observations of the victim's injuries, including such details as clothing and location.
- ✓ Note condition of scene.
- ✓ Note condition and description of suspect.
- ✓ Describe what reporting party/witnesses said, even if you do not take statements. Can they identify?
- ✓ Include crime elements.
- ✓ Document details of arrest made – DO NOT ADMONISH SUSPECT.
- ✓ List names of ambulance company, paramedics, hospital, time of death, and name of doctor who pronounced death.
- ✓ List name of sergeant who responded and called out homicide investigators. List their names as well.
- ✓ List disposition of the body, deputy coroner's name and serial number, and the receipt number.
- ✓ List evidence person, if applicable.
- ✓ List exact addresses canvassed and results.
- ✓ List all individuals involved, including officers, evidence personnel, firefighters, and ambulance personnel on the witness sheet.

RAPE

- ✓ When and how was the call received?
- ✓ What was the complainant doing before the attack began?
- ✓ How did the complainant first become aware of the suspect? Is/was there a relationship between complainant and suspect?
- ✓ Catalog suspect's first demands or commands, using exact quotes.
- ✓ List force/fear/threats used and include description of weapon (what kind, where it came from).
- ✓ Did suspect remove victim's clothing or did the victim?
- ✓ Did suspect penetrate the victim's vagina?
- ✓ Does victim know if the suspect ejaculated? Where? Did suspect use a condom? (Evidence)
- ✓ List elements of other crimes.
- ✓ What has victim done since the attack (such as take a shower or change clothes)?

- ✓ List the hospital you took victim to and the examining doctor/nurse (list both as witnesses).
- ✓ Ensure that the correct authorities receive the Sexual Assault Kit.
- ✓ Can the victim and/or witness identify the suspect?
- ✓ Document details of the arrest (if made). DO NOT ADMONISH SUSPECT.
- ✓ Obtain contact number and address for the victim – including where the victim will be located over the next week.
- ✓ List your observations of the victim's injuries as well as such details as demeanor, clothing conditions, and whether there were signs of a struggle.
- ✓ Who took statements from the victim/witnesses?
- ✓ Ensure the victim's confidentiality.

SELF-INITIATED ARREST

- ✓ How did you become aware of the incident (on-view or dispatched)? If viewed, what were you doing at the time?
- ✓ Document details of information given by radio, including suspect description and location.
- ✓ Document exactly what you observed on arrival/on-view. Include suspect activity/description that gave you reasonable cause for detention (or probable cause for arrest).
- ✓ Document that you made a detention to investigate.
- ✓ Document reasons for cursory search for weapons. Possible reasons include time of day, whether you were alone, high crime/drug area, bulky clothing, hands concealed in jacket, not obeying commands, and/or outnumbered.
- ✓ Describe the cursory search techniques, if applicable, to locating weapon. Did your effort include the plain feel doctrine (did you believe the pat-down found illegal drugs)?
- ✓ If you felt a possible weapon, describe why it felt like a weapon and what kind of weapon.
- ✓ Document your recovery of the weapon.
- ✓ If you felt contraband, document how you knew it was contraband (for instance, citing your training or previous experiences). Remember you must have probable cause (the contraband) to arrest the suspect before recovering the contraband during the search (arrested in your mind) or the plain feel doctrine.
- ✓ Document the arrest and subsequent search.
- ✓ Document your admonishment of the suspect and results. If the suspect gives a statement, summarize it in your report.

ROBBERY

- ✓ When and how was the call received?
- ✓ Location of the victim and last known direction of the suspect.
- ✓ How did the victim first become aware of the suspect?

- ✓ Note any statements and acts of the suspect (be sure to use exact quotes).
- ✓ Did the suspect attempt to make a purchase (if a store robbery)?
- ✓ Note any suspect's demands and commands (be sure to use exact quotes).
- ✓ Was a weapon used? Describe it, including where it came from. Which hand was the suspect holding it in?
- ✓ Note the sequence of the loss. For example, did they take the wallet first, then the Rolex, then any jewelry?
- ✓ List the direction of flight (include the vehicle, if any).
- ✓ Can the victim identify the suspect or a vehicle?
- ✓ Document details of arrest if made. DO NOT ADMONISH SUSPECT.
- ✓ List injuries to the victim and what medical attention was given.
- ✓ Did someone take a statement? From whom? By whom? Identify each witness and obtain separate statements.

BURGLARY

- ✓ When and how was the call received?
- ✓ Who parked and locked the car or last left the dwelling?
- ✓ Who returned and found the car or dwelling? When?
- ✓ Describe how and when the suspect entered. What tool or object was used (such as foot, pry bar, or crowbar)?
- ✓ List area(s) searched and method (neat, messy, selective).
- ✓ List elements of other crimes committed.
- ✓ List probable point of exit and whether the suspect took the stolen items with him or her.
- ✓ Who secured the vehicle or building after you left?

SUSPICIOUS CIRCUMSTANCE – DEATH

- ✓ When and how was the call received?
- ✓ Who pointed out the body to you? What did they tell you? Take a statement.
- ✓ List detailed observations of body and scene.
- ✓ Who last saw the deceased alive? When? Where? Take a statement.
- ✓ Suicides – is there a note? Where?
- ✓ Document notifying supervisor and coroner.
- ✓ List name and serial number of deputy coroner. Include who took the body, note, and the receipt number.
- ✓ List exact addresses canvassed and results.

STOLEN VEHICLE

- ✓ When and how was the call received?
- ✓ Who parked the car? When? Was it locked?

- ✓ Who noticed the car missing? When?
- ✓ Did the victim give anyone permission to drive it?
- ✓ List the location of all keys to the car.
- ✓ Have the victim sign the CHP 180 form under penalty of perjury.
- ✓ Dust the rearview mirror for latent fingerprints – if fingerprints are visible.

CHILD SEXUAL ABUSE

- ✓ When and how was the call received?
- ✓ Interview the reporting party to determine how the child disclosed abuse or how the reporting party became aware of it.
- ✓ Ascertain from the reporting party the exact details the child provided about the offense.
- ✓ Determine from the reporting party the child's maturity level. Has the child made similar allegations in the past?
- ✓ Has the reporting party seen any physical signs of abuse?
- ✓ Does the reporting party know the suspect? If so, obtain the suspect's description information.
- ✓ Can the child identify the suspect?
- ✓ Ascertain if a child forensic interview would be needed.
- ✓ Contact the supervisor to determine if a medical exam will reveal any evidence. If so, document the name of the hospital and the name of the doctor. List the doctor as a witness.
- ✓ Ensure victim confidentiality.