

The Report Writing event challenges competitors to craft a detailed and accurate police report. Participants will base their reports on a simulated law enforcement scenario, focusing on clarity and conciseness.

Entry Requirements

- Competitors in this event compete individually, not as a team.
- Chapters can only register 3 individuals to compete.

Materials

Competitors can/should provide the following materials. Competitors are only permitted to bring in the below materials to the competition. TPSA does not provide the below materials.

Competitor Provided Materials

- **Legal Pad:** A blank legal size pad of paper, free of any notes or documentation.
- **Writing utensil:** A blue or black ink pen or pencil used to write notes.
- **Photo Identification:** Reference the rulebook (<https://tpsa.info/rulebook>) for details.

TPSA Provided Materials

- **Laptop Computer:** TPSA will provide laptops for competitors to write their reports on. Competitors should NOT bring a laptop or USB drive to their event.

Procedures and Timeline

- **Check In (10 min Time Limit):** Competitors must check in to their event at their designated **check-in time**. Competitors that arrive **ten (10) minutes** after their designated check-in time will be marked as no-shows and not be allowed to compete out of respect for the time commitment made by our Judges and Volunteers.
- **Pre-Event Briefing (5 min Time Limit):** After check-in, Competitors will be guided to the designated event area. Once there, the Moderator will provide a comprehensive briefing, detailing the event's instructions, rules, and procedures. This briefing ensures that each Competitor is well-informed and prepared for the subsequent stages of the competition.
- **Skill Assessment (60 min Time Limit):** The competitor will review information provided in a case file. This file may include hard copies of a call sheet, statements, images, and audio transcripts. The competitor will construct a police report utilizing their own formatting on a word document. The competitor will save their report on a USB drive and submit the drive to the judge for scoring. The report must be turned in on a USB drive or it will not be scored.
- **Evaluation and Scoring (120 min Time Limit):** After the completion of the entire event and all teams are done, judges will convene to assess each competitor's/team's performance based on a standardized rubric. This stage is conducted without the presence of the competitors. Judges will evaluate the criteria outlined in the rubric to ensure a fair and objective scoring process. Once all assessments are finalized, scores will be recorded for each competitor/team.

Rules

- **File Format and USB Drives:** The judge will review the report saved to the USB drive of each competitor and score the report in accordance with the scoring guidelines. USB drives will be returned after the conclusion of scoring. Files need to be able to be saved as a .doc, .docx, .pdf, or .txt format to be opened on Chromebook

Professional Dress Guidelines

To secure professionalism points, competitors should dress in attire that accurately reflects what professionals in the respective public safety careers would wear while performing the tasks associated with the event. Competitors are also expected to consult and follow the professional dress guidelines in the rulebook to qualify for points. Additionally, participation is contingent upon meeting all prescribed safety protocols.

Judge Qualifications

- Must be a certified Peace Officer who has written official police reports.

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Formatting						
Chronological Sequence The report is organized in chronological order to reflect the sequence of events.	0 The report is not organized in chronological order to reflect the sequence of events.	2 Less than 50% of the report is organized in chronological order to reflect the sequence of events.	4 At least 50% of the report is organized in chronological order to reflect the sequence of events.	6 At least 75% of the report is organized in chronological order to reflect the sequence of events.	8 The report is organized in chronological order to reflect the sequence of events.	
Objective Language The report is written in a neutral and objective tone, avoiding personal opinions, biases, or emotions. The report presents facts, observations, and statements accurately, without embellishment or speculation.	0 There is no attempt to write in a neutral or objective tone avoiding personal opinions, biases, or emotions.	2 Less than 50% of the report is written in a neutral and objective tone, avoiding personal opinions, biases, or emotions. The report presented facts, observations, and statements accurately, without embellishment or speculation.	4 At least 50% of the report is written in a neutral and objective tone, avoiding personal opinions, biases, or emotions. The report presented facts, observations, and statements accurately, without embellishment or speculation.	6 At least 75% of the report is written in a neutral and objective tone, avoiding personal opinions, biases, or emotions. The report presented facts, observations, and statements accurately, without embellishment or speculation.	8 100% of the report is written in a neutral and objective tone, avoiding personal opinions, biases, or emotions. The report presented facts, observations, and statements accurately, without embellishment or speculation.	
Spelling and Grammar Maintain proper grammar, spelling, and punctuation throughout the report	0 No attempt is made to maintain proper grammar, spelling, and punctuation throughout.	2 The report is less than 50% free of grammar, spelling, and punctuation errors.	4 The report is at least 50% free of grammar, spelling, and punctuation errors.	6 The report is at least 75% free of grammar, spelling, and punctuation errors.	8 The report is 100% free of grammar, spelling, and punctuation errors.	
Accurate Facts						

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Property Provide information regarding all relevant property including; evidence, damaged property, stolen property, and found property.	0 Did not provide information regarding the relevant property.	2 Provided less than 50% of the available information regarding all relevant property including; evidence, damaged property, stolen property, and found property.	5 Provided at least 50% of the available information regarding all relevant property including; evidence, damaged property, stolen property, and found property.	6 Provided at least 75% of the available information regarding all relevant property including; evidence, damaged property, stolen property, and found property.	8 Provided information regarding all relevant property including; evidence, damaged property, stolen property, and found property.	
Correct victim(s) description Provide all available victim information and descriptions, including but not limited to physical characteristics, clothing, name, address, DOB/age, and injuries.	0 Does not provide victim information.	2 Provides less than 50% of available victim information and descriptions, including but not limited to physical characteristics, clothing, name, address, DOB/age, and injuries.	5 Provides at least 50% of available victim information and descriptions, including but not limited to physical characteristics, clothing, name, address, DOB/age, and injuries.	6 Provides at least 75% of available victim information and descriptions, including but not limited to physical characteristics, clothing, name, address, DOB/age, and injuries.	8 Provide 100% of available victim information and descriptions, including but not limited to physical characteristics, clothing, name, address, DOB/age, and injuries.	
Correct witness information Provides all available witness information and descriptions, including but not limited to physical characteristics, clothing, name, address, DOB/age, and injuries.	0 Does not provide witness information.	2 Provides less than 50% of available witness information and descriptions, including but not limited to physical characteristics, clothing, name, address, DOB/age, and injuries.	5 Provides at least 50% of available witness information and descriptions, including but not limited to physical characteristics, clothing, name, address, DOB/age, and injuries.	6 Provides at least 75% of available witness information and descriptions, including but not limited to physical characteristics, clothing, name, address, DOB/age, and injuries.	8 Provides 100% of available witness information and descriptions, including but not limited to physical characteristics, clothing, name, address, DOB/age, and injuries.	
Officer Actions Provides all available information regarding officer actions on scene.	0 Did not provide information regarding officers' actions on scene.	2 Provides less than 50% of the available information regarding officer actions on scene.	5 Provides at least 50% of the available information regarding officer actions on scene.	6 Provides at least 75% of the available information regarding officer actions on scene.	10 Provides all available information regarding officer actions on scene.	

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Correct location/scene information Provide all available location/scene information and descriptions, including but not limited to address, business name, owner contact information, etc.	0 Does not provide scene/location information.	2 Provided less than 50% of available scene/location information and descriptions, including but not limited to address, business name, owner contact information, etc.	5 Provided at least 50% of available scene/location information and descriptions, including but not limited to address, business name, owner contact information, etc.	6 Provided at least 75% of available scene/location information and descriptions, including but not limited to address, business name, owner contact information, etc.	8 Provided all available scene/location information and descriptions, including but not limited to address, business name, owner contact information, etc.	
Correct suspect(s) description Provide all available suspect information and descriptions, including but not limited to physical characteristics, clothing, name, last known address, and DOB/age.	0 Does not attempt to provide suspect information and descriptions.	2 Provides less than 50% of all available suspect information and descriptions, including but not limited to physical characteristics, clothing, name, last known address, and DOB/age.	5 Provides at least 50% of all available suspect information and descriptions, including but not limited to physical characteristics, clothing, name, last known address, and DOB/age.	6 Provides at least 75% of all available suspect information and descriptions, including but not limited to physical characteristics, clothing, name, last known address, and DOB/age.	8 Provides 100% of all available suspect information and descriptions, including but not limited to physical characteristics, clothing, name, last known address, and DOB/age.	
Legal Elements						
Justification Articulate the justification and probable cause for any legal actions taken, such as arrests, searches, or use of force.	0 Did not articulate justification and probable cause .	2 Articulated less than 50% of the justification and probable cause for any legal actions taken, such as arrests, searches, or use of force.	4 Articulated at least 50% of the justification and probable cause for any legal actions taken, such as arrests, searches, or use of force.	6 Articulated at least 75% of the justification and probable cause for any legal actions taken, such as arrests, searches, or use of force.	8 Articulated the justification and probable cause for any legal actions taken, such as arrests, searches, or use of force.	
Laws, statutes, or ordinances Detail the applicable laws, statutes, or ordinances that pertain to the incident.	0 Did not attempt to detail the applicable laws, statutes, or ordinances that pertain to the incident.	2 Detailed less than 50% of the applicable laws, statutes, or ordinances that pertain to the incident.	4 Detailed at least 50% of the applicable laws, statutes, or ordinances that pertain to the incident.	6 Detailed at least 75% of the applicable laws, statutes, or ordinances that pertain to the incident.	8 Detailed the applicable laws, statutes, or ordinances that pertain to the incident.	
Professionalism						

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Professional Dress Presents a neat, professional appearance in attire consistent with any recognized industry standard for the career and event tasks. Team members reasonably match in color and style.	0 Attire does not reasonably reflect a recognized industry standard for the career and tasks, or team members do not reasonably match.		3 Attire reflects a recognized industry standard, but noticeable issues with neatness or how clothing is worn detract from professional appearance.		5 Appearance is neat and professional. Attire reflects a recognized industry standard, is worn properly, and reasonably matches among team members.	
Professional Behavior Maintains a professional demeanor, stays attentive and engaged, and communicates appropriately for the role and situation throughout the event.	0 Professional demeanor and role-appropriate engagement are not demonstrated.	1 2 Shows limited professional demeanor. Communication or engagement remains too casual or disconnected from the role.	3 Generally presents professionally, but communication, attentiveness, or engagement is inconsistent.	4 Maintains a professional demeanor, stays engaged, and communicates appropriately for the role.	5 Sustains a professional demeanor and attentive engagement throughout. Communicates with tact and adapts appropriately to the people and situation.	
Total Score: _____ / 100 pts						