FORMS -- Not properly filled out
- Missing contact information for (R/P)/ (V)/ (W)/(S)
- Improperly cataloged evidence
- Incorrect descriptors/abbreviations used

NARRATIVE:

- Abbreviations should be written out first and followed by the abbreviation. Thereafter the abbreviations may be used alone. i.e. Peace Officer Standards and Training (POST)

- Proofread – to find missing words, misspellings and inappropriate words that Spell Checker does not catch. i.e. to, two, or too bear or bare and their and there OR “see” instead of “seen” or “show” instead of “shown”

- GRAMMAR – incorrect verb tense; run-on sentences (R.O.); subject-verb agreement; misuse of possessive and plurals (i.e. the different meanings implied by: parents, parents’ and parent’s); inconsistent verb tense (same paragraph must be same verb tense); sentence fragments (incomplete sentences); too many contractions (it’s, there’s, don’t); incorrect or missing punctuation; incorrect words;
- Excellent
- Good
- Needs Improvement (OK for high school, not for college)
- Poor (Use the on-line writing center; use the tutoring center, buy a book on grammar)
- Atrocious (major problems, go to the English Lab, use the tutoring center)

- SPELLING -- Didn’t spell check
- Major frequent errors

- SIMPLIFY -- These are reports not fictional pieces or conversations.
- Delete extraneous words; simplify sentences.
- “Fuzzy” words used – Use definitive terms
- Write to explain not impress!

- INTRODUCTION – ALWAYS Day/Date/Time
- Day missing
- Date Missing
- Time Missing
- No Introduction
- What were you doing?/How did you get this call?

- BODY -- Chronological Order
- Your chronology missing
- R/P chronology missing
- Your actions not recorded

- STATEMENTS – Paraphrase statements
- Only directly quote when needed
- Statement quoted is incorrect

- FORMAT -- Sloppy printing
- Not blocked lettered
- Too much correction fluid
- Too many/sloppy strike-thrus