Sample Police Report

The text below is an example of a police report. Notice the following points about it:

- It is written in clear, simple English.
- Dates, times and other details are recorded as precisely as possible.
- The "register" (level of language) is formal. For example, there are no short forms such as "didn't" and no colloquial words such as "nicked". Similarly, the formal word "purchased" is used instead of "bought".
- The report is impersonal. The writer focuses on the events and the evidence, not on his own thoughts or feelings.

Case Number: ***VT 05/04/01/3462***

Incident: ***Vehicle Theft***

Reporting Officer: ***Constable René Artois*** Date of Report: ***06 February 2003***

At about 1040hrs on 5 April 2001, I met with Ms. Vanessa Kahn at 61 Southside Drive regarding a vehicle theft. Ms. Kahn said she parked her car by a parking meter outside Southside Shopping Centre at about 0945 hours and went into a nearby shop to return a faulty torch she had purchased the previous day. She said that when she returned to the leisure centre at about 1000 hours, she discovered her car was missing.

Ms. Kahn described her car as metallic silver, 2008, Audi Cabriolet A4 1.8 T S-line, with black fabric roof. Registered in the UK, the car registration number is GTL-682-P. She estimated the value of the car at €19,500 and said there were no distinguishing marks or items.

Ms. Kahn told me she locked the car, but she does not have the keys. She now believes she may have left the keys in the boot lock after removing the faulty torch from the boot. Ms. Kahn said she had not given permission for anyone to take her car, and she is up to date with her loan repayments.

I conducted a survey of the crime scene but found no items of evidence. I saw no broken glass in the area, and there were no items to retrieve or photograph.

I obtained a sworn statement from Ms. Kahn and provided her with the case number and Information Leaflet 99/07 ("What to do when your car is stolen"). I entered the vehicle into the station database as a stolen vehicle. I also searched the area but was unable to find the vehicle.