

**Los Angeles Police Department
LD18 Report Writing
EV5 Property Crimes
S16 Commercial Burglary Report**

Learning Activity #1

[18:VI:A:1,2:a:1,2,3,4,5,] [18:VI:A:2:b:1,2,3,4,5,6]

Purpose: This learning activity gives the student the opportunity to conduct an investigation, practice their interview skills, and practice writing their notes in preparation to write an investigative report.

Description: The recruit officers will be responding to a burglary investigation at 5651 W Manchester Ave, J's Liquor Store (2nd Floor Corner Market or any scenario room available). The "D" (*Market employee*) will be outside the market. (D) Arrived and observed that the front window of the market was smashed and the front door was opened. (D) observed that the inside of the location had been ransacked. (D) Then called his boss, the store owner, and then police. The store was locked and secured the night before by the store owner (RS) at 11:00PM; (RS) arrived at 6:00 AM to open. The cash register and \$165.00 in US currency was taken. Need two instructors to role-play the victim/store owner and store employee. Allow recruits to interview both parties and obtain the necessary information to complete a crime report.

Recruits should:

- Demonstrate proper radio communication
- Interview the victim / Witnesses
- Determine the crime
- Protect evidence and crime scene. (If any)
- Photographs
- Complete IR
- Give the victim a yellow copy – Marsy's card
- SID and other notifications – (if necessary)
- Leave business card.
- Be sure to include POE, method, instrument used, and property taken.

Choose 2 recruits to role play the role of the officers; one instructor will play the role of a victim/owner and one instructor will play the role of the employee.

The rest of the class will listen in and take notes to complete the report.

Set up the scenario on the 2nd floor, corner market scenario room. Simulate smashed window (POE). Use the attached victim information sheet for the scenario. After scenario is complete debrief the scenario.

Facilitated discussion:

Officer's performance; How do you think they did?

(Have the class critique and give suggestions what they would have done different)

Provide the class with any additional information so that they can complete the IR report. Allow the class to write the report in class. Face sheet and Narrative. Report will shall be completed and turned in by the next report writing class.

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Resources needed:

- 3 Radios
- Corner market scenario room.
- Fake broken glass

Key learning points:

- Interview skills
- Utilize the field officer notebook to capture what was reported by the clients.
- Be sure to get a complete and thorough explanation of the incident.
- Crime scene investigation

Time Allowed: 20 minutes.