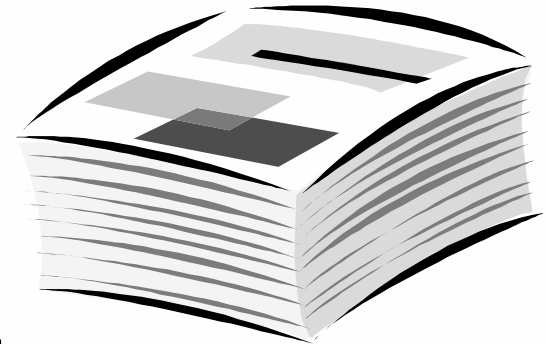


Private Investigation Seminars

Effective Report Writing



Presented by

John W. Cook, CPT

Ron Moore, CPT, CSL

N.R.T.S.

National Resource
& Training Services

National Resource & Training Services

365 South Ocoee Street, Cleveland, TN 37311

1-866-572-0142 ** NRTS.org



Why Do I Need Accurate Reports

1. Proof that You Were There

- **Keep Field Notes**
- **Photographs**
- **Video**



Why Do I Need Accurate Reports

2. Evidence for Court

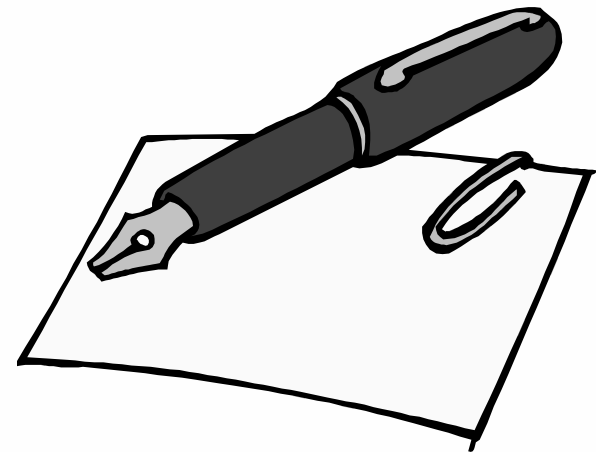
- **Report Can be Entered as Evidence**
- **Report Can Keep Your Client Out of Court Hearing**
- **The Official Report is Property of the Client**



Why Do I Need Accurate Reports

3. Liability

- **It Can Keep You out of Trouble**
- **Never, Ever, Falsify a Report**
- **Never Spice Up a Report**
- **Be Accurate**



Why Do I Need Accurate Reports

4. It is What You Are Paid to Do



- **Your Client Should Receive a Professional Looking Report**
- **Your Client Should Receive a Timely Report**
- **A Good Report and An Impressed Client Can Build Your Business**

What Should And Should Not Be In A Report

1. The Facts

- ✓ **Facts, Just the Facts**
- ✓ **Never Assume Anything**
- ✓ **Only Report What You Know, Not What You Think**
- ✓ **Use Everyday Language, Not Dragnet Lingo**



What Should And Should Not Be In A Report

2. Observations and Opinions

- ✓ Opinions In A Report Can Get You In Trouble
- ✓ Observations Is More Factual
- ✓ If It Didn't Happen, Say It Didn't Happen
- ✓ Your Opinion As A Professional Has It's Place



What Should And Should Not Be In A Report

3. Summary

- ✓ Summarize The Investigation In Two Or Three Short Paragraphs
- ✓ Hit The High Points And Refer to Investigators Report
- ✓ A Good Summary Is Important, It's the First Thing Most Attorneys Looks at



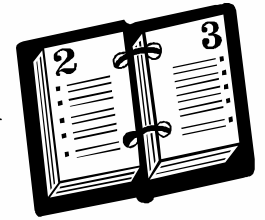
What Should And Should Not Be In A Report

4. Recommendations and Information Sources

- ✓ **Make Honest Recommendations Regarding The Progress Of The Case**
- ✓ **If The Case Is Going Nowhere, Tell the Client. We Can't Make Things Happen**
- ✓ **List All Information Sources...**
- ✓ **List All Witnesses, Phone Numbers and Addresses That Are Important To Your Client Or Their Attorney**

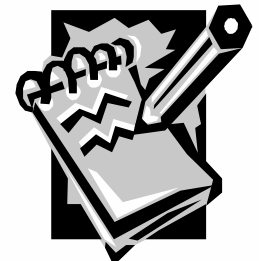
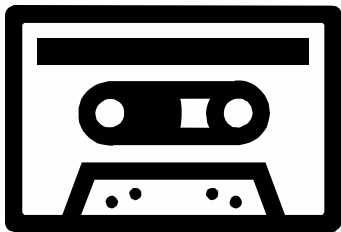


THE INVESTIGATOR'S LOG BOOK

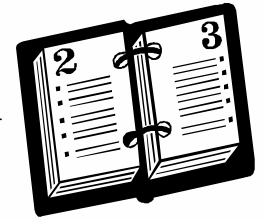


1. Why Do I Need One?

- **It's The Basis For Your Official Reports**
- **You Can Never Trust Your Memory**
- **You Can Make Use of a Hand Held Recorder**
- **Good Note Taking Makes For Great Reports**



THE INVESTIGATOR'S LOG BOOK



2. Is It A Legal Document?


- It Can Be If You Make It Part Of The File
- Notes Can Be Subpoenaed
- Do Not Write Down Anything You Would Not Want Seen



How To Format Your Reports

1. The Heading

- The Heading Should Include The Date
- Client's Name
- Case Name and Case Number
- And An Introduction



Cook & Associates, LLC
2700 Keith Street, Suite 5a
Cleveland, TN 37311

Phone: (423) 478-5250
Fax: (423) 478-5252

November 10, 2001

Case # 00455
Re: James Smith
Knoxville, Tn

This firm was retained by Tracy Goodwin on 11/04/2001 to do survey of Knoxville, Tn. James is the ex-husband of Tracy. The purpose determine if a female (Stacy) was staying overnight at James' residence children were present.

11/05/2001

10:30 am Left Cleveland, Tn en-route to Knoxville, Tn.

12:05 pm Arrived at 360 Cheatin Street, residence of Stacy Underwood. address was determined from tag # given us by our client. at the residence of James Smith, Sunday October. 18, 2001.

How To Format Your Reports

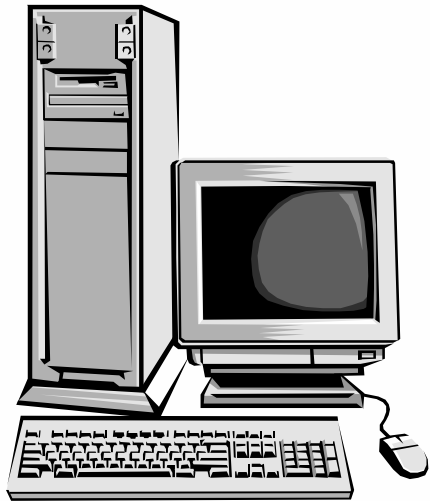
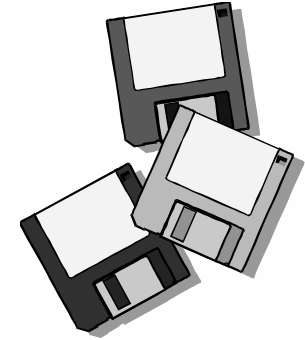
2. The Body



- The Assignment
- The Facts As Obtained By The Investigator's Reports
- The Summary
- Recommendations, Special Notes, Attachments, and Affidavits
- Keep it Professional and Legible

Software & Word Processing

Tools you can use



- ❖ Net Detective
- ❖ Microsoft Word
- ❖ Word Perfect, Suite 8
- ❖ Set Up Case Files and Save All Reports
- ❖ Scan Photos and Documents
- ❖ Proper Back-Up All Files



“Just the
facts ma’am”