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**Police Report Template**
**[Agency Name]**
**[Report Number]**
**[Date]**
**[Time]**
**[Location of Incident]**
**I. Incident Information**
- **Type of Incident:** [e.g., Burglary, Theft, Assault]
- **Date of Incident:** [Date]
- **Time of Incident:** [Time]
**II. Reporting Officer Information**
- **Officer Name:** [Officer's Full Name]
- **Badge Number:** [Badge Number]
- **Division/Unit:** [Division/Unit Name]
**III. Involved Parties**
- **Complainant:**
  - Name: [Complainant's Full Name]
  - Address: [Complainant's Address]
  - Phone Number: [Complainant's Phone Number]
- **Suspect(s):**
  - Name: [Suspect's Full Name] (if known)
  - Address: [Suspect's Address] (if known)
- **Witness(es):**
  - Name: [Witness's Full Name]
  - Address: [Witness's Address]
  - Phone Number: [Witness's Phone Number]
**IV. Narrative**
[Detailed description of the incident, including what occurred, how it
occurred, and any actions taken by the officer or other parties involved.
Include any observations made, evidence collected, or statements taken.]
**V. Evidence Collected**
- [Description of evidence, e.g., photographs, physical evidence, etc.]
- [Location of evidence, e.g., "Evidence placed into property locker
#123."]
**VI. Action Taken**
- [Description of any arrests made, citations issued, or other actions
taken by law enforcement.]
**VII. Follow-Up Information**
- [Details about any additional follow-up required or scheduled,
including any case numbers or assigned investigators.]
**VIII. Officer's Signature**
- **Signature:** [Officer's Signature]
- **Printed Name:** [Officer's Printed Name]
- **Date:** [Date of report completion]
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**End of Report**
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