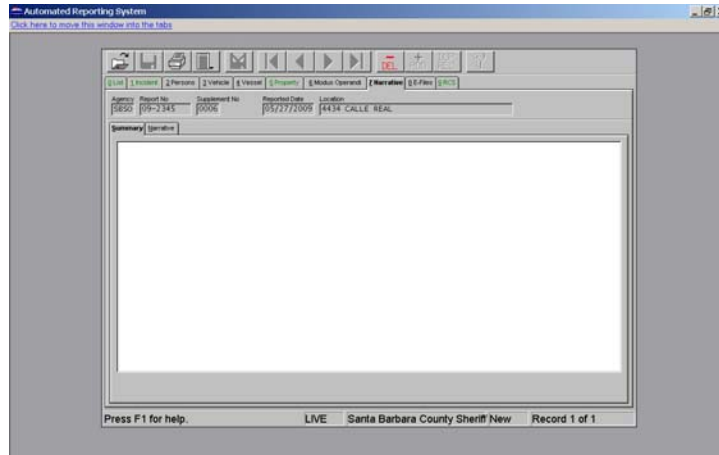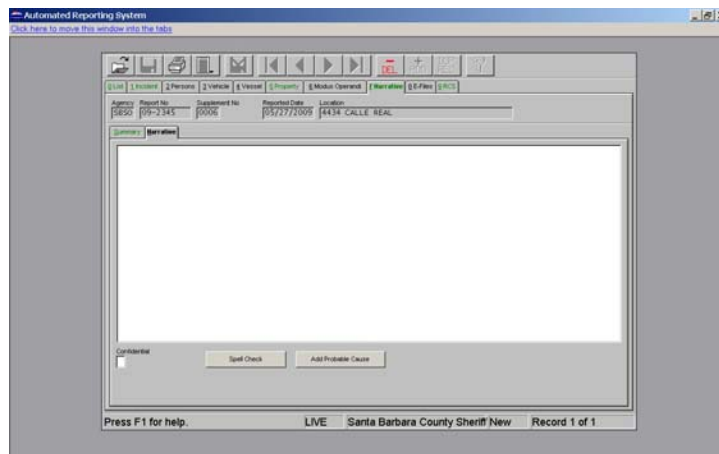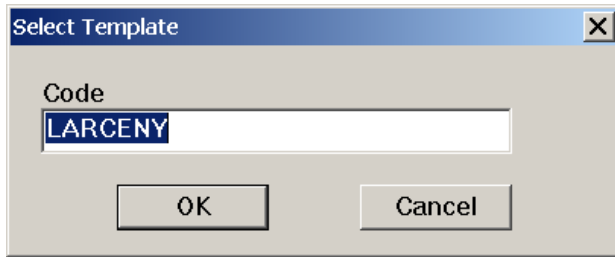# Narrative

There are two types of narrative that should be entered for every report – we will refer to one as the *investigation* narrative and the other as the *summary* narrative. The summary narrative should contain only that information that establishes the basis for the investigation or incident (ie: corpus delicti, incident type) as it will be available to the public.

The investigation narrative is used to file the case and/or prepare the initial investigation for detective follow-up. It should contain sufficient detail to support the police work that it represents while not having to reiterate elements already in entered into the data fields.

Narrative

Select Template

Code

LARCENY

OK   Cancel

Templates can be developed to provide a consistent structure for common types of offenses and charges. To learn if a specific template has been created, right-click in the narrative box and choose *Load Narrative Templates.* This will bring forward a pop-up box where you enter the report type name to query the template list. New templates will be created at the recommendation of the Report Writing Committee and with the sanction of the Records Bureau.