



Incident Report Writing

Revised 09-2018

Purpose: To encourage criminal justice students to improve their report writing, organizational, spelling, and grammar skills, used in public service reports.

Description of Event: Participants will be given a pre-chosen written description of an incident. With this description of an incident, the students will be required to complete an incident report, using the FPSA incident report provided to you.

Limit: 3 students per chapter

Dress Code: Appropriate dress to include; business attire, chapter uniform or other attire appropriate for the competition, or as directed by your chapter advisor.

Rules:

1. The Chairman of the competition will provide the following:
 - a. One copy of the FPSA incident report
2. The participant will provide the following:
 - a. Dictionary
 - b. Florida State Statute book
 - c. Writing implements (*pens, pencils, erasers, white-out, rulers, etc.*) are the responsibility of the participant.
3. This is an individual competition and therefore, no talking or note passing will be permitted.
4. The competition will conclude in two hours. If a participant finishes prior to that time, he/she is to
 - a. return all materials to the front of the room,
 - b. check out with a monitor
 - c. leave the competition
5. Any communication by a participant must be directed to a monitor by the upraised hand.
6. No participant will be allowed to participate at a time other than the published time for the event.
7. A participant may be disqualified at any time by a monitor for violation of the rules for this competition.
8. All the scenarios are identical.
9. The FPSA incident report form will be the only accepted form used for this competition.
10. Participants will use their charter number with the competition year as the offense report number. For example, 2017-00101.
11. If a participant leaves the area prior to completion, he or she will be considered finished and not allowed to re-enter. **There are no exceptions.**
12. **No cell phones or other electronic devices, including an Apple Watch, are allowed in the possession of the student while they are competing. Students found to be in violation will be immediately disqualified.**

Required Personnel:

One Chairman
One Moderator

Florida Public Service Association, Inc.



Courtesy Corps Members



Incident Report Writing Scoring Guidelines

Revised 01-2014

Name of Participant	_____	Final Score	_____
Competition Order Number	_____		
Judge's Name	_____	Judge's Signature	_____
Judge's Name	_____	Judge's Signature	_____

Points Values

Excellent =16-20

Superior =11-15

Good =6-10

Poor = 0-5

	Skill	Score
1	Probable cause established	_____
2	Organization	_____
3.	Completeness	_____
4.	Neatness	_____
5.	Grammar	_____
	Total points	_____



Incident Report Writing Judge's Winner Sheet

1st Place School

Student

2nd Place School

Student

3rd Place School

Student

4th Place School

Student

5th Place School

Student