

**POLICE MISCONDUCT REPORT**

submitted to attorney \_\_\_\_\_ in anticipation of litigation

- **If you don't know the answers** to some of the following questions, **leave the box blank**. It's okay if you didn't see every single thing.
- **Don't guess!** Even one false answer can ruin your whole report, because people assume that if one answer is wrong, then none of your answers are trustworthy.
- If a question concerns **locations or distance**, **go back to the scene and check**.

**ABOUT YOU**

Today's date:

Name:

Email:

Address:

Phone numbers:

**ABOUT THE INCIDENT**

Date of incident:

Time incident began:

Time incident ended:

Exact location of incident:

**ABOUT MEDIA WITNESSES**

If there were reporters, photographers or videographers present, give names, descriptions, phone numbers, emails, and media organization.

**ABOUT OTHER WITNESSES**

Description, name, address, email and phone numbers:

If the incident involved more than one police officer or victim, use additional copies of this page. For example, if there were two officers, you would need one extra copy of this page. If there are more than one victim or officer, and you don't know their names, call them victim-1, victim-2, victim-3, or officer-1, officer-2, officer-3, etc.

<b>ABOUT THE VICTIM</b>	
Name:	Email:
Address:	
Phone numbers:	
Gender:	Age:
Race:	Complexion:
Height:	Weight:
Hair (color, type, style):	Facial hair:
Glasses:	Voice (high/low, accent):
Marks, scars, tattoos:	Disabilities:
Clothing:	

<b>ABOUT THE OFFICER</b>	
Name:	
Organization:	
Badge number:	Rank:
Gender:	Age:
Race:	Complexion:
Height:	Weight:
Hair (color, type, style):	Facial hair:
Glasses:	Voice (high/low, accent):
Clothing/uniform, weapons:	
Vehicle (make, markings, license):	

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Hair (color, type, style):	Facial hair:
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<b>ABOUT THE OFFICER</b>	
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Organization:	
Badge number:	Rank:
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Race:	Complexion:
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Hair (color, type, style):	Facial hair:
Glasses:	Voice (high/low, accent):
Clothing/uniform, weapons:	
Vehicle (make, markings, license):	

**COMMANDING OFFICER**

Name:

Organization:

Badge number:

Rank:

**ABOUT WHAT LED UP TO THE INCIDENT**

What happened leading up to the incident? What was going on when police arrived? What did the victim do? What did the officer do? What did they say?

**ABOUT OFFICIAL ORDERS**

Were orders given (to disperse, to lie down, etc.)? Who issued the order and exactly what was it? Did you or others have trouble hearing the order? If so, why?

**ABOUT WHAT HAPPENED DURING THE INCIDENT**

What did the officer and victim say during and after the incident? Did you hear the officer use swear words or hate speech (racist, sexist or anti-gay words)? Did the officer say anything that was rude, unfair or untrue? What tones of voice did people use?

Did the officer ask permission to search any person or place (bag, car, home)? How did the victim respond? What did the officer do then?

Did you see violence? Who was involved? What kind of violence was used (slap, punch, kick, arm-twisting, chokehold, pepper spray, nightstick, gunshot)? How many times was the victim struck? What part of the body was targeted? What position was the victim in (standing, bent over, kneeling or lying down)? Was the victim handcuffed or being held down?

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**ABOUT WHAT HAPPENED DURING THE INCIDENT**

(continue from previous page)

**ABOUT PROPERTY**

Was anyone's property damaged or taken away? When and how?

**ABOUT WRONGFUL SEARCHES OR ARRESTS**

Did the officer search the wrong person or place (car, home)? Was the wrong person arrested? Was there a warrant? What person or place was specified in the warrant?

**ABOUT INJURIES TO VICTIM**

What were the number and location of the victim's injuries (scrapes, bruises, cuts, sprains, broken bones, bullet wounds)? If the victim died, where and when did it happen?

Describe any ambulance or medical staff which came (name, license plate, i.d. number):

Name, address and phone numbers of anyone with photographs or videotape of the victim's injuries (during or after the incident):

**ABOUT THE SCENE**

Go back to the scene of the incident and draw a diagram of the area. Show where you were during the incident. Show where the victim and officer were. Put in other landmarks like: signs, parked cars, fences, benches, etc. Use arrows to show where people moved.