**Report Writing Quiz Key**

1. Observation
2. Provides a source of information (factual record)
3. Helps a department stay organized
4. Allows passing of the case from one officer to another/administrative necessity
5. Initial report
6. Supplemental report
7. Attachments to reports
8. Lays the foundation for the case/begins the investigation
9. Arrest report
10. Incident report
11. Offense report
12. Incident report
13. Offense report
14. Supplemental report
15. Attachment of reports
16. Narrative
17. Clear and complete sentences
18. Proper grammar
19. Good descriptions
20. Four corners rule