

Features of an incident report.

- 5Ws (Who, What, Where, When & Why)
- Past tense
- Third person recount
- Facts and information only- no personal opinion
- Chronological order and conjunctions of time
- Paragraphs
- Formal tone and vocabulary
- Technical language depending on context
- May contain quotes from witnesses





When? _____

Who? _____

What? _____

Where? _____

Why? _____



Police Incident Report – Attending Officer

Reporting officer: Police Constable Laura Harris

Case Number: 234851

Location: Kranky Farm

Date of incident: 23/03/19

Incident: Strange activity above the roof of a building at Kranky Farm.

Date of report: 24/03/19

Reported Events:

I got a call on my radio from Angela who was concerned about weird activity coming from the property next to hers. So I drove up to the farm and parked up in front and saw a young boy named George. I asked him what had happened and he started to speak but it took ages for him to tell me the full story. He sounded a bit worried and what he said was very unusual. George told me that he gave his Grandma some medicine when she suddenly started to float weirdly above her chair. Then, he said that she shouted “I’m on fire!” to him and that smoke came out of her ears so he got her a nice drink of cool, refreshing water. After that, George said his Grandmother’s tummy began to get really big and that her faced turned weirdly purple and green. Next, his Grandmother stood up for the first time in years and that she began to grow into the roof. At that point, I looked up to the roof myself and saw the awesome sight of the head and shoulders of George’s Grandma from the rooftop. She was very happy and content and screamed, “Who called the cops?” really, really loudly and rudely.



Police Incident Report – Attending Officer

Reporting officer: Police Constable Laura Harris

Case Number: 234851

Location: Kranky Farm

Date of incident: 23/03/19

Incident: Elderly woman trapped in the roof of a building at Kranky Farm.

Date of report: 24/01/19

Reported Events:

On the morning of Saturday 23rd March 2019, at approximately 12 midday, I was called by a Mrs Angela Simpson who reported an incident concerning the Kranky Farm, which is a property that neighbours hers. Upon arriving at the scene, I was met by a boy aged eight and named George Kranky. He was stood looking up at the roof and appeared agitated. He was the only person I initially noted being present at the scene at the time. George proceeded to explain that he witnessed a woman, identified as his grandmother, become lodged in the roof of the house. He informed me that he had been given his grandmother her daily medicine at 11 'o'clock that morning when she suddenly became unable to speak and allegedly began to levitate above the chair she had been sitting in. Then, George proceeded to tell me that she had shouted, "I'm on fire!" to him and that smoke had come out of her ears so he got her a drink of water. After that, George alleged that his Grandmother's stomach began to expand and that her faced turned purple and green. Allegedly, his Grandmother stood up for, as described by George, "The first time in years." Next, George stated that she began to grow up to the ceiling and on up into the roof. As I began my initial line of enquiries, George pointed up to the roof and I observed the head and shoulders of an elderly woman protruding from the rooftop. Despite her position, she appeared unharmed and shouted, "Who called the cops?"

