INVESTIGATIVE

WORKSHEET

Completed by: _____

Rockville City Police Department
Investigative Worksheet

Date _____ Case # _____

Type of incident _____

Location of incident _____

Primary officer _____ Time Arrived _____

Scene Supervisor _____ Time scene secured _____

Entry / exit route _____

Investigator _____ Time Arrived _____

Investigator _____ Time Arrived _____

Investigator _____ Time Arrived _____

Evidence technician _____ Time Arrived _____

Watch Commander _____ Time Notified _____

Other officers on the scene	Car #	ID #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MCC Deployed ____ Yes ____ No Operator _____

Fireboard unit(s) #

_____ _____

_____ _____

Victim	Sex	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Victim location on scene / hospital / other

_____

Witness Name - contact information	Written Statement Yes or No
_____	_____
_____	_____
_____	_____
_____	_____

	Suspect #1	Suspect # 2
Name	_____	_____
Race	_____	_____
Sex	_____	_____
Height	_____	_____
Build	_____	_____
Hair	_____	_____
Eyes	_____	_____
Clothing	_____	_____
	_____	_____

Weapon

____ Firearm _____ Type _____ Color ____Edged Weapon ____ Other

_____

Vehicle

Make _____ Model _____

Plate _____ Color _____

Style _____

Any other description _____

Crime scene diagram ____ Yes ____ No

Photos Taken by whom

_____ _____ _____ Still _____ Video

_____ _____ _____ Still _____ Video

_____ _____ _____ Still _____ Video

_____ _____ _____ Still _____ Video

Neighborhood canvas ____ Yes ____ No

Completed by Date Time

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Time scene broken down _____

Time last officer left scene _____

Immediate follow up activities

_____

_____

_____

Web page completed _____

NCIC / MILES check _____

CCH check _____

CAD unit history _____

Evidence packaged location _____

_____

_____

Initial report completed ____ Yes ____ No Date _____