
INSTRUCTIONS FOR DOCUMENTING ACTIVITY ON CITIZEN REPORTING LOG

The Citizen Reporting Log is used for documenting specific events that are observed at a residence where illegal drug activity is suspected. All documented information has to be specific and factual. Conclusions cannot be used by Law Enforcement to establish the required level of probable cause to obtain a search warrant. Document exactly what you see, not what you think is happening.

Examples of what is meant are as follows:

DO NOT WRITE

A drug deal occurred on the front porch

Visitors look like drug dealers or users

15 cars visited the residence over a Two-week period.

DO WRITE

The resident (name or description) placed something into the hand of visitor while standing on the front porch. Write down what both people did next; go inside, leave, etc. What did the visitor do with the object? Did they look nervous, look around, etc.?

Describe what the people looked like (name if known, race, sex, approx. age, appearance, etc.), how they were dressed and their behavior.

If possible, list the month, the day and times individual vehicles arrived and departed, the license number and a description of the vehicle. To include if the vehicle was left running, if the driver goes in house leaving passenger in vehicle, if the visitor parks a block away and walks to house, etc.

Constant documentation over a substantial period of time is important. Drug investigations are often very time consuming. Federal and State courts hold Law Enforcement to a strict standard to establish the probable cause necessary to obtain a search warrant.

During the investigation, detectives when practicable, will conduct surveillance of the suspected residence. Unless notified you will not be aware of when or how it occurs.

If a LINT Drug Activity Indicator Report has been included it can be filled out where applicable and returned with your completed Citizen Reporting Log(s).

Remember, if referenced to in an Affidavit, reporting logs can be viewed by the suspect(s) and their Lawyers so do not add personal information or comments on the reporting log that would identify yourself, family members and / or your address.

Completed forms can be mailed to: LINT, PO Box 947, Newport, OR, 97365 or Dropped off at the Oregon State Police Office at 52 NE 73rd St., Newport, OR or Faxed to (541) 265-8243. If you have any questions please contact a LINT detective at (541) 265-8101. Thank-you in advance.