

The CLEAR-PC checklist

One pass to run before you submit

- ☐ **C Chronology**
Events in the order they actually happened, with consistent times.
Dispatched 1402, arrived 1409, contacted V1 at 1411.
- ☐ **L Legal elements**
Every element of the offense supported by a stated fact. RAS and PC articulated with specific observations.
- ☐ **E Evidence and exhibits**
Each item described, located, and tracked through every chain-of-custody handoff.
- ☐ **A Actions and articulations**
Every detention, search, and use of force paired with the facts that justified it, not conclusory labels.
- ☐ **R Roles and IDs**
Every person labeled (C1, V1, S1, W1, RP) with full identifiers: name, DOB, address, contact.
- ☐ **P Public vs. internal separation**
Sensitive details in the internal narrative per agency policy, not the public-facing version.
- ☐ **C Clarity pass (the Four C's)**
First person, past tense, active voice. Clear, concise, complete, correct. Names, dates, times double-checked.