Guidelines for Documenting Violations

In order for law enforcement authorities to respond to a reported violation in a timely manner and to successfully apprehend and prosecute violators, certain information is critical. This information must be accurately documented and reported to authorities immediately.

REMEMBER: WITNESSES SHOULD NOT APPROACH OR CONTACT VIOLATORS.

The following list is provided as a suggested guideline for obtaining and documenting necessary information. Not every element below will pertain to a given incident. Also, other elements may be appropriate that are not listed here.

1. Type of violation (What):
2. Date of violation (When):
3. Time of violation (When):
4. Location of violation (Where - be precise):
5. Responsible Party (Who – provide names and detailed descriptions of people involved in potential violation (gender, ethnicity, age, height, weight, hair, clothing, etc.)):
6. Type of equipment used in violation:
7. Boat or Aircraft characteristics (if a vessel is involved)
    - Identification/license numbers:
    - Name/Home Port:
    - Color(s):
    - Length:
    - Type (e.g. sailboat, cabin cruiser, cargo ship, jet ski, helicopter, single-engine plane)
    - Other unique design characteristics (e.g. special markings, cranes, towers, booms, lights, etc.):
    - Last known direction headed:
    - Speed (approximate):
8. Behavior of any animals affected prior to, during, and after incident:
9. Weather on scene:
10. Sea conditions:
11. Photographs/Video taken or available:
12. Description of violation or comments: