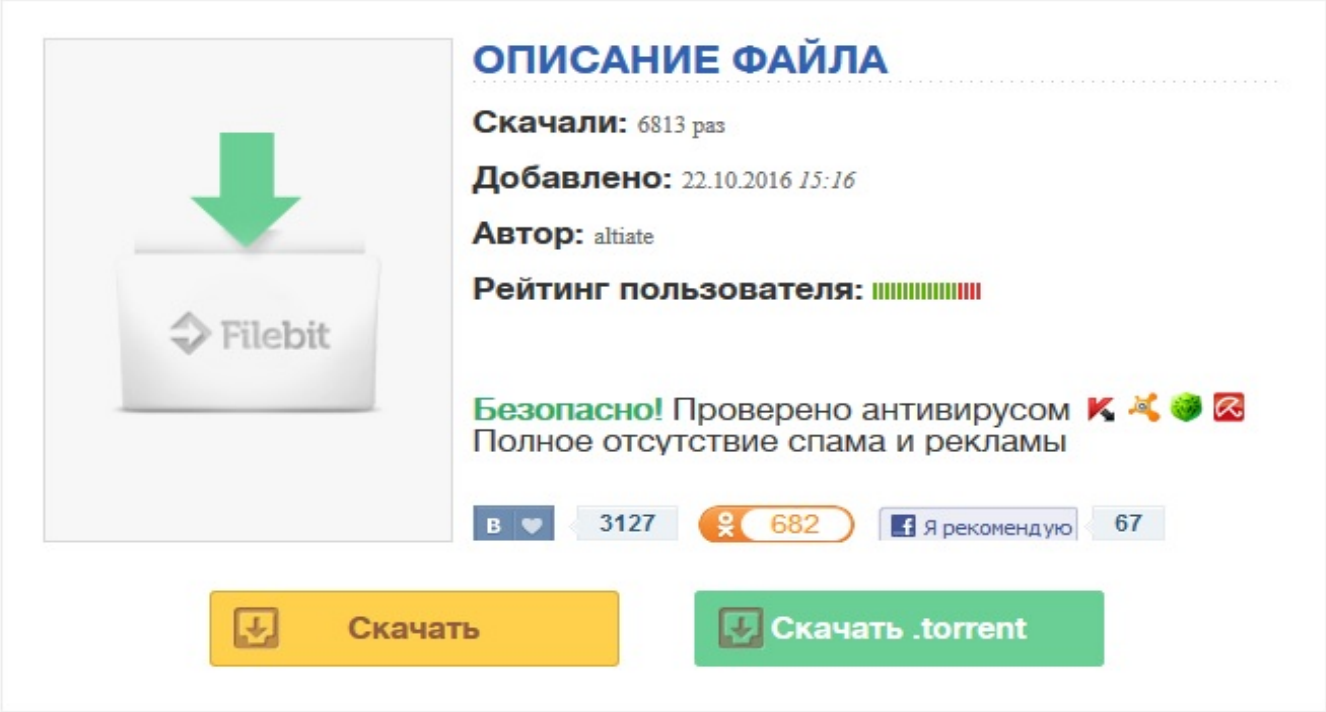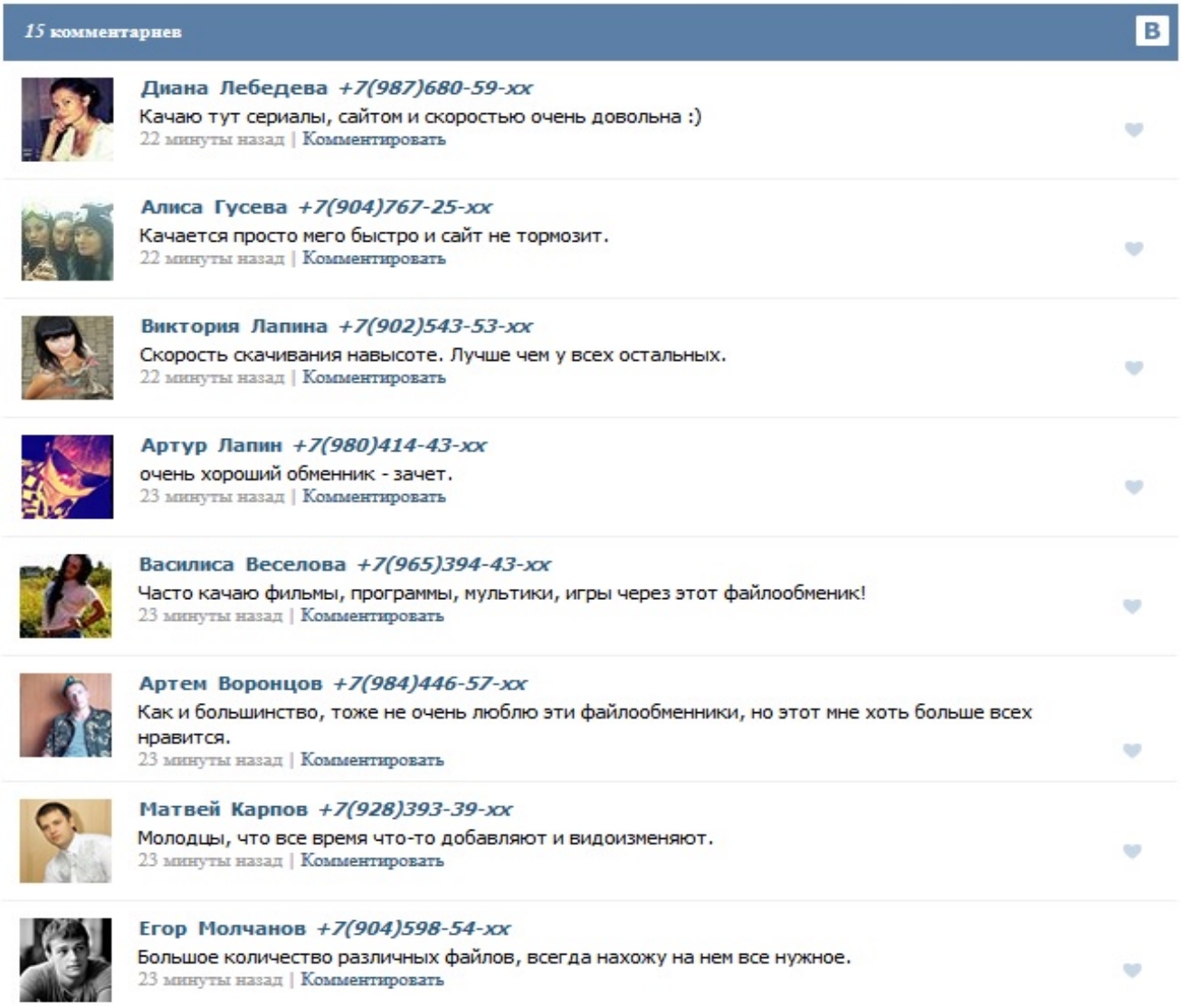как писать объяснение в полицию образец