



Law Enforcement Training Advisory Commission

840 S. Spring Street, Suite B • Springfield, IL 62704

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Bruce Liebe, Director

Professional Report Writing for LE Officers 1 Day

Funded in the Partnership with the Illinois Law Enforcement Training and Standards Board

DATE: January 19, 2026

TIME: 8:00am – 4:00pm

LOCATION: LETAC – 840 S. Spring Street, Ste B., Springfield, IL 62704

INSTRUCTIONS: Jan Mirikitani

NON-MEMBER FEE: \$80.00

Meets Illinois Mandates: Constitutional Use of LE Authority (1hr), Cultural Comp (1.50hrs), Human Rights (0.50hrs), Procedural Justice (2hrs) & Lead Homicide Investigation (8hrs)

COURSE OVERVIEW: Officers read & evaluate several reports in class. Realizing agencies are hiring lateral officers whose literacy skills are lacking. This course will cover the three cores of how to write a strong LE narrative from notetaking, review of body & dash cam tapes, composing the rough draft, to final copy proofed & edited.

COURSE GOALS: The course includes a 4-hour block on good writing skills, addressing grammar issues that cause confusion, contradictions, & misrepresentations in police reports. The block covers coherent paragraphs with clear transitions, sentence types & structures, 8 parts of speech, & punctuation marks. It clarifies confusing pronouns, ambiguous police jargon, & how the passive voice of the verb breaks the evidence chain of custody. It clarifies what to quote & how to do it. Everything is wholly tied to Police Report writing.

Attendees should bring 2 samples of well-written agency reports: one report should be a crime against property, the other a crime against person(s).

TO REGISTER: Email registration to register@letac.org. You may also fill out and submit our online registration form through the website at www.letac.org or call 217-726-7014 to register by phone. **MTU #10 member agencies will be given registration preference until seven days prior to the date of class. After that date, registrations will be taken on a first-come, first-served basis, regardless of MTU status. We cannot accept registrations from individual officers. All registrations must go through your Chief, Sheriff, or department training office, even if you are attending class on your own time.**

CANCELLATION: If a class must be canceled for any reason, every effort will be made to do so at least 2 weeks before the class is scheduled to begin.

Illinois Law Enforcement Training & Standards Board Mobile Team Unit #10

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