



## Law Enforcement Training Advisory Commission

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

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Bruce Liebe, Director

# Writing Effective Search Warrants; Report Writing & Effective Courtroom Testimony

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

**DATE:** March 16, 2026

**TIME:** 8:00am – 4:00pm

**LOCATION:** LETAC- 840 S. Spring Street, STE B., Springfield, IL 62704

**INSTRUCTIONS:** Jeff Pavletic – Attorney at Law

**NON-MEMBER FEE:** \$80.00

**Meets Illinois Mandates: Civil Rights (3hrs) and Legal Updates (2hrs).**

**Specialty: Lead Homicide Investigator (8hrs)**

**COURSE OVERVIEW:** This multi-disciplinary training course for law enforcement officers will cover specific detailed writing for search warrants from drafting affidavits to testifying in a suppression hearing. This course will also cover the do's and don'ts of writing police reports to avoid problems in court. Finally, this course will teach officers how to properly prepare for court and present physical and testimonial evidence at trial.

**COURSE OBJECTIVES: Search Warrants** – Drafting Affidavits, Informant Affidavits, Hearsay, Probably Cause, Omissions, Execution, Timelines, Knock & Announce/No Knock Warrants, Inventory & Return.

**For Report Writing** – Disclosure, Duty to Disclose, Officer Personnel Files, Dangers of Poor Report Writing, Keys to Well-Written Report and Report Checklist.

**Courtroom Testimony** – The New Orleans Story, Attorney Rules & Ethics, Understanding Defense Attorneys, How to Prepare for your Testimony, How to Testify at Trial and Cross Examination.

**TO REGISTER:** Email registration to [register@letac.org](mailto:register@letac.org). You may also fill out and submit our online registration form through the website at [www.letac.org](http://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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