Law Enforcement Training Advisory Commission

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

Phone (217) 726-7014 • Fax (217) 726-7833 • Email Register@letac.org • Website www.letac.org

Bruce Liebe, Director

Professional Police Report Writing – 16 Hrs.

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

DATE: *March 24-25, 2027*
TIME: *8:00am – 4:00pm*
LOCATION*: LETAC*
INSTRUCTIORS: *Jan Mirikitani, MBBW, LLC*
NON-MEMBER FEE: *$0.00*
REGISTRATION LIMIT*: 20*

Meets Illinois Mandates: Civil Rights (0.50hrs), Constitutional Use of LE Authority (0.50hrs), Cultural Comp. (1.50hrs), Human Rights (0.50hrs), Procedural Justice (4.00hrs) and Lead Homicide Investigator (16.00hrs)

COURSE OVERVIEW: Attendees will discuss all aspects of police report writing from dispatch to information gathering: Officer's initial observations of victim & scene, statements & interviews, documenting persons on scene, & quality canvass. They will discuss how building community trust in daily contact aids cooperation & building strong cases. They will also discuss how local demographics can impact gaining cooperation, statements & conducting victim & witness interviews. They will examine clear, accurate, chronological writing & the role of proofing & editing.

LEARNING OBJECTIVES:

1. Impact of the first responding officers report on finding leads, investigation, prosecution, justice for the victim, the department's reputation & officer liability.
2. Five core characteristics of a creditable police report.
3. Professional communication skills: Observe, Elicit, Assess & Documentation
4. Officer's knowledge of diversity builds trust towards getting statements & successful interviewing of victims, witnesses & possible suspects.
5. Documenting reasonable suspicion to probable cause: does content match the charges
6. How note-taking methods impact content accuracy & quotations
7. Crime scene: How to work it, documenting evidence handling, processing (packaging, photographs, diagrams)
8. Chain of Custody: When to call detectives/crime scene units.
9. Use quality department report cut & paste statements
10. Use quality agency reports as blueprints for felony & misdemeanor crimes

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. **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. All registrations must go through your Chief, Sheriff, or department training office, even if you are attending class on your own time.**