



## Law Enforcement Training Advisory Commission

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

Phone (217) 726-7014 • Fax (217) 726-7833 • Email [letac@mtu10.com](mailto:letac@mtu10.com) • Website [www.letac.org](http://www.letac.org)

JT Wooldridge, Director

# Report Writing

February 27-28, 2023

8:00 a.m.-4:00 p.m.

## Richland Community College

One College Park Way

Decatur, IL

[Shilling Education Center \(main campus\)](#)

***Approved Mandates for this course: Constitutional Use of LE Authority (1hr), Cultural Competency (1.5hrs), Human Rights (.5hrs), Procedural Justice (2hrs) and Lead Homicide Investigation (16hrs).***

**Instructor:** Jan Mirikitani, has been a law enforcement trainer since 1989 and teaches on the municipal, state, and federal levels. Her B.S. degree is in English. Her M.A. is in Organizational Communication & Psychology. She has consulted with multiple federal, state, & municipal agencies providing leadership, coaching, & mentorship succession training, strategic planning, character-driven professionalism, & leadership development skills. She has been a key-note speaker & trainer for state, regional, & federal conferences.

**This course includes:**

1. Officer's accountability for accuracy, clarity, conciseness, chronological order, & legal completeness.
2. A definitive explanation of the 5 W's & I H, and how a Sergeant can tell what the Officer did/did not do on scene (work ethic & process).
3. Why writing clear chronological order matters for justifying the Officer's actions on scene, establishing a timeline with victim(s), witness(es), suspect(s).
4. How a Sergeant can tell if the Officer knows the law and city ordinances by what is in the narrative.
5. Clarifying the Officer's justification for actions on scene/during the investigation.
6. Why an agency needs documentation for dispatched Officer incident response that is not a crime.
7. Significance of Officer's initial observations of scene & victim.
8. Officer's skills in taking verbal to written statements & with clear documentation.
9. Officer's interview skills using question types & documentation.

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

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10. Officer's investigative efforts to identify Elements of the Crime. Students given content list of what is needed for specific crimes.
11. Officer's canvass methods & documentation to pursue a lead.
12. Officer's collection & documentation of physical & perishable evidence.
13. Use of well-written narratives as blueprint templates for specific incidents versus the legal consequences of cutting & pasting reports.

Officers read & evaluate several reports in class based on the above & practice 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 note-taking, review of body & dash-cam tapes, composing the rough draft, to final copy proofed & edited.

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, & 8 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 a crime against property, one a crime against person(s). These reports will be used by them to practice what is taught in class on #13. We will discuss 3 ways to use old reports to aid writers.

**Non-Member Tuition:** \$160. Non-Member tuition shall apply to civilians, officers from State/Federal agencies, and officers from Local Law Enforcement agencies which are not a member of any MTU. Tuition will be invoiced to departments upon course completion. If a pre-registered student from a Non-Member agency fails to attend training, and the agency fails to provide advance notice within 7 days of the start date of that class, the agency will be invoiced the entire amount of the student's tuition.

**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 (be sure to include all pertinent information). ***MTU #10 local member department officers 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. However, there are circumstances where last minute cancellation is out of our control. All officers who have been registered for training will be contacted at the email address given at registration, so please be sure to provide an email address which is checked often. Cancellations will also be posted to our mailing list and our Facebook and Twitter accounts.

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