



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 • Website www.letac.org

JT Wooldridge, Director

Writing Effective Search Warrants; Report Writing and Effective Courtroom Testimony

August 9, 2023

8:00 a.m. – 4:00 p.m.

Lincoln Police Department

710 5th Street, Lincoln, IL

This course is ILETSB approved and certified for the following mandates:

Civil Rights (3hrs), Legal Updates (2hrs) and Lead Homicide Investigator (8hrs) & Use of Force (2hrs)

Course Overview:

This multi-disciplinary training course for law enforcement officers will cover specific detailed writing for search warrants from drafting affidavits to testifying 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.

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

Serving the Counties of Christian • Dewitt • Logan • Macon • Mason • Menard • Montgomery • Sangamon



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SEARCH WARRANTS:

- Drafting Affidavit
- Informant Affidavit's
- Hearsay
- John Doe Warrants
- Descriptions of places-persons-items to be searched
- Probable Cause
- Anticipatory Search Warrants
- Misrepresentation of Facts
- Omissions
- Discovery
- Judicial Approval
- Telephone corrections
- Execution
- Timelines
- Knock & Announce/No Knock Warrants
- Warrant Executed at Wrong Address
- Inventory & Return

REPORT WRITING:

- Supreme Court Rule 412 - Disclosure
- Supreme Court Rule 415 - Duty to Disclose
- Officer Personnel Files
- Dangers of Poor Report Writing
- Keys to Well-Written Report
- Report Checklist

COURTROOM TESTIMONY:

- The New Orleans Story
- Attorneys Rules and Ethics
- Understanding Defense Attorneys
- How to Prepare for Your Testimony
- How to Testify at Trial
- Cross Examination
- Do



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Instructor: Jeff Pavletic, Attorney at Law

Non-Member Tuition: \$80. 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. 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 (be sure to include all pertinent information). **MTU#10 Law Enforcement members who are under the mandate requirements will be given priority on state mandated courses and then MTU#10 local members. If it is not a mandated course, all MTU# 10 local members 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.