



Southern Illinois Criminal Justice Training Program

Mobile Team Unit 15

Training Announcement

Name of Training			Class ID#	Course ID#
Professional Report Writing			132544	73250
Date(s) of Training	Time	Hours	Location	
April 4, 2023	0800 – 1630 Hrs.	8	MTU-15 Headquarters 1740 Innovation Drive Carbondale, IL	

Course Description

Attendees discuss all aspects of police report writing from dispatch, to on scene information gathering: Officer's initial observations of victim & scene, statements & interviews, documenting persons on scene, & quality canvass.

They will examine clear, accurate, chronological writing & the role of proofing & editing. They will discuss how investing in community trust in daily contacts aids cooperation towards building strong cases. They will discuss how neighborhood demographics can impact gaining cooperation & conducting victim & witness interviews.

Course Objectives

- * Supervisor interpersonal communication skills to coach on proof-reading & correcting report content.
- * Writing for accuracy—improving chronological order & past tense consistency.
- * Review of narrative (paragraphs) & bullet style report writing (outlining).
- * How to write strong paragraphs: topic sentences, internal organization, transitions
- * How to punctuate sentences: dependent/independent clauses, lists, quotations.
- * Number agreement between subject, verb, modifier, & pronoun for clarity.
- * Verb usage: conjugation, passive voice breaks Chain of Custody, tense consistency.
- * Pronouns: first person, number agreement, rename the noun for clarity.
- * Understanding the five core characteristics of a creditable police report.
- * Documenting Reasonable Suspicion to Probable Cause; does content match the charges?
- * Understanding how note-taking methods impact content accuracy & quotations.
- * Learn to use quality agency reports as blueprints for felony & misdemeanor crimes.

Instructors

Jan Mirikitani has trained multiple law enforcement agencies for 30+ years. She has taught many courses for multiple MTUs for the past 20 years. She is considered a trusted friend of law enforcement.

Meets the Following Training Mandates

This course approved by ILETSB for the following mandates:

- Constitutional & Proper Use of Law Enforcement Authority
- Cultural Competency
- Procedural Justice
- Human Rights
- Lead Homicide Investigator

This class is partially funded and certified by the Illinois Law Enforcement Training and Standards Board