



# Southern Illinois Criminal Justice Training Program

Mobile Team Unit 15

## Training Announcement

Name of Training			Class ID#	Course ID#
<b>Tactical Report Writing (A.M. Session)</b>			150694	67246
Date(s) of Training	Time	Hours	Location	
March 18, 2024	8:00 A.M.- 12:00 P.M.	3	Richland County Sheriff's Office 211 West Markey Street Olney, IL 62450	

### Course Description

Report writing is often considered an afterthought or a necessary evil of a job that many find mundane and unimportant. Still others, while recognizing the need for written reports, fail to perceive and understand the importance and benefits of a well-written report documenting the facts and details of a case.

Poorly written reports are problems lying in wait, setting officers and agencies up for failure through damaged credibility, unsuccessful prosecutions, and lawsuits. The goal of this course is to identify the need for and characteristics of well-written reports, as well as raise officer awareness of the benefits of thorough documentation. This course also discusses strategies for preparing effective, written documentation of law enforcement field activities.

### Course Objectives

- ✓ The nature and scope of law enforcement work and associated problem areas
- ✓ Why proper documentation is needed
- ✓ Goals of writing effective reports
- ✓ Problems caused by deficient reporting
- ✓ Legal requirements of effective reporting
- ✓ How to minimize risk associated with report writing
- ✓ Strategies for writing thorough and defensible reports
- ✓ Use of force reporting and documentation

### Instructor

**MTU 15 Field Assistant John Bennett** is an accomplished 28-year (retired) veteran police officer, trainer, and patrol lieutenant from Charleston, Illinois. He is also the Master Control Tactics Instructor for the Macon County Law Enforcement Training Center in Decatur). As a member of the International Law Enforcement Educators and Trainers Association and a certified law enforcement instructor with the ILETSB, John has trained officers both in and outside his agency for more than 25 years; both nationally and abroad. John continues to teach and learn in the field with the primary emphasis on use of force, officer-safety, risk management, leadership, and a philosophy of proactive police service, as well as individual readiness and professionalism.

### Training Mandates Met by this Training

- Legal Updates
- Lead Homicide Investigator

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