



## 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)

Robert S. Crouch, Director

# REPORT WRITING for Law Enforcement

**October 30, 2017**

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

## **LETAC Training Center**

**840 S. Spring St. Suite B**

**Springfield, IL**

**Instructor:** Jan Mirikitani has been a contractor trainer and consultant for the Justice Department since 2000. Jan began training law enforcement officers in 1989, and has trained command staff, supervisors, field trainers, line officers, recruits, and telecommunicators. She has been training at the St. Louis County & Municipal Police Academy for eighteen years, at the St. Louis Metropolitan Police Department for 7 years, and for the Southwestern Illinois Law Enforcement Commission since 2000. Jan wrote and teaches four trainer-the-trainer schools. She has been a conference speaker for U.S. Probation, U.S. Bankruptcy Court, the Department of the Interior, the American Society of Industrial Security, IL Sheriffs Conference, D.A.R.E. America, LETSAC, MO Juvenile Case Workers, Division of Family Services, the University of MO and University of Wisconsin Extension Centers, to name a few.

**Course Description:** This course was designed to help Field Trainers & Sergeants proof & edit officer reports. It will be taught as an interactive workshop, so those attending can explain to the officer what is grammatically incorrect, as well as how and why to change it. It will also focus on how specific wording preserves the chain of custody of quotes, statements, and physical evidence.

**Topics discussed with in-class proofing/editing practice are:**

- **Eight parts of speech:** Singular/plural, number agreement between subject and verb, use of pronouns versus renaming the noun, conjugation of verbs & tenses, active versus passive voice, when to capitalize, the significance of prepositions for direction & location, and article adjectives.
- **Eight marks of punctuation:** Punctuating complex & compound sentences, series/lists, quotations, extraneous information. Writing clear sentences with clear concise words versus police jargon.

**Required Materials:** Officers attending should bring 3-5 original reports from their departments.

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

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**Non-Member Tuition:** \$80.00. 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.