



Law Enforcement Training Advisory Commission

3171 Greenhead Drive, Suite B • Springfield, IL 62711

Phone (217) 726-7014 • Fax (217) 726-7833 • Email letac@mtu10.com • Website www.letac.org

Ellen L. Petty, Director

Tools & Rules for Proofing & Editing Police Reports

For Sergeants, Commanders, Detectives, & Field Trainers

February 1-2, 2012

8:30 a.m.-4:30 p.m.

LETAC TRAINING CENTER

3171 GREENHEAD DR, SUITE B, SPRINGFIELD, IL

Instructor: Jan 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.

About the Course: Are you spending countless hours every week correcting disorganized, confusing, contradictory, and incomplete police reports?

It's the feed a man a fish rule. When supervisors, FTOs, and lead detectives can explain the what and why of clear concise writing and grammar rules, we develop subordinates who become accountable for their own reports.

Literacy is at its lowest threshold in America. We have reached a literacy watershed. More adults over 40 can read, spell, and write on the 8th grade level or better, than those under 21 years of age. While Generation Y is often computer savvy and may even have a Bachelor's degree, literacy skills are rarely entrenched and practiced.

Course content reviews all major writing components used in police reports, and how to explain it to subordinates: 5 fundamental cores needed for Probable Cause, Warrants, & Prosecution, 5 Fatal Flaws in Police Report Writing, the writing rules that compromise police reports, 4 key rules for organization, strong



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sentences, parts of speech, punctuation, agreement, number, and tense. We cover what keeps evidence and statements from being suppressed.

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 with Sandy or Donna (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. If you are registered for a class and find that you will be unable to attend, please contact our office as soon as possible to let us know. We often have a waiting list for classes and another officer may be contacted to fill your newly vacated seat.