



Northwest Illinois Criminal Justice Commission

Doug Coppotelli, Regional Director
2308 E. Lincolnway Suite E, Sterling IL 61081
Phone: 815-288-6695- Fax: 815-288-6787- www.mtul.com

Mobile Team Unit #1 is funded in partnership with the Illinois Law Enforcement Training & Standards Board

Professional Police Report Writing

DATE: March 13-14, 2024

Registration Ends: April 20, 2024

TIME: 8:00 AM—5:00 PM 16 Hours

LOCATION: Sycamore Police Department 535 Dekalb Ave, Sycamore IL

INSTRUCTOR: Jan Mirikitani -MBBW, Inc.

I believe one of the greatest forms of public service is an accurate, clear, complete, chronological police report. Both law-abiding citizens & business owners need a quality report for their insurance companies to recover stolen or damaged property.

Throughout this course, I discuss with Officers, Field Trainers, Supervisors, & Commanders the importance of knowing your audience, of understanding their perception of the police, of working to build trust every shift through regular contact.

We discuss the importance of using the same procedures consistently for searches of subjects & vehicles, regardless of age, race, ethnicity, religion, sex, or sexual orientation. We discuss using the vehicle's dash-cam as a recorded witness to consistent fair treatment.

Throughout the class emphasis is placed on compliance with Department professional standard operating procedures premised in Illinois & Federal statutes to avoid the appearance of bias or preferential treatment. Emphasis is also place on committing the same professional law enforcement efforts towards finding a suspect & bringing the victim and loved ones' justice. Every contact is an opportunity to build trust through fairness and respect, aligned with Procedural Justice goals.

How the incident is handled & investigated reflects the credibility & ethics of that Officer, Detectives, the Supervisor >Chief/Sheriff, that Law Enforcement Agency & the profession.

TOPICS COVERED

Attendees discuss all aspects of police report writing from dispatch to information gathering: Officer's initial observations of victim & scene, statements & interviews, documenting persons on scene, & quality canvass. They will discuss how building community trust in daily contacts aids cooperation & building strong cases. They will discuss how local demographics can impact gaining cooperation, statements & conducting victim & witness interviews. They will examine clear, accurate, chronological writing & the role of proofing & editing.



Learning Objectives: information gathering from incident to narrative:

1. Impact of the first responding Officer's report on finding leads, investigation, prosecution, justice for the victim, the Department's reputation, & Officer liability.
Mandate: Constitutional & Proper Use of LE Authority> Search & Seizure-Probable Cause; Interview & Interrogation-30 minutes
2. Five core characteristics of a creditable police report.
3. Professional communication skills: observe, elicit, assess, & documentation.
Mandate: Cultural Competency> Differing Cultural Nonverbals, LGBTQ+ Awareness, Implicit Bias, Overcoming Bias Against the Police-30 minutes
4. Officer's knowledge of diversity builds trust towards getting statements & successful interviewing of victims, witnesses, & possible suspects.
Mandate: Cultural Competency> Differing Cultural Nonverbals, LGBTQ+ Awareness, Implicit Bias, Overcoming Bias against the Police-30 minutes
5. Documenting Reasonable Suspicion to Probable Cause; does content match the charges?
Mandate: Constitutional & Proper Use of LE Authority > Probable Cause-30 minutes
6. Recognizing human trafficking, hate crimes, elder abuse, crimes against children.
Mandate: Human Rights > sex-30 minutes
7. Canvass: gather information with consistency through quality communication & dignity. *Mandate: Cultural Competency> Differing Cultural Nonverbals, LGBTQ+ Awareness, Implicit Bias, Overcoming Bias against the Police-30 minutes*
8. Crime scene: how to work it, documenting evidence handling, processing (packaging, photographs, diagrams), Chain of Custody. When to call Detectives/Crime Scene Unit.
9. When first responding Officer finds a dead body: what to do, how, & why.
Mandate: Homicide Investigation > Crime Scene Management, Legal Issues, Interview, Victim's Rights, Confidentiality Issues-30 minutes
10. How note-taking methods impact content accuracy & quotations.
11. Use quality Department report cut & paste statements.
12. Use quality Agency reports as blueprints for felony & misdemeanor crimes.

Learning Objectives: Proofing and Editing/Correcting the Report

1. Field Trainer & Supervisor interpersonal communication skills for coaching subordinates to correctly proof & correct their own report content.
2. What happened on scene? Writing for accuracy (no lies or cut & paste reports). Improving chronological order & past tense consistency.
3. Review of narrative (paragraphs) & bullet style report writing (outlining). sentences, internal organization, transitions
5. How to punctuate sentences: dependent/independent clauses, lists, quotations.

Partial funding provided by Illinois Law Enforcement Training and Standards Board and MTU#1's request for certification of this course has been approved by the Illinois Law Enforcement Training and Standards Board

REGISTRATION:

All registrations are received on the [MTU#1 website](#). Find Registration instructions [here](#)

THIS IS NOT A PUBLIC MEETING