



Northwest Illinois Criminal Justice Commission

Jeff Ragan, Regional Director
2308 E. Lincolnway, Suite E - Sterling, IL 61081
Phone: 815-288-6695- Fax: 815-288-6787 - www.mtu1.com

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

Report Review and Approval for Supervisors- The Gap Free Narrative ©

DATE: January 10, 2025

Registration Ends: January 01, 2025

TIME: 8:00 AM—5:00 PM 8 Hours

LOCATION: NITAB Training Room, 527 Colman Center Dr. Rockford, IL 61108

INSTRUCTOR: Offset Consulting

Report Review and Approval for Supervisors-The Gap Free Narrative ©

COURSE GOALS:

This class sets up police supervisors for success in police report review and subsequent approval. For far too long, the assumption has been that once someone is promoted, they automatically know what a "good" report looks like. Nothing could be farther from the truth, and this is an area that requires just as much, if not more, training as other areas of police work. This 8-hour course is designed to provide law enforcement supervisors with a system of review for report narratives with defense-resiliency in mind. This will be achieved by using the Gap-Free Narrative™ approach created by Offset Consulting LLC.

This class trains supervisors with report approval authority on how to properly review reports with a Gap-Free mindset. This system will teach report approvers how to check for inconsistencies in articulation and will also provide them with a way to begin standardizing the way their agency approaches the approval of a police narrative.

Under this lesson plan and the principles of the Gap-Free Narrative™ system, students will learn how to use the system's checklist and narrative breakdowns. This new approach will teach how to analyze a narrative to ensure it has the parts necessary in it, and then employ a checklist to ensure all aspects of the reported-on incident are being documented.

STUDENTS MUST BRING A LAPTOP and 10 copies of a single report they've approved in the past for a violent crime.

This course has been approved by ILETSB to meets the following mandates:

Civil Rights (2 Hours)

Constitutional and Proper use of Authority (2 Hours)

Human rights (.5 Hours)

Procedural Justice (1 Hours)

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](http://www.mtu1.com). Find Registration instructions [here](#)

