



# 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](http://www.mtu1.com)

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

## Report Writing-The Gap Free Narrative ©

**DATE:** February 7, 2025

**Registration Ends:** January 27, 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 Writing-The Gap Free Narrative ©

#### COURSE GOALS:

This 8-hour course is designed to provide officers with an understanding of how to draft report narratives with defense-resiliency in mind. This will be achieved by using the Gap-Free Narrative™ approach created by Offset Consulting LLC.

This approach to report writing was created by doctoral candidates and focuses on drafting a complete police narrative by standardizing the way officers think about and write their reports about an incident. Under this lesson plan and the principles of the Gap-Free Narrative™ system, students will be taught how to use the system's checklist and narrative breakdowns. This is a departure from many departments' previously taught report writing methods and is research-based.

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. Every type of police narrative, from stolen property to homicide, can be handled with ease when using the Gap-Free Narrative™ method properly.

**STUDENTS MUST BRING A LAPTOP**

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

**Civil Rights (2 Hours)**

**Constitutional and Proper use of Authority (2.5 Hours)**

**Procedural Justice (2 Hours)**

**Lead Homicide Investigator (8 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](#). Find Registration instructions [here](#)

