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

Tactical Report Writing

DATE: January 11, 2027 **Registration Ends**: January 1, 2027

TIME: 8:00 AM—4:00 PM 8 Hours

LOCATION: Dixon Police Department, 220 S. Hennepin Ave., Dixon, IL

INSTRUCTOR: John Bennett

Instructor:
John Bennett is a retired 28-year veteran police officer, retiring as a patrol lieutenant with the Charleston Police Department in 2018. John has been a law enforcement trainer for more than 30 years and has delivered training courses across Illinois and throughout the United States. He currently works as a trainer with the National Center for Bio-medical Training and Research/ Academy of Counter-terrorist Education (NCBRT / ACE), a nationally recognized center for emergency preparedness and response training located at Louisianna State University in Baton Rouge, Louisiana.

Course Description:
Report writing is often considered an afterthought or a necessary evil of the job that many find mundane and unimportant. Still others, while recognizing the need for written reports, fail to perceive and understand the importance and benefits of a well-written report documenting the facts and details of a case. Poorly written reports are problems lying in wait, setting officers and agencies up for failure through damaged credibility, unsuccessful prosecutions, and lawsuits. Clear, concise, and defensible reports can uphold solid cases. The goal of this course is to identify the need for and characteristics of well-written reports, as well as raise officer awareness of the benefits of thorough documentation. This course covers strategies for preparing effective documentation of law enforcement field activities, and considerations relating to how stress and perceptual limitations affect recall and reporting accuracy.

Learning Objectives:
The instructor will employ formative and summative assessments, along with engagement strategies throughout the course, to ensure that learning objectives are achieved.

This course has been certified by the ILETSB and approved to meet the following mandates:

- Lead Homicide Investigator - 8.0 hours
- Procedural Justice - 4.50 hours
- Const. Use of LE Authority - 1.50 hours
- Legal Updates - .50 hours

REGISTRATION:
All registrations are received on the MTU#1 website. Find Registration instructions here

Partial funding provided by the Illinois Law Enforcement Training and Standards Board.

THIS IS NOT A PUBLIC MEETING