



Northwest Illinois Criminal Justice Commission

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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: October 16, 2026

Registration Ends: October 01, 2026

TIME: 8:00 AM—4:00 PM 8 Hours

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

INSTRUCTOR: Offset Consulting

PURPOSE OF COURSE: This one day, 8-hour program has been designed by Offset Consulting LLC to use the Gap-Free Narrative© system, to provide students with a methodical and standardized approach to reviewing and approving report narratives. Every type of police narrative, from stolen property to homicide, can be handled reviewed and analyzed with ease when using the Gap-Free Narrative© method properly.

COURSE OVERVIEW: 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. The training concepts and material included in this lesson plan were created by Offset Consulting LLC. This approach to report writing was created by doctoral candidates and a Dr. in Strategic Security and has been peer-reviewed. The method of creating reports taught in this lesson is currently used by scholars and has been taught to multiple departments in the State of Illinois. 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 is a departure from many departments' previously taught report writing methods. 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.

COURSE GOALS: To train law enforcement supervisors in a new way of reviewing report narratives that will be defense resilient and more encompassing of all events that may have transpired during the incident being reported on.

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](#)

