



# WRITING EFFECTIVE POLICE REPORTS

August 27, 2018 ♦ 8:00 AM - 5:00 PM  
Institute of Public Safety ♦ Building 22  
3501 Davie Road ♦ Davie, FL 33314

## Course Description:

This comprehensive 8 hour workshop is designed to enhance the skills of the law enforcement officer in writing accurate and complete police reports. Emphasis is placed on the proper techniques for writing effective police reports and avoiding common pitfalls that can undermine the officer's ability to refer to the report during court testimony. The participant will receive extensive training in organizing the report content, writing the report, and evaluating the report for accuracy and completeness. The workshop will include both classroom discussion and a report writing exercise to achieve the course objectives.

Students having laptops containing Microsoft Word software are preferred, but not mandatory.

## Course Objectives:

At the end of this program, students will:

- ♦ Compose an effective police report
- ♦ Describe ten common mistakes that undermine the effectiveness of a police report
- ♦ Explain five steps for organizing and writing an effective police report.
- ♦ Identify ten characteristics of a well written police report.
- ♦ Demonstrate the ability to write an effective police report

## Who Should Attend:

- ♦ Law Enforcement and Correction Officers
- ♦ Police Service/Community Service Aids
- ♦ Field Training Officers
- ♦ Supervisors

## Instructor:

Colonel Tim Gillette has 35 years of leadership experience and has trained public safety personnel throughout the country. He has a Master Science degree in Public Administration and has taught leadership programs at various universities. He is a certified Ethics instructor and a graduate of the Southern Police Institute, the Senior Management Institute for Police, and Leadership Broward.

## Fees:

\$135.00 payable to Broward College/IPS

---

**End of Course Examination:** CJSTC Rule 11b35.001 9(b): A student enrolled in a Commission-approved Advanced or Specified Specialized Training Program Course shall achieve a score of no less than 80% on the written end-of-course examination. A student enrolled in a Specialized Instructor Training Course shall achieve a score of no less than 85% on the written end-of-course examination, exclusive of demonstration of any proficiency skills.

**Attendance:** Attendance at the initial class is mandatory. All students must adhere to the attendance requirements of the Criminal Justice Standards and Training Commission and the Rules, Policies and Procedures of the Institute of Public Safety

**Dress Policy:** Your department's authorized training uniform. Law enforcement personnel not in uniform that are carrying exposed firearms must prominently display agency ID and/or badge at all times while on college property.

### Submit Registration form to:

Institute of Public Safety, 3501 Davie Road, Davie, Florida 33314, Attn: Professional Development  
FAX: 954.201.6305 ♦ For further information, please call 954.201.6787 or 954.201.6769

**This course is applicable to Mandatory Retraining. Federal I.D. #59-1216107**