

WRITING EFFECTIVE POLICE REPORTS FOR COURT TESTIMONY



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 should be able to:

- Compose an effective police report for testifying in court proceedings
- Identify common mistakes that can undermine effective court testimony
- Identify critical investigative information needed in the content of a police report
- Identify the characteristics of a well written report.
- Demonstrate the ability to write a police report that will enhance court testimony

Who Should Attend:

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

Instructor: Colonel Tim Gillette (Ret.) has over 36 years of leadership experience and has trained public safety personnel throughout the country. He has a Master of Science degree in Public Administration and a Bachelors of Science in Journalism with minors in English and Education. He is a certified Ethics instructor and a graduate of the Southern Police Institute, the Senior Management Institute for Police, and Leadership Broward.

Fees: None for certified officers and support staff.

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.

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