



REPORT WRITING

In this era of internet slang and social media shortcuts used pervasively to communicate thoughts and feelings, it is more important than ever for officers to understand the power of their words in presenting truth and pursuing justice. Police reports and other written memoranda are the single biggest factor in successfully pursuing a case both during and after an investigation. Unfortunately, most officers receive minimal training in writing skills beyond their basic academy training. This class will provide students with a simple framework for creating clear, concise, and thorough reports. Students will also explore how they can improve other written forms of communication, including search and arrest warrants and other common written documents. Throughout the course of this class, students will:

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- Describe how to establish legal basis in police reports
- Identify principles of ethical writing and publishing (reports and social media)
- Explain basic rules of spelling and grammar and identify
- Develop keyboarding skills, including shortcuts
- List the most beneficial tips and tricks in Microsoft word
- List principles of effectively summarizing interviews and other investigative tactics
- Define how to be both concise and thorough
- Learn how to organize a well-organized and complete police report
- Learn principles of report and document management
- Define the necessary elements of airtight search and arrest warrants
- List the elements of professional resumes, letters and memoranda

To schedule this seminar, email Jesse Williams at jesse@signettraining.com