



SOUTHERN ILLINOIS CRIMINAL JUSTICE TRAINING PROGRAM

Mobile Team Unit 15

Training Announcement

| Name of Training | | Class ID# | Course ID# |
|---|--|-----------|------------|
| Report Editing for Field Training Officers & Supervisors | | 92465 | 68164 |

| Date(s) of Training | Time | Hours | Location |
|---------------------|-----------------|-------|--|
| February 25, 2019 | 0830 – 1630 Hrs | 8 | MTU 15 Headquarters 1740 Innovation Drive, Room 150 Carbondale, IL |

Course Description

This grammar-editing class is aligned with police report-writing needs. The course is designed to enhance the skills of those in supervisory positions—FTOs, first-line supervisors, and command personnel—by enabling them to more effectively review reports prepared by subordinate personnel.

Course content targets report responsibility for establishing consistent and chronological organization, developing strong coherent paragraphs with clear transitions, and writing clear sentence structure. In addition, it reviews usage impacted by number, tense, voice, and agreement with the eight parts of speech and the eight marks of punctuation.

The instructor will clarify how a lack of pronoun to noun clarity, inconsistent tense, and passive voice verbs can break the chain of custody and cause quotations and evidence to be suppressed. It also covers how to punctuate quotations. Throughout the class students will apply what is taught.

Course Objectives

Students will discuss:

- ✓ Key concepts related to grammar: number, agreement, tense, voice
- ✓ Eight parts of speech and their roles in sentences
- ✓ Eight marks of punctuation
- ✓ Clear paragraphing: topic sentence, internal order, transitional phrases
- ✓ Writing types of sentences with proper punctuation
- ✓ Proof-reading and editing your reports

Instructor

Jan Mirikitani teaches leadership principles for organizational communication competency with realistic applications. She has worked with federal, state, county, and municipal governments (primarily law enforcement) as well as corporations and school districts. Jan has been a continuing education trainer for the St. Louis County & Municipal Police Academy for nearly 30 years. She is considered a friend to law enforcement officers in every jurisdiction in which she had delivered training.

Mandates Met by This Training

- Procedural Justice
- Lead Homicide Investigator

This class is partially funded and certified by the Illinois Law Enforcement Training and Standards Board