



# SOUTHERN ILLINOIS CRIMINAL JUSTICE TRAINING PROGRAM

*Mobile Team Unit 15*

## Training Announcement

Name of Training		Class ID#	Course ID#
Tactical Report Writing		89331	67246
Date(s) of Training	Time	Hours	Location
June 7, 2018	8:30 am - 12:30 pm	4	Southeastern Illinois College Room G120 Harrisburg, IL

### Course Description

Report writing is often considered an afterthought or a necessary evil of the job that many find mundane and unimportant. Still others, while recognizing the need for written reports, fail to perceive and understand the importance and benefits of a well-written report documenting the facts and details of a case.

Poorly written reports are problems lying in wait, setting officers and agencies up for failure through damaged credibility, unsuccessful prosecutions, and lawsuits. The goal of this 4-hour course is to identify the need for and characteristics of well-written reports, as well as raise officer awareness of the benefits of thorough documentation. This course also discusses strategies for preparing effective, written documentation of law enforcement field activities.

### Course Objectives

- ✓ The nature and scope of law enforcement work and associated problem areas
- ✓ Why proper documentation is needed
- ✓ Goals of writing effective reports
- ✓ Problems caused by deficient reporting
- ✓ Legal requirements of effective reporting
- ✓ How to minimize risk associated with report writing
- ✓ Strategies for writing thorough and defensible reports
- ✓ Use of force reporting and documentation

### Instructor

John Bennett is an accomplished 28-year veteran, and now retired, police officer and patrol lieutenant from Charleston, Illinois; and the president of John Bennett Training & Consulting, Inc. A member of the International Law Enforcement Educators and Trainers Association and consultant with The Virtus Group, John has trained officers both in and outside his agency for more than 25 years— both nationally and abroad. John continues to teach and learn in the field with the primary emphasis on use of force, officer-safety, risk management, leadership, and a philosophy of proactive police service, individual readiness and professionalism.

### Training Mandates met by this training indicated by ✓

	Civil Rights		Constitutional and proper use of law enforcement authority
	Cultural Competency		Procedural Justice
	Introductory Mental Health Awareness	✓	Legal Updates
	Human Rights		Use of Force <i>(must include scenario based or similar approved training)</i>
✓	Lead Homicide Investigator		Sexual Assault Trauma Informed Response
	Sexual Assault Investigator Training		

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