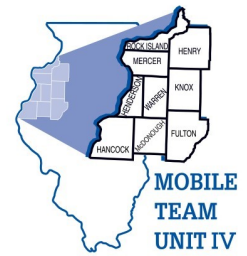




MOBILE TEAM TRAINING UNIT IV



Main Office: 1033 7th Street • East Moline, Illinois 61244
Phone: (309) 755-3271 • **Fax:** (309) 755-3371
Satellite Office: 1801 Windish Drive • Galesburg, Illinois 61401
Phone: (309) 344-3366 • **Fax:** (309) 344-5215

A Statewide System of Inservice Training Program
Illinois Law Enforcement Training and Standards Board

PRESENTS

PROFESSIONAL REPORT WRITING FOR LAW ENFORCEMENT

Attendees discuss all aspects of police report writing from dispatch, to on scene information gathering: Officer's initial observations of victim & scene, statements & interviews, documenting persons on scene, & quality canvass. They will examine clear, accurate, chronological writing & the role of proofing & editing. They will discuss how investing in community trust in daily contacts aids cooperation toward building strong cases. They will discuss how neighborhood demographics can impact gaining cooperation & conducting victim and witness interviews.

Attendees should bring 2 samples of well written agency reports: on a crime against property, one a crime against person(s). These reports will be used by them to practice what is taught in class. We will discuss ways to use old report to aid writers.

DATE: March 26 , 2024

REGISTRATION ENDS: March 12, 2024

LOCATION: MTTU IV 1033 7th Street, Suite 102, East Moline, IL 61244

TIME: 8:00 AM-5:00 PM

Instructor: Jan Mirikitani Maximum Enrolment: 20

Cost: MTTU IV MEMBERS: \$ 0.00 - NON MTTU IV MEMBERS: \$ 100.00

MTTU IV Members are given priority registration status.

This Class Meets the following Mandatory Training Key Guidelines

Constitutional Use of LE Authority (1 hour); Cultural Competency (1.5 hours); Human Rights (.5 hours) and Procedural Justice (2 hours). **Also 8 hours of LHI Continuing Education.**

Instructor Bio

Jan Mirikitani has been a law enforcement trainer since 1989 and teaches on the municipal, state, and federal levels. Her B.S. degree is in English. Her M.A. is in Organizational Communications & Psychology. She has consulted with multiple federal, state, & municipal agencies providing leadership, coaching, & mentor ship succession training, strategic planning, character-driven professionalism, & leadership development skills. She has been a key-note speaker & trainer for state, regional, & federal conferences.