



MOBILE TEAM TRAINING UNIT IV

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



PRESENTS

PROFESSIONAL REPORT WRITING FOR LAW ENFORCEMENT

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

Learning Objectives:

1. Impact of the first responding officer's report on finding leads, investigation, prosecution, justice for the family, the department's reputation and officer liability.
2. Five core characteristics of a creditable police report.
3. Professional communication skills: Observe, Elicit, Assess, & Documentation.
4. Officer's knowledge of diversity builds trust towards getting statements & successful interviewing of victims, witnesses, & possible suspects.
5. Documenting Reasonable Suspicion to Probable Cause; does content match the charges?
6. Recognizing human trafficking, hate crimes, elder abuse, crimes against children.
7. Canvass: Gather information with consistency through quality communication & dignity.
8. Crime Scene: How to work it, Documenting evidence handling, Processing (packaging, photographs, diagrams), Chain of Custody. When to call Detectives/Crime Scene Units.
9. When first responding Officer finds a dead body: what to do, how, & why.
10. How note-taking methods impact content accuracy & quotations.
11. Use quality Department report cut & paste statements.
12. Use quality Agency reports as blueprints for felony & misdemeanor crimes.

DATE: March 6, 2026

REGISTRATION ENDS: February 23, 2026

LOCATION: MTTU IV @ Black Hawk College 6600 34th Avenue, Building 2, Room 126, Moline, IL

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 hours); 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.

Mobile Team Training Unit IV has received certification for this course with the Illinois Law Enforcement Training and Standards Board