



Investigative Report Writing for Law Enforcement

DATES:

September 16, 2024

TIME:

8:00 a.m. – 4:30 p.m.

COST:

\$165

LOCATION:

WCTC
800 Main Street
Pewaukee WI 53072

REGISTER ONLINE:

www.wctc.edu/citraining
Select Specialized Training



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This course is designed to improve the report writing skills of law enforcement officers and investigators, specifically focusing on the assessment and communication of relevant investigative information, described in clear and concise writings. Students will receive a review of writing basics, direction related to the organization of information, and the tools needed to edit their reports for clarity, validity, and reliability.

Attendees should possess the basic investigative skills necessary to conduct or evaluate a complete investigation. Students will review the necessary components of a proper investigative report that are accurate and court defensible.

Students are presumed to have basic writing skills equivalent to a 12th grade level or higher.

Topics Include:

- Utilizing tools to assist with grammar, spelling, etc.
- Logically organized reports in a manner that enables clear and purpose-oriented evaluation of information.
- Including all necessary and relevant information.
- Avoiding narrative “noise.”
- Properly documenting all types of evidence including the circumstances of its recovery and chain of custody.
- Communicating investigative theory, outcomes and conclusions that are supported by facts, relevant information, evidence and other sources.
- Writing in a manner that enables prosecutorial review, judicial action and positively represent the agency and the investigator.

Required Equipment:

Laptop (power cord), Windows 10 or newer with Word or Google Docs and Wi-Fi enabled.

Instructors:

Our team serves law enforcement by providing professional instruction and training delivered by accomplished instructors. Bringing hundreds of years of law enforcement and instructor experience to the classroom, *Supervision Professionals™* engages a wide diversity of instructors who are subject-matter experts in one or more of the critical roles and functions in the criminal justice environment. Members of our team have provided training or operational review for local, state, and federal police agencies nationally as well as abroad.

