

REPORT WRITING AND DOCUMENTATION FOR LAW ENFORCEMENT

WHEN

October 6, 2022
8:30am – 4:30pm

WHERE

Washtenaw Community College
Morris Lawrence Bldg, Room 111
4800 E. Huron River Drive, Ann Arbor

COURSE DESCRIPTION

This course is designed to cover the proper ways of collecting information and perform an on-scene investigation. We will discuss taking complete notes and then taking the notes and formatting them into a first-person report that contains all the pertinent information and the elements for a successful prosecution. This course is highly recommended for new or veteran officers who look to improve their report writing.

TOPICS

- The importance of Report Writing
- How reports reflect on you as an officer
- Formatting good reports
- Writing for prosecution
- Grammar and proofreading
- Header-style reports vs. non-header style reports
- And much more



COST: \$50

MCOLES APPROVED

302 FUNDS ELIGIBLE

