

DEWOLF AND ASSOCIATES

Presents

REPORT WRITING

NARRATING GREAT WORK CORRECTLY

Report Writing: No matter what your role or assignment in a law enforcement agency, report writing, and accurate documentation of your investigation is a task everyone is responsible for. Written reports document crimes and non-criminal events and reflect directly on the writer, the command structure and the organization. This course will provide basic investigative guides to ask the appropriate questions and guide the student through sentence structure, paragraphing, punctuation and proper word choice. This 8-hour course will provide a foundation and outline that officers need to compose compliant reports and document their work correctly. This course is applicable to patrol officers, investigators and to first line supervision who may now find themselves tasked with reviewing and approving reports.

COURSE OBJECTIVES:

- ⇒ Purpose of a law enforcement report
- ⇒ Composing a well-constructed report
- ⇒ What are the different reports
Criminal, non-criminal and CAD or CFS Documentation
- ⇒ Simple Writing -First person
- ⇒ Sentence and paragraph structure
- ⇒ Punctuation
- ⇒ Correctly documenting Miranda and Use of Force





INSTRUCTOR: *DeWolf and Associates: Detective Brad Rougeau*, Brad has worked with multijurisdictional narcotics enforcement team in Livingston and Washtenaw Counties (LAWNET) and is a certified clandestine lab investigator. Detective Rougeau's primary specialty is investigating complex fraud and financial crimes. Many of these investigations span multiple states and often countries and require patience and excellent written communication and networking abilities to successfully investigate and gain convictions. Brad instructs warrantless searches, search warrant procedures, mechanics of arrest, traffic stops and CSC investigation. Detective Rougeau earned an Associate Degree in Criminal Justice in 2002 and a Bachelor's Degree in Sociology with a specialization in Criminal Justice from Oakland University in 2005.

******* A WRITING SAMPLE SUBMITTED PRIOR TO CLASS WILL BE REQUIRED*******

******* A LAPTOP IN CLASS IS REQUIRED*******

DATE: May 5, 2023 (Friday)
TIME: 8:30 a.m. to 4:30 p.m.
COST: \$ 225. (*MCOLES registered*)

LOCATION: Washtenaw Community College
Morris Lawrence Building Room ML 111
4800 E. Huron River Drive
Ann Arbor, MI 48105

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