**East Central Illinois Police Training Project MTU 12**

**TO:** Law Enforcement Administrators

**FROM:** Kevin Koontz, Police Training Director

**DATE:** July 17, 2024

**RE:** Training Announcement

***Professional Report Writing for Law Enforcement Officers*** will be held on **September 10th, 2024** at the ILEAS Training Center.

This course is currently pending certification by the Illinois Law Enforcement Training and Standards Board for the following mandates:

* Constitutional & Proper Use of Law Enforcement Authority (1.0hr)
* Cultural Competency (1.5hrs)
* Human Rights (0.5hrs)
* Procedural Justice (2.0hrs)
* Lead Homicide Investigator (8.0hrs credit)

***Course Description:***

One of the greatest forms of public service is an accurate, clear, complete, chronological police report. Both law-abiding citizens & business owners need a quality report for their insurance companies to recover stolen or damaged property.

Throughout the class emphasis is placed on compliance with Department professional standard operating procedures premised in Illinois & Federal statutes to avoid the appearance of bias or preferential treatment. Emphasis is also place on committing the same professional law enforcement efforts towards finding a suspect & bringing the victim and loved ones’ justice. Every contact is an opportunity to build trust through fairness and respect, aligned with Procedural Justice goals.

This course is instructed by Jan Mirikitani.

Please register officers via online registration at MTU12.com **by August 27th**.

**Department Sign-Up Sheet**

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Department Training Staff:

Please use this sheet as an inter-department sign up sheet for staff who are interested in registering for the course. Then, after determining staffing levels, department needs, etc… please visit [www.mtu12.com](http://www.mtu12.com) and register those who will be attending.

East Central Illinois Police Training Project

MTU 12 • Illinois Law Enforcement Training & Standards Board

**September 10, 2024**

**Professional Report Writing for Law Enforcement Officers**

* 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
* Discuss how building community trust in daily contacts aids cooperation & building strong cases
* Examine clear, accurate, chronological writing & the role of proofing & editing

**LOCATION:** ILEAS Training Center **HOURS:** 8:00 am - 4:00 pm

1701 East Main St. **TUITION:** - 0 -

Urbana, IL 61802

**INSTRUCTOR:**

**Jan Mirikitani**