

Northern Illinois Training Advisory Board MTU#2  
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## REPORT WRITING FOR POLICE OFFICERS

Date: March 23-24, 2010  
Times: 0800-1630 hours  
Location: NITAB Training Complex  
1645 Blackhawk Road  
Rockford, IL  
Instructor: Pattie Banas, Sussex Management Associates

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Using a variety of video portrayed situations, officers assess their writing styles and identify their strengths and weaknesses. Each session provides:

- ~ a training needs profile prepared for each attendee based on a review of their pre-workshop reports submitted for analysis
- ~ two in-class assessments – results will be discussed with the agency training coordinator following the workshop
- ~ an annual follow-up assessment at no additional cost to your department

Topics will include:

- |                              |                       |
|------------------------------|-----------------------|
| ~ Reporting objectives       | ~ Formatting          |
| ~ Content                    | ~ Filtering           |
| ~ Asking the right questions | ~ Fact vs. Assumption |
| ~ Proof reading              | ~ Note taking         |
| ~ Grammar and punctuation    |                       |

This course will include **17 Standards for Effective Police Report Writing™** used by police departments throughout the State of Illinois. The course gives all officers the same criteria for writing police reports, insures essential elements of each incident are included in the report, and introduces an objective system for evaluating and critiquing officers' reports.

Pattie Banas has more than 35 years experience in the law enforcement environment, eleven as a sworn police officer/patrol sergeant/State's attorney investigator. She has trained officers from more than 500 Illinois police departments.