

Report Writing: Recreating the Crime

Go from the beginning of the crime,
to the end with a successful prosecution.
May 9-11, 2011

Report writing is among the most important responsibilities of a law enforcement officer. The ability to effectively communicate and recreate the event is critically important. The training of law enforcement officers to effectively testify in court based upon a report they wrote is an integral part of our job.

This course focuses on the concept of Critical Thinking and on developing an understanding of the overall picture instead of just listing the basic skills needed to complete a report.

This class uses an experience-based model that enables the student to discover how to think and write more effectively and efficiently by using proven adult learning techniques. This course will use the combined approach of critical thinking supported by relevant language skills.

This class is designed for entry level officers, field training officers, and report writing instructors.

POST control number:
2540-22700-10-001



Time Management -
We can teach the skills needed to balance writing a great report with everyday life and all the distractions.



Taking Notes & Chronological Writing-
Learn the keys to great note-taking and writing in a chronological format.



Testifying-
Learn how to avoid the pitfalls of writing a poor report. You can be completely prepared for your next court case.

Learn the skills you need

Location: [The Academy \(College of San Mateo\)](#)
1700 W. Hillsdale Blvd, San Mateo

Time: 8am-5pm

Total Hours: 24

Cost: Free

For more information about this class contact:

Deputy William Fogarty: wfogarty@co.sanmateo.ca.us