Report Writing for the Law Enforcement Officer

"Hosted by MLEOTA March 1, 2027"

Course Duration: 8 hours

Instructional Setting: Classroom

Max Number of Students: 35

Instructor: James C. Lilley, Lt (Retired); Certified LE Instructor, Certified ICITAP Master Instructor, Former Training Division Sergeant, Former Training Division Commander, LE Consultant

COURSE DESCRIPTION: The purpose of this course is to provide the law enforcement officer with techniques to enhance their Police report writing and prepare their report writing to withstand defense cross-examination. This course will cover the importance of proper and professional Law Enforcement report writing techniques to effectively communicate facts in a clear and logical manner, tips to avoid bias, ideas and concepts to assist in effective note taking.

Topics Include:

- The need for effective LE report writing
- Types of LE Reports
- Note taking/interviewing
- Critical components of note taking
- What gets recorded in the notes
- Grammar and punctuation
- Biases, assumptions, opinions and stereotypes
- MEAL-mnemonic
- Proof reading/appearance

COURSE GOAL: The Goal of this course is to provide the law enforcement officer with the tools, skills and understanding of writing and presenting a professional law enforcement report to ensure the facts and evidence as reported, are presented for all to understand, assisting in a successful investigation and prosecution of the suspect at hand.

Dates and Locations:
March 1, 2027
Time: 0800-1630hrs

MLEOTA
3791 Highway 468 West
Pearl, MS 39208

Course Fee: $149

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