

Writing Well for Public Safety Forces

(Performance Directed Management- A VMA-Honors class-)

Hosted by & held at the

Vandalia Police Department

245 James Bohannon Dr., Vandalia, OH 45377

8am-4pm on **June 1, 2021**

This course emphasizes writing narratives in the first person and eliminating unnecessary and distracting police jargon that adds nothing to the quality or value of the report. The emphasis is on writing a report for the audience that will use the information it contains (e.g., prosecutors, courts, arbitrators, and civil officials outside of law enforcement).

All personnel interested in improving their writing skills from the following agencies should attend:

- Law enforcement
- Fire services
- 911 Emergency Communications
- Corrections

Attendees are taught:

- How to apply ten principles for writing factual and straight-forward narratives.
- How to improve listening and questioning skills to separate facts from inferences and opinions.
- How to apply basic and simple principles of grammar to produce proper reports.



Students receive a comprehensive course manual that can be used as a job-aid, handouts, and certificate of training.

“Measure Performance not Performers”

Regular Tuition: \$190 first registrant/\$170 each additional (PO's Vouchers, postmarked on or after May 25, 2021)

Prepaid Tuition: \$170 first registrant/ \$150 each additional (All cc payments and checks postmarked by May 24, 2021)

P.O's, Vouchers, Claims, DOJ accepted but does not guarantee tuition rate

Fax this entire page to VMA 614-451-8905 Or call 800.331.8025 Or Email: vanmeterassociates@att.net Online: www.vmanet.com

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Training and Organizational Development for Public Safety Forces

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