

Writing Well for Public Safety Forces

(Performance Directed Management- a VMA-Honors System Class)

Hosted by and held at the

Romeoville Police Department

1050 W Romeo Rd, Romeoville, IL 60446

from 8am-4pm on March 24, 2022

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 straightforward 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”

Brian LaBarre/ Associate Brian is a NJ Police Training Commission Certified Instructor, active in instructing a wide-range of police training topics. He is currently a Sergeant with a major New Jersey Police Department and instructs the Basic Recruit Class at a major New Jersey Training Academy on Report Writing. He has also assisted in teaching the Methods of Instruction course required to be taken by officers seeking to become certified instructors. Brian has developed several blocks of instruction for use in his own department's training program. Prior to being promoted into his current role, Brian was assigned as a Detective, specializing in fraud and financial crimes investigations. Brian attend the University of Maryland and attained his Bachelor of Arts from the College of St. Elizabeth, where he now serves as a voluntary mentor to students majoring in the Justice Studies track.

Regular Tuition: \$190 first registrant/\$170 each additional (PO's Vouchers, postmarked on or after March 18, 2022)

Prepaid Tuition: \$170 first registrant/ \$150 each additional (All cc payments and checks postmarked by March 17, 2022)

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

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

Contact Name & Title _____ Dept _____

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