

Writing Well for Public Safety Forces

Hosted by & held at

Hoffman Estates Police Department

411 West Higgins Road, Hoffman Estates, IL 60169 (Main floor)

from 8am-4pm on May 4, 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 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”

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 April 28, 2022)

Prepaid Tuition: \$170 first registrant/ \$150 each additional (All cc payments and checks postmarked by April 26, 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@columbus.rr.com Online: www.vmanet.com

Contact Name _____ Dept _____

Mailing Address _____ City _____ State _____ Zip _____

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PO# _____ CC# _____ Exp date _____

1.Name/Title _____ 2.Name/Title _____

3.Name/Title _____ 4.Name/Title _____

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