

Writing Well for Public Safety Forces

(Performance Directed Management)

Hosted by and held at the

Oakland County Sheriff's Office

N. Telegraph Rd Bldg. 38E, Pontiac, Michigan 48341

from 9am to 3pm on **February 7, 2023**

(This class is registered with MCOLES for use of 302 funds)

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 is a N.J. 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 the Morris County NJ Public Safety Training Academy. 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.

Regular Tuition: \$190 first registrant/\$170 each additional (PO's Vouchers, postmarked on or after February 1, 2023)

Prepaid Tuition: \$170 first registrant/ \$150 each additional (All cc payments and checks postmarked by January 31, 2023)

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

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1.Name/Rank _____ 2.Name/Rank _____

3.Name/Rank _____ 4. Name/Rank _____

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