

# Writing Well for Public Safety Forces

(Performance Directed Management)

Hosted by

## Benton Harbor Department of Public Safety

Held at the Lake Michigan College, 2755 E. Napier Ave, Benton Harbor, Michigan 49022

from 8am-4pm on May 3, 2024 (MCOLES/302)

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”*

**Associate Brian LaBarre:** Brian is a N.J. Police Training Commission Certified Instructor, active in instructing a wide range of police training topics. He is a Lieutenant 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: \$200 first registrant/\$180 each additional (PO's Vouchers, postmarked on or after April 26, 2024)**

**Prepaid Tuition: \$180 first registrant/ \$160 each additional (All cc payments and checks postmarked by April 25, 2024)**

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

Contact Name \_\_\_\_\_ Dept \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email: \_\_\_\_\_

PO# \_\_\_\_\_ CC# \_\_\_\_\_ Exp date \_\_\_\_\_

1.Name/Title \_\_\_\_\_ 2.Name/Title \_\_\_\_\_

3.Name/Title \_\_\_\_\_ 4.Name/Title \_\_\_\_\_

**Van Meter & Associates, Inc. (www.vmanet.com)**

Training and Organizational Development for Public Safety Forces

The “How to” company from Coast-to-Coast since 1982

P.O. Box 21313, Columbus, Ohio, 43221

800.331.8025 FAX 614.451.8905

We will promptly remove your fax number if you call 800.331.8025