

Penn State Justice and Safety Institute

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Effective Report Writing

The impact and reach of any police report is often underestimated. Many officers think that reports begin and end at their departments. The opposite is true. It is amazing how many people and organizations are affected by a written report. The clear, concise, and correct police report goes a long way towards obtaining a positive ending.

The Effective Report Writing class was developed by a retired police detective with more than 20 years of investigative experience. He is currently a magisterial district judge, which brings an additionally valuable perspective on developing and delivering the proper written report.

The Penn State Justice and Safety Institute (JASI) is pleased to partner with our co-sponsor to offer this powerful two-day program designed to help law enforcement write reports that will help, not hinder, the criminal justice system. This highly interactive program places an emphasis on imparting the knowledge and skills needed to properly develop and/or review effective reports. All of our courses are instructed by current practitioners or recently retired executives. Key concepts and topics include, but are not limited to, the following:

- ✧ **Strategies to Make Written Reports Simple**
 - Easy to read
 - Understandable
- ✧ **Making Reports Fact-Laden**
- ✧ **Develop Professional Standards**
 - Create consistent review standards
- ✧ **Using Standards and Writing Styles to Increase Consistency**
 - Document and report
- ✧ **Report-Writing Training Tactics and Strategies**
- ✧ **Address and Review Grammar Basics**
 - Essential grammar, spelling and punctuation
 - Chronological, past tense and first-person emphasis
- ✧ **Group and Individual Exercises**

Registration: Complete the enclosed registration form and fax to 814-863-2765 or mail to Penn State Justice & Safety Institute, PO Box 410, State College, PA 16804.

Visit www.jasi.outreach.psu.edu for more information, future training schedules, registration forms, and our police program newsletter.

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