WCICJC
West Central Illinois Criminal Justice Council

Director: Rodney Cox
Chairman: Chief Michael Starman
Vice-Chairman: Sheriff Justin Oliver
Secretary/Treasurer: Sergeant Erica Scott

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Funded in Partnership with the Illinois Law Enforcement Training & Standards Board

(Serving the Counties of Adams, Brown, Calhoun, Cass, Greene, Jersey, Macoupin, Morgan, Pike, Schuyler, and Scott)

PROFESSIONAL REPORT WRITING FOR LAW ENFORCEMENT

DATE: November 30 - December 1, 2026
TIME: 8:00 a.m. - 4:30 p.m.
LOCATION: John Wood Community College
Southeast Education Center
39637 260th Avenue, Pittsfield, IL
INSTRUCTOR: Jan Mirikitani – MBBW, LLC

Meets IL Mandates: Constitutional Use of LE Authority (1 hr.), Cultural Competency (1.5 hr.), Human Rights (.50 hr.), Procedural Justice (2 hrs.), Lead Homicide Investigator (8 hrs.)

INSTRUCTOR

Jan Mirikitani has been a law enforcement trainer since 1989 and teaches on the municipal, state, and federal levels. Her B.S. degree is in English. Her M.A. is in Organizational Communication & Psychology. She has consulted with multiple federal, state, & municipal agencies providing leadership, coaching, & mentorship succession training, strategic planning, character-driven professionalism, & leadership development skills. She has been a key-note speaker and trainer for state, regional, & federal conferences.

THIS COURSE INCLUDES:

1. Officer's accountability for accuracy, clarity, conciseness, chronological order & legal completeness.
2. A definitive explanation of the 5 W's & I H, and how a Sergeant can tell what the Officer did/did not do on scene (work ethic & process).
3. Why writing clear chronological order matters for justifying the Officer's actions on scene, establishing a timeline with victim(s), witness(es), suspect(s).
4. How a Sergeant can tell if the Officer knows the law and city ordinances by what is in the narrative.
5. Clarifying the Officer's justification for actions on scene/during the investigation.
6. Why an agency needs documentation for dispatched Officer incident response that is not a crime.
7. Significance of Officer's initial observations of scene & victim.
8. Officer's skills in taking verbal to written statements & with clear documentation.
9. Officer's interview skills using question types & documentation.
10. Officer's investigative efforts to identify Elements of the Crime. Students are given content list of what is needed for specific crimes.
11. Officer's canvass methods & documentation to pursue a lead.
12. Officer's collection & documentation of physical & perishable evidence.
13. Use of well-written narratives as blueprint templates for specific incidents versus the legal consequences of cutting & pasting reports.

Officers read & evaluate several reports in class based on the above practice in class.

Realizing agencies are hiring lateral Officers whose literacy skills are lacking, this course will cover the three cores of how to write a strong LE narrative from notetaking, review of body & dash-cam tapes, composing the rough draft, to final copy proofed & edited.

The course includes a 4-hour block on proficient writing skills, addressing grammar issues that cause confusion, contradictions, & misrepresentations in police reports. The block covers coherent paragraphs with clear transitions, sentence types & structures, 8 parts of speech, & 8 punctuation marks. It clarifies confusing pronouns, ambiguous police jargon, & how the passive voice of the verb breaks the evidence chain of custody. It clarifies what to quote & how to do it. Everything is tied to Police Report Writing.

Attendees should bring 2 samples of written agency reports: one a crime against property, one a crime against person(s). They will use these reports to practice what is taught in class on #13. We will discuss 3 ways to use old reports to aid writers.

Non-Member Tuition: **$0.00**** non-member tuition shall apply to State/Federal agencies and Local Law Enforcement agencies which are not members of MTU #9. Tuition will be invoiced to departments upon course completion. If a pre-registered student from a non-member agency fails to attend training, and the agency fails to provide advance notice within 7 days of the start date of that class, the agency will be invoiced the entire amount of the student's tuition. See Tuition Policy Here

No Shows/Cancellation Policy: West Central IL Criminal Justice Council-MTU #9 has instituted a No Show/Cancellation fee of $50.00 to be invoiced to member/non-member agencies who do not provide sufficient notice of cancellations seven (7) days before start of class. This Fee will be invoiced within a week of an officer's absence from a training course in which he/she was registered. If an agency is unable to provide advance notice of its intent to cancel course registration because of circumstances beyond its control, the Director will have the discretion to waive this payment. Any requests to waive No Show/Cancellation Fee the Director in writing. (View Full Policy HERE)

To Register: Follow this link to Register: https://mtu9.org/page/3/register-now If you experience problems or issues with registration, please email register@mtu9.org. ALL registrations must go through your Sheriff, Chief, or Training Officer.

This course is certified and approved by Illinois Law Enforcement Training & Standards Board