



OAKLAND POLICE ACADEMY

Combined Regional Emergency Services Training
Oakland Community College

2900 Featherstone Road • Auburn Hills, MI 48326-2845 • www.oaklandcc.edu/crest/



LAW
ENFORCEMENT
TRAINING

REPORT WRITING AND DOCUMENTATION FOR LAW ENFORCEMENT

INSTRUCTOR: Chad Double, Sergeant – Farmington Hills Police Department.

COURSE DESCRIPTION: This course is designed to cover the proper ways of collecting information and perform an on-scene investigation. We will discuss taking complete notes and then taking the notes and formatting them into a first person report that contains all of the pertinent information and the elements for a successful prosecution. This course is highly recommended for new or veteran officers who look to improve their report writing.

TOPICS INCLUDE:

- The Importance of Report Writing
- How Reports reflect on you as an officer
- Formatting a Good Report
- The Make-up of a Good Report
- Writing for Prosecution
- And much more

Students will be writing a report in class, a lap top computer is recommended but not required.

COURSE NAME: Report Writing and Documentation for Law Enforcement

DATE: February 20, 2019

TIME: 8:00 am - 4:30 pm

COST: \$50.00

LOCATION: Oakland Police Academy
Oakland Community College
2900 Featherstone Road
Auburn Hills, MI 48326-2845
Phone: 248.232.4220
Fax: 248.232.4225

– 302 Funds Eligible –

CANCELLATION POLICY: Class reservations may be cancelled up to 7 calendar days prior to the first day of class with a 100% refund, less than 7 days, but prior to the first day of class with a 50% refund, on the first day of class with a 0% refund. All "no shows" will be charged full price. Please include the registered person's name, course name and date, your signature and date. Students are responsible for amounts not covered by third party sponsors or departments unwilling to satisfy the invoice.



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TRAINING NOTICE