

SOUTHWESTERN ILLINOIS LAW ENFORCEMENT COMMISSION

Mobile Team ASSIST #14

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Mandates: .5 Hr. Civil Rights, .5 Hr. Constitutional Use of LE Authority, 1.5 Hr. Cultural Competency, .5 Hr. Human Rights, 4 Hr. Procedural Justice, 16 Hr. Lead Homicide Investigator

P R E S E N T S

16 HOUR PROFESSIONAL POLICE REPORT WRITING

**Wednesday-Thursday, March 25 & 26,
2026 - 8 AM/ 5 PM**

WHERE: Belleville Police Department
720 West Main St., Belleville, IL. 62220

WHO: Jan Mirikitani, MBBW, LLC.

REGISTER: Visit our website www.silec.org. **Limit 20.**

Attendees will discuss all aspects of police report writing from dispatch to information gathering: Officer's initial observations of victim & scene, statements & interviews, documenting persons on scene, & quality canvass. They will discuss how building community trust in daily contact aids cooperation & building strong cases. They will also discuss how local demographics can impact gaining cooperation, statements & conducting victim & witness interviews. They will examine clear, accurate, chronological writing & the role of proofing & editing.

Learning Objectives:

1. Impact of the first responding Officer's report on finding leads, investigation, prosecution, justice for the victim, the Department's reputation, & Officer liability.
2. Five core characteristics of a creditable police report.
3. Professional communication skills: Observe, Elicit, Assess, & Documentation.
4. Officer's knowledge of diversity builds trust towards getting statements & successful interviewing of victims, witnesses, & possible suspects.

5. Documenting Reasonable Suspicion to Probable Cause; does content match the charges?
6. Recognizing human trafficking, hate crimes, elder abuse, crimes against children.
7. Canvass: Gather information with consistency through quality communication & dignity.
8. Crime Scene: How to work it, Documenting evidence handling, Processing (packaging, photographs, diagrams), Chain of Custody. When to call Detectives/Crime Scene Units.
9. When first responding Officer finds a dead body: what to do, how, & why.
10. How note-taking methods impact content accuracy & quotations.
11. Use quality Department report cut & paste statements.
12. Use quality Agency reports as blueprints for felony & misdemeanor crimes.

Funding made available by the Illinois Law Enforcement Training and Standards Board, Southwestern Illinois Law Enforcement Commission, ASSIST #14 Partnership and the seven counties of Bond, Clinton, Madison, Monroe, Randolph, St. Clair and Washington. MTU #14 request for certification of this course has been approved by the Illinois Law Enforcement Training and Standards Board.