

## About the course:



*“...to write reports effectively and efficiently...”*

**“Report Writing”** This course is designed to provide students with a clear understanding of what their police related reports are expected to achieve and to enhance their knowledge and skills in order to write their reports effectively and efficiently. The course will include training in the use of punctuation, capitalization, use of numbers, abbreviations, plurals, possessives, spelling, grammar, word usage, composition and forms germane to law enforcement. Numerous practical writing assignments will be conducted utilizing videotapes and scenarios as a guide. Also, discussion will be generated on common errors associated with police reports.

## About the instructors:



### Sergeant Tanya Sirl

Sgt. has been in law enforcement since 1989. A dispatcher for 9 years until becoming a sworn officer in 1999. Since then Tanya has worked in the capacity of field patrol officer, evidence technician, field training officer, Crash team member, Community relations officer, SRO and Patrol Sergeant. She is an OPOTA certified Police Instructor and certified Master Evidence Technician. She has been qualified as an expert witness in crime scene photography and has instructed hundreds of Ohio Peace Officers in photography and evidence collection. She has been an instructor for NCPI since 2005.

## About the Topics:

This course will develop skills in the use of:

- Punctuation
- Capitalization
- Numbers
- Abbreviations,
- Plurals
- Possessives
- Spelling
- Grammar
- Word Usage
- Composition
- Police reports and errors
- Practical writing exercises



REGISTRATION INFORMATION

Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone \_\_\_\_\_  
FAX \_\_\_\_\_ e-mail \_\_\_\_\_

**Registration fee:  
\$90.00 per person**

Training Site:

Westlake Recreation Center  
28955 Hilliard Blvd.  
Westlake, Oh

4 WAYS TO REGISTER:

**On Line:** [www.ncpi-ohio.com](http://www.ncpi-ohio.com)

**Mail:** Northcoast Polytechnic Institute  
Attn: William D. Healy, Director  
6688 Steinbeck Court  
North Ridgeville, Oh 44039  
Phone (440) 353-0796

**e-mail:** [info@ncpi-ohio.com](mailto:info@ncpi-ohio.com)

**Fax:** (440) 353-0797

FOR OFFICE USE ONLY  
School No \_\_\_\_\_  
School: Police Report Writing  
Westlake PD Sept 5, 2012

**WEB:** [www.ncpi-ohio.com](http://www.ncpi-ohio.com)

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# Police Report Writing



Hosted by:

**WESTLAKE  
POLICE  
DEPARTMENT**

Wednesday  
**September 5,  
2012**

8:00 AM – 4:30 PM