

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:



Mr. Thomas Hollingsworth was a career law enforcement officer who was a member of the law enforcement community for over 29 years. Mr. Hollingsworth served as a trooper, sergeant and lieutenant in the Ohio State Highway Patrol. During his career, he served as an Academy instructor and manager and was a Basic Peace Officer Academy Commander while assigned to the Ohio State Highway Patrol Training Academy. Mr. Hollingsworth is an expert in various law enforcement fields of training to include police defensive driving, ADAP and radar/laser. Mr. Hollingsworth is a graduate of the Northwestern University's ten week School of Staff and Command. He has served as an instructor on supervision and management related training areas for the Northwestern University Police Traffic Institute. Mr. Hollingsworth is a certified accident reconstructionist having graduated from Northwestern University's accident reconstruction school. He is a life-time certified instructor with the Ohio Peace Officer's Training Council (OPOTC). Upon his retirement from the Ohio State Highway Patrol, Mr. Hollingsworth is currently employed by the Ohio Department of Public Safety in charge of the traffic crash records unit.

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

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

Fax: (440) 353-0797

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

WEB: 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