



EASTERN MISSOURI POLICE ACADEMY

Report Writing Skills For Supervisors

October 2, 2019

ST. CHARLES COMMUNITY COLLEGE CAMPUS
4601 MID RIVERS MALL DRIVE ST. PETERS, MO 63376

STUDENT CENTER, ROOM #209

8:00 am – 5:00 pm each day

Business Casual Attire is Required.

This course will be taught by Dr. Thomas Leasor, retired Patrol Division Lieutenant and Rich Will, retired Patrol Division Sergeant.

Synopsis:

This course will address how to maintain notes during a critical incident and develop a timeline, ultimately using the information to complete a report. This course will also address the review of subordinate reports with practical exercises.

Supplies: Laptop with Word and a USB flash drive

Participants will receive 8 hours of training in the following categories:
4 hrs Technical Studies and 4 hrs Skill Development

MEMBER FEE: \$25

NON-MEMBER FEE: \$75.00

FOR ADDITIONAL INFORMATION OR TO REGISTER CONTACT

Rich Will: 636-922-8706, rwill@thepoliceacademy.org