

Intermediate Report Writing

Instructor: Sgt. Haril Walpole, Memorial Villages Police Dept.

Presented by: The Bill Blackwood Law Enforcement
Management Institute of Texas

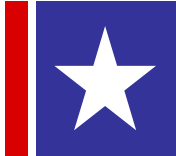
When: March 15, 2010 –March 16, 2010 from 8:00am – 5:00pm

Where: LEMIT Building, Sam Houston State University, Huntsville, Texas

Cost: \$195/person (no refunds but substitutions will be allowed)

Lunch will be provided by LEMIT

Application deadline is Friday, March 5, 2010



Please type or print and fax to (936) 294-3926, attn: Mikal Sieger

Full Name: _____

Preferred First Name (for name tag/tent): _____

Title: _____ Gender: F M

Agency/Department: _____

Agency Mailing Address: _____

City: _____ State: _____

Zip: _____ County: _____

Email: _____

Agency Phone: _____

Agency Fax: _____

Date of Birth: _____ TCLEOSE PID# _____

Payment Method:

Credit Card:

Card Type _____ Visa _____ MasterCard

Cardholder Name _____

Card # _____

Expiration date _____

3 digit Security Code _____

Zip code _____

Signature _____

Check/Money Order

Check # _____

Please make checks payable to
SHSU and mail to:

LEMIT

Attn: Mikal Sieger

Sam Houston State University

CJ Center Box 2417

Huntsville, Texas 77341-2417

About the Course:

This course is designed to provide the concepts of writing an offense report to increase the quality of professional law enforcement documentation. This course introduces the student to the concept of gathering relevant information, formulating thoughts, and putting them on paper in chronological order. The students will be taught how to develop a report and present that information in court. While this course is not intended to teach Language Arts, or make literary scholars out of police officers, each attendee will be able to demonstrate the basic knowledge and skills required to effectively write a professional, accurate offense report.

Once payment has been received, registration will be confirmed by e-mail. If you have not received a confirmation e-mail within one week please contact the program coordinator at (936) 294-3756.