



Writing Effective Evidence Reports For the Crime Scene Investigator

Lake Forest (IL) Police Department

March 23 – 24, 2020

This is a two day workshop designed for the Evidence Technician or Crime Scene Investigator that is looking to improve their report writing and scene documentation skills.

There is no pre-requisite for this program.

This workshop is designed to give crime scene investigators the skills needed to identify and report relevant and sometimes technical information in a format that is clear and understandable. Students work through practical exercises that help sharpen their observation and written communication technique. Emphasis is placed on preparing reports that are logical, concise and accurate. Brief written reports completed by the students are evaluated in class.

The small class size of this workshop is meant to allow students ample time to work through practical exercises and to permit the instructors to closely evaluate each student's work.

Upon receipt of the registration form, a confirmation notice will be sent including directions to the class site and a list of equipment that the student will need to bring.

Students benefit from this workshop with

- Reduced errors in content, grammar and spelling
- Improved critical thinking skills
- Increased understanding of professional writing requirements

Topics covered include:

- Reporting - Basic to Major Cases
- Taking Field Notes
- Assembling Information
- Writing Mechanics
- Formatting the Evidence Report
- Writing a Technical Narrative
- Avoiding Common Pitfalls
- Incorporating Diagrams and Supplemental Information
- Proofreading and Revising
- Computerized Reporting

For more information go to www.imprimus.net/reports or call us at 847-804-8420.

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Writing Effective Evidence Reports

Lake Forest, IL – March 23-24, 2020

Registration Fee \$99 – Registration Deadline is March 13, 2020



Register Online
imprimus.net/Training

Firefox Users: Please note that the Firefox browser does not allow the filling in of PDF forms. You will need to save the form to your computer.

Attendee Name _____

Check

Agency _____

Money Order

Address _____

Dept. P.O. # _____

Authorized Signature for P.O.

City _____ State _____ Zip _____

X _____

Phone _____ Fax _____

e-mail _____

Return this form to: Imprimus Forensic Services, LLC – P.O. Box 1532 – Arlington Heights, IL 60006. Make checks & money orders payable to Imprimus Forensic Services, LLC. **No refunds given after March 13, 2020.**

FAX BACK TO 847-439-7442

YOU CAN ALSO REGISTER AND PAY ONLINE FROM THE CLASS LISTING ON OUR TRAINING CALENDAR
www.imprimus.net/Training

