



# Bulletproof Report Writing

Course Outline

Blue to Gold Law Enforcement Training  
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# GOA

## learners

In-service training for certified law enforcement, including patrol, investigations, specialty units, and administration

## length of instruction

8 Hours

Bulletproof Report Writing focuses on teaching you the articulation skills needed to help you write legally defensible police reports. It is vital you write reports that allow prosecutors to convict defendants and protect yourself from lawsuits.

## **Course Introduction – 10 minutes**

- 1) Instructor introduction.
- 2) Explain the course objective.
  - a) Recognize the importance of a carefully worded report and how that conveys in court.
  - b) Illustrate any understanding of articulating events in detail.
  - c) Understand how your report serves as a roadmap for the prosecution.
- 3) Encourage attendees to ask questions and share feedback with other attendees.
- 4) Explain that certificates will be emailed after the class and each student will be registered in the Blue to Gold University.
- 5) Go over the three disclaimers:
  - a) Laws and agency standard operating procedures may be more restrictive. Blue to Gold teaches the federal standard unless otherwise stated. Therefore, students must know their state and local requirements in addition to the federal standard.
  - b) If students have any doubts about their actions, ask a supervisor or legal advisor.
  - c) The course is not legal advice, but legal education. Therefore, nothing we teach should be interpreted as legal advice. Check with your agency's legal advisor for legal advice.

## **Module 1: Preface – 30 Minutes**

- 1) Description of Course Exercises
- 2) The Three Golden Rules of Report Writing
- 3) Course Goals and Objectives:
  - a) Discourage filing motions to suppress
  - b) Encourage guilty please
  - c) Serve as a roadmap for the prosecution

- d) Provide for a basis to fully refresh your memory for trial.
- 4) How are we going to accomplish this?
  - a) Accurate
  - b) Truthful
  - c) Professional
  - d) Complete
  - e) Persuasive
- 5) Who's Your Audience?
- 6) Grammar, Spelling, and Punctuation
- 7) Class Exercise: Imagine You're Driving a Patrol Car

## **Module 2: Report Mechanics – 420 Minutes**

- 1) Do Not Write in ALL CAPS
- 2) Use Paragraphs
- 3) Use Topic Headings
- 4) Bullet Points
- 5) Exercise One: Patdown Report Writing
- 6) Identify People by Roles
- 7) Write in the First Person
- 8) Exercise Two
- 9) How to Write Sentences
- 10) Exercise Three
- 11) Synopsis
- 12) Exercise Four
- 13) Chronology
- 14) Articulating Reasonable Suspicion and Probable Cause
- 15) Exercise Five
- 16) Summary
- 17) Exercise Six
- 18) Report Writing Checklist
- 19) Prove the Elements
- 20) Exercise Seven
- 21) BWC Narration
- 22) Articulation
- 23) Reverse Engineer Case Law
- 24) Looking for Anything Out of the Ordinary
- 25) Separating People
- 26) Articulating Conclusions
- 27) Exercise Eight
- 28) Exercise Nine

### **Module Three: Recap – 10 Minutes**

- 1) Don't write in all CAPS
- 2) Use generous paragraph breaks
- 3) Use topic headings
- 4) Use bullet points
- 5) Identify people by roles
- 6) Write in the first-person style
- 7) Write short and direct sentences
- 8) Articulate conclusions
- 9) Look for evidence hidden in plain sight

### **Module Four: Courtroom Testimony Pointers – 10 Minutes**

- 1) Tell the truth
- 2) Don't guess
- 3) Make sure you understand the question
- 4) Take your time
- 5) Fully answer, then STOP
- 6) Never argue and stay calm
- 7) Talk loud enough
- 8) Be courteous
- 9) Don't look at prosecutor for help
- 10) Make sure jury knows when you estimate space and time
- 11) Admit freely if asked did you discuss case with prosecutor
- 12) State "Yes, I've talked with the prosecutor and was told to tell the truth."
- 13) Avoid jokes and wisecracks
- 14) Don't be afraid to look the jury in the eye and tell your story

**\*\*\*End of Class\*\*\***