



Writing Effective Law Enforcement Reports

Hosted by: Bristol PD

Dates: 4.8.24 - 4.10.24

Cost: \$375.00 Per Officer

0830-1630

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Course Description: This course will expose police supervisors to the purpose and nuances of police report writing. It is tailored to give the supervisor an understanding of best practices in report writing; the proper techniques of report writing; the proper techniques of facilitating remedial action as it relates to report writing; and the ability to develop strategies to improve report writing of their subordinates. The course will concentrate on the development of a narrative reporting system through the use of captions. Emphasis will be placed on organizing thoughts and communicating factual findings into a written format. Practical exercises will reinforce the completion of the reporting process and overall understanding.

Students will be able to produce clear, concise reports for use in the law enforcement process. Supervisory students should be able to identify strengths and weaknesses and convey those to subordinates. Students will also be increasing their understanding of their respectively utilized reports and records management systems so they will be able employ these systems to assist in case management, write case reports, update open cases and access additional report documents and to arrest and process prisoners, as tailored to individual departmental needs.

This course includes lectures and practical exercises including the subjects of Principles of Report Writing; Note Taking; Narratives; Statements; Legal Standards and Implications; Specialized Reports and Reporting Language; and New Reporting Requirements under HB 6004: An Act Concerning Police Accountability.

POSTC Credits Will Be Issued.



Mark Sticca, a 26-year veteran of the Connecticut State Police, was the previous commander of the Connecticut Statewide Narcotics Task Force (SNTF). He previously served as a patrol trooper and Academy Instructor, and both as a patrol and administrative sergeant. He held several commands as a lieutenant to include commands at several Troops, Major Crime Squad, Internal Affairs, Criminal Justice Information Systems, Traffic Services, State Police Academy, and was an area commander for SNTF 2013-2016. Upon promotion to Captain, Mark was assigned as the Deputy Commander of Central District; the Bureau Commander of Selections, Training & Investigative Support Services; the Commanding Officer of SNTF and was Acting District Commander of the Western District before his retirement in August 2019.

Karen O'Connor has worked in the field of criminal investigations for over 25 years. She began as a Public Defender Investigator for the State of Connecticut, Judicial Branch in 1990 and became a Connecticut State Trooper in 1994. After retiring as a Sergeant in February of 2020, she became the Executive Director of The Network Against Domestic Abuse located in Enfield, CT. The Network is a non-profit advocacy agency which provides free domestic violence advocacy, counseling and shelter services to the North Central Connecticut region.

Lou Luba has been a prosecutor with the Division of Criminal Justice since 1995, working out of the Office of the Chief State's Attorney Special Investigations Unit/Statewide Prosecution Bureau, New Britain – G.A. # 15, and Windham Judicial District – Part A. He holds a B.S. in Criminal Justice from the Rochester Institute of Technology, a J.D. from Syracuse University College of Law, a M.P.A. from the nation's top ranked Syracuse University Maxwell School of Citizenship and Public Affairs, a Masters in Homeland Security with a concentration in Terrorism Studies from the American Military University, as well as graduate studies at the University of Connecticut, Naval War College, Naval Justice School and National Defense University. He holds professional certifications in Criminal Investigations through the American College of Forensic Examiners Institute and Cyber Investigations through the Federal Bureau of Investigation. Based upon his work in the case of [State v. Christopher Lamb](#), Lou was named 2019 Prosecutor of the Year.

Christopher Bartolotta was employed by the State of Connecticut's Department of Emergency Services and Public Protection, Division of State Police, for thirty-two years of service, retiring in April of 2022 with the rank of Captain. He continues his public service as the Deputy Chief of the Avon (MA) Police Department. He is a certified Law Enforcement Instructor in several states on a wide variety of subjects to include policy and procedure development and implementation, interpersonal communications, unique enforcement techniques, patrol function challenges, interview and interrogation, drug and alcohol issues, stress and crisis management, suicide intervention, fraudulent documents, motor vehicle theft and fraud, report writing and documentation, criminal investigations, as well as, numerous other topics.