



Writing Effective Law Enforcement Reports

Hosted by: Wallingford PD

Dates: 4.22.26 - 4.24.26

Cost: \$375.00 Per Officer

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Course Description: This course will expose police officers to the purpose and nuances of police report writing. It is tailored to give both officers and supervisors 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. 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.



Officer Lindsey Michaels is a POSTC-certified instructor and experienced law enforcement professional with the Montville Police Department. She serves as the department's Accreditation Manager, Domestic Violence Liaison, and Lethality Assessment Program Coordinator. With a strong background in victim advocacy and criminal investigations, Lindsey brings practical, real-world expertise to her trainings. She previously worked as a Family Violence Victim Advocate and Law Enforcement Advocate with Safe Futures, giving her a unique perspective that strengthens her approach to thorough, accurate, and trauma-informed report writing. Lindsey holds a Master of Science in Criminal Investigations and a Bachelor of Science in Criminal Justice from the University of New Haven, graduating with top honors. She also serves as her department's Honor Guard Coordinator and Special Olympics Liaison.

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.

Attorney Jennifer Miller began her legal career as a judicial clerk for the Honorable Thomas A. Bishop and the Honorable Michael R. Sheldon of the Connecticut Appellate Court. After her clerkship, Attorney Miller worked for a decade as a prosecutor with the Division of Criminal Justice, at both the Appellate Bureau of the Office of the Chief State's Attorney and New Britain - G.A. #15. Attorney Miller then worked as a staff attorney at the Freedom of Information Commission and now works as a staff attorney at another state agency. She holds a B.A. in both Political Science and Spanish from Union College and a J.D. from the University of Connecticut School of Law.