

Report Writing: *Making Your Case*

August 4, 2014 8:00 am to 5:00 pm
at the Best Western Park Plaza Hotel
620 S. Hill Park Drive, Puyallup, WA
(Course made possible by Puyallup Police Department)

Cost: Only \$99

when you register now at: www.code4.org
register via phone 800-622-9391 & cost is \$109
(Save \$10 when you register on-line)

Cost includes attendance certificate for CEU's or files & handout
Group discounts (10 or more)

Instructor

This course is instructed by Senior Deputy District Attorney Chris Owen. Mr. Owen has been with the District Attorney's office in the Portland, Oregon metro area since 1996. He is an excellent presenter and speaker with experience in many aspects of hearings, trials, testimony, reporting and evidence procedure. He has worked in all areas of prosecution including person crimes, child abuse, sexual assault, robbery and homicide case prosecution.

DDA Owen is also on the faculty of the National District Attorney's Association's National Advocacy Center. He frequently instructs/presents to law enforcement organizations regarding investigations and courtroom procedure. He is also a Professor at Portland State University.

Course Intended For:

- All Law Enforcement
- Corrections
- Probation
- Investigators
- Security
- Children's Srvces Staff
- Supervisors & Managers
- Campus Safety Staff
- Tactical Teams
- Inspectors & Examiners
- Licensing Investigators
- Fire & EMS
- Private Investigators
- Airport Personnel
- Trainers FTO's & PTO's
- School Police
- Liquor Control
- Gaming Staff
- Federal Personnel
- Safety & Transportation
- Reserves
- Court Personnel
- Auditors
- Government Personnel
- Mental Health Investigators

Course Content

When preparing your documentation for criminal, civil or hearing review, you are subject to a higher standard of scrutiny. Learn to clearly communicate your investigations and important facts. You are providing the template for the litigation that will follow. You must be clear, comprehensive and efficient.

This course will provide you the following tools to increase the likelihood you will make the most effective case or accurately communicate your conclusions to any audience through your report:

- How defense attorneys, judges, hearings officers & juries view reports.
- Understanding basic rules of evidence.
- Understanding your role in the investigation.
- Specialized report writing tips for:
 - *search and seizure issues
 - *child abuse investigations
 - *Domestic violence investigations
 - *sexual assault investigations
 - *suspect/witness interviews
 - *reporting demeanor of a suspect/witness
- Ethics in investigations & report writing.

Code 4 Public Safety Education Association, Inc. a non-profit 501(c)(3) Education Association
Phone: 541-245-0703 Fax: 541-732-1829 - Tax ID #93-1248059

Make checks payable to "Code 4" - mail to: 711 Medford Center #265, Medford, OR 97504

