

Incident Report Writing / Technical Writing

Executive Summary:

If you are a security guard or police officer deployed to the scene of an incident, writing up a detailed and accurate report is an important part of doing your job correctly. A good incident report gives a thorough account of what happened without glossing over unsavory information or leaving out important facts. It is crucial to follow the appropriate protocol, describe the incident clearly, and submit a polished report.

This course in Incident Report Writing will better prepare students for successful completion of the Security Guard Card Program.

	Deliverables	
Instructional Components	Provide learners with the following knowledge, skills and practical application: (1) Exercising integrity & ethics in the report-writing process; (2) time-sensitivity for report writing; (3) obtaining the needed information for the report; (4) using proper forms to provide the general nature of the incident and basic facts; (5) how to write a narrative in first person, while being thorough, accurate, clear, and concise; and (6) proofreading and editing reports for submission. Training will include scenario-based practical application exercises.	
Target Audience	Adults, 18 to 26 years old, no prior experience required <i>(15 maximum participants per Cohort)</i>	
Course Length # of Days/Hrs.	Incident Report Writing/Technical Writing Course	9 hrs.
Industry-Related Training Certifications	N/A	
Issuing body for the credential or license:	N/A	
Instructor	Criminal Justice/Forensic Science/Military Consultant	

EDU Consulting LLC fees include instructor costs, materials and a maximum of two virtual conference planning meetings with clients. Length of course, content and scheduling can be adjusted to better accommodate the needs of our clients. The client provides the training location.