

NORTHERN ILLINOIS TRAINING ADVISORY BOARD  
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[www.nitab.org](http://www.nitab.org)

**REPORT WRITING – THE GAP FREE NARRATIVE ©**

Date: February 7, 2025 Registration Deadline: January 7, 2025  
Times: 0800-1600 hours  
Location: NITAB - Classroom A  
2527 Colman Center Drive  
Rockford, IL.  
Instructor: Offset Consulting LLC  
Member Fee: \$0 Non-Member & Member Non-Sworn Fee: \$150

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**LAPTOP REQUIRED FOR THIS CLASS**

**PURPOSE OF COURSE:**

This one day, 8-hour program has been designed by Offset Consulting LLC to use the Gap-Free Narrative© system, to provide students with a methodical and standardized approach to creating report narratives. Every type of police narrative, from stolen property to homicide, can be handled with ease when using the Gap-Free Narrative method properly.

**COURSE OVERVIEW:**

This 8-hour course is designed to provide officers with an entry-level understanding of how to draft report narratives with defense-resiliency in mind. This will be achieved by using the Gap-Free Narrative© approach created by Offset Consulting LLC. The training concepts and material included in this lesson plan were mostly created by Offset Consulting LLC. This approach to report writing was created by doctoral candidates and has been peer-reviewed. The method of creating reports taught in this lesson is used by scholars and has been taught to multiple departments in the State of Illinois. Under this lesson plan and the principles of the Gap-Free Narrative© system, this new approach will teach how to analyze a narrative to ensure it has the parts necessary in it, and then employ a checklist to ensure all aspects of the reported-on incident are being documented.

**COURSE GOALS:**

To train officers in a new way of drafting report narratives that will be defense-resilient and more encompassing of all events that may have transpired during the incident being reported on.

**COURSE PREREQUISITES:**

Only personnel who are currently employed by a government entity, local or state law enforcement agency in a sworn capacity will be permitted to attend this program. Personnel attending this course **must** at minimum be graduates of a police academy.

**METHODS OF EVALUATION:**

Students will be required to demonstrate the ability to apply the Gap-Free Narrative© system and create a report narrative with all parts discussed or discovered through the report-writing scenarios during the class. Additionally, the instructor will evaluate students' comprehension and retention of course topics based on their participation in practical exercises/scenarios and discussions conducted during the course. Evaluation forms provided by NITAB will be completed by each student and provide feedback to NITAB on the quality of the course content and the instructor's effectiveness in delivering this content.

**METHODS OF INSTRUCTION:**

This course is conducted using the following methods of instruction:

- In-class review of the Gap-Free Narrative© approach
- In-class lecture
- In-class general discussion
- Scenario Re-enactment
- Walkthrough of reports that include unnecessary information
- Scenario #1 - role playing so that students draft a police narrative.
- Scenario #2 - role playing so that students draft a police narrative using the Gap-Free Narrative© template.

**RECOMMENDED INSTRUCTIONAL AIDS:**

- Multi-media projector
- Laptop or desktop computer
- Screen or monitor
- White board & dry-erase markers
- Laptops for all students

**ATTENDANCE POLICY:**

This is a state certified course. Thus, no more than 10% of class time, or approximately 45 minutes, may be missed. It is strongly suggested, however, that the student be in attendance for the entire session to maximize upon the knowledge and skill development associated with the training. Should a temporary absence from the class be necessary, it remains in the responsibility of the student to contact the instructor and arrange to obtain any information or materials missed due to the absence.

***This course has been certified by the ILETSB and approved to meet the following mandates:***

<input checked="" type="checkbox"/> 2.0 Civil Rights	<input checked="" type="checkbox"/> 2.50 Constitutional & Proper Use of Law Enforcement Authority
<input type="checkbox"/> Crisis Intervention	<input type="checkbox"/> Cultural Competency
<input type="checkbox"/> Emergency Medical Response	<input type="checkbox"/> Human Rights
<input type="checkbox"/> Legal Updates	<input type="checkbox"/> Officer Wellness and Mental Health
<input checked="" type="checkbox"/> 2.00 Procedural Justice	<input type="checkbox"/> Psychology of Domestic Violence
<input type="checkbox"/> Reporting of Child Abuse and Neglect	<input type="checkbox"/> Sexual Assault Trauma Informed Response
<input type="checkbox"/> Use of Force	<input type="checkbox"/> De-Escalation Techniques
<input type="checkbox"/> High-Risk Traffic Stops	<input type="checkbox"/> Law concerning stops, searches, and use of force
<input type="checkbox"/> Officer Safety Techniques	<input type="checkbox"/> Firearms Restraining Order Act

**Specialized Training**

<input type="checkbox"/> Crisis Intervention Team Training (CIT)	<input checked="" type="checkbox"/> 8.0 Lead Homicide Investigator
<input type="checkbox"/> School Resource Officer	<input type="checkbox"/> Sexual Assault Investigator Training
<input type="checkbox"/> Epinephrine Autoinjector (Epi Pen)	<input type="checkbox"/> Opioid Antagonist (NARCAN)
<input type="checkbox"/> Drug Recognition Expert (DRE)	<input type="checkbox"/> Advanced Roadside Impaired Driving Enforcement (ARIDE)
<input type="checkbox"/> Active Threat Response	<input type="checkbox"/> Officer & Youth Interaction
<input type="checkbox"/> Juvenile Law	

To receive a State Certificate / training credit for the above listed mandates, no more than 10% of the course hours can be missed.

