

NORTHERN ILLINOIS TRAINING ADVISORY BOARD

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Report Review and Approval for Law Enforcement Supervisors

Date: October 16, 2026 **Registration Deadline: September 16, 2026**

Times: 0800-1700 hours

Location: NITAB - Classroom A
527 Colman Center Drive
Rockford, IL

Instructor: Offset Consulting LLC

Member Fee: \$0 Non-Member & Member Non-Sworn Fee: \$150

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This course has been approved by ILETSB for the following mandates:
Civil Rights - 2.0
Constitutional Use of LE Authority-2.0 Human Rights - .50
Procedural Justice- LO

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 reviewing and approving report narratives. Every type of police narrative, from stolen property to homicide, can be handled reviewed and analyzed with ease when using the Gap-Free Narrative© method properly.

COURSE OVERVIEW:

This 8-hour course is designed to provide law enforcement supervisors with a system of review for 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 created by Offset Consulting LLC. This approach to report writing was created by doctoral candidates and a Dr. in Strategic Security and has been peer-reviewed. The method of creating reports taught in this lesson is currently 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, students will learn how to use the system's checklist and narrative breakdowns. This is a departure from many departments' previously taught report writing methods. 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 law enforcement supervisors in a new way of reviewing 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 unit of local government in a sworn or civilian capacity will be permitted to attend this program. Only the Chief, Sheriff, or Public Safety Director of the agency requesting this training - or his/her designated representative - may enroll student officers. Officers will NOT be allowed to enroll themselves.

METHODS OF EVALUATION:

Students will be required to demonstrate the ability to apply the Gap-Free Narrative© system and review 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 completed by each student will 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 in order to maximize upon the knowledge and skill development associated with the training. Should a temporary absence from the class be necessary, it remains the responsibility of the student to contact the instructor and arrange to obtain any information or materials missed due to the absence.

ACADEMIC INTEGRITY:

NITAB supports a strict policy on academic integrity. Students are responsible for their own work, including the preparation of research papers, case study reports and the taking of pre and post examinations. Cheating and plagiarism will not be tolerated and will result in a failing grade.

SAFETY PROTOCOLS:

Safety is a priority for all courses, especially involving those that involved hands-on drills and techniques, live fire or high-risk activities. Safety measures for this course include:

- This course is of low safety risk - no specific safety measures are required.