TEXAS POLICE TRAINERS LLC

PROFESSIONAL TRAINING FOR TEXAS LAW ENFORCEMENT



COURSE INFORMATION

HOSTING AGENCY
Central Texas Council of Governments (CTCOG)

TRAINING LOCATION
2180 North Main Street
Belton, Texas 76513

DATE
Monday, January 25, 2027

TIME
8:00 AM - 5:00 PM

COURSE LENGTH / CREDIT
8 hours | Reported by CLEAT

COST
$75.00

MASTER THE ART OF CLEAR, CONCISE & EFFECTIVE REPORT WRITING

COURSE DESCRIPTION

Accurate and well-structured reports are critical to the success of law enforcement operations and the criminal justice process. This comprehensive course is designed to equip Texas law enforcement personnel with the knowledge and skills needed to write clear, concise, and legally sound reports.

Participants will explore the role of reports in the criminal justice system, emphasizing their impact on investigations, prosecutions, and courtroom proceedings. The course will cover the essential elements of a good report, including clarity, accuracy, objectivity, and organization.

Through a step-by-step approach, officers will learn how to document incidents effectively, ensuring that their reports withstand legal scrutiny. Practical exercises will reinforce these concepts by allowing participants to apply their skills in real-world scenarios. Additionally, the course will address legal considerations and the admissibility of reports as evidence in court.

By the end of the training, participants will be proficient in producing reports that enhance case integrity, support legal proceedings, and contribute to effective law enforcement operations.

TOPICS COVERED

- **The Role of Reports in the Criminal Justice System** - Understand why accurate documentation is crucial.
- **Types of Reports & Their Functions** - Arrest reports, incident reports, offense reports, and more.
- **Essential Elements of a Good Report** - Clarity, completeness, accuracy, and conciseness.
- **Step-by-Step Report Writing Process** - From initial notes to a polished final document.
- **Practical Report Writing Exercises** - Hands-on scenarios to sharpen your skills.
- **Legal Considerations & Admissibility** - Learn what makes a report useful in court.

WHO SHOULD ATTEND

This course is designed for Texas law enforcement personnel, including police officers, sheriff's deputies, investigators, telecommunication officers, and other criminal justice professionals who seek to improve their report writing skills.

REQUIRED CLASS MATERIALS

Bring a laptop or tablet, plus paper and pen for notetaking.

REGISTER FOR TRAINING

https://texaspolicetrainers.com/?p=43634

HOTEL ACCOMMODATIONS

Candlewood Suites Temple - Medical Center Area
1850 Scott Blvd., Temple, Texas 76504
https://texaspolicetrainers.com/membership-benefits/book-your-hotel-reservation/

512-766-0659 | texaspolicetrainers@yahoo.com | texaspolicetrainers.com

ABOUT THE INSTRUCTOR

Lana Gudgel

Former Criminal Investigator | Law Enforcement Instructor | Criminal Justice Training Coordinator

Lana Gudgel is an experienced law enforcement professional, criminal investigator, and instructor with a diverse background in criminal investigations, report writing, legal analysis, and law enforcement training.

Lana began her career in the legal field as a paralegal with the Law Office of Tammie E. Kurth, Esq., where she gained valuable experience supporting criminal defense cases. Her responsibilities included reviewing police reports submitted during the discovery process, identifying missing or incomplete information, analyzing inconsistencies between investigative reports and supporting evidence, and preparing detailed recommendations for attorneys. This experience provided her with a unique understanding of the importance of accurate, thorough, and legally defensible law enforcement documentation.

In 2005, Lana graduated from the Kansas Law Enforcement Basic Training Academy and began serving with the Seward County Sheriff's Office in Liberal, Kansas. She worked as a patrol officer and Field Training Officer (FTO) before being promoted to Detective in 2007. Her investigative experience, combined with her legal background, provides valuable insight into the critical role that effective report writing plays in criminal investigations, case preparation, and successful prosecution.

Since 2007, Lana has provided specialized instruction to law enforcement officers, sheriff's deputies, and corrections personnel on a wide range of criminal justice topics, including professional police report writing. From 2011 to 2016, she served as an adjunct instructor in the Criminal Justice Division at Seward County Community College in Liberal, Kansas, teaching Criminal Investigations I and Criminal Investigations II.

Lana has successfully completed the Advanced Instructor Course and currently serves as the Criminal Justice Planner and Training Coordinator for the Heart of Texas Council of Governments. In this role, she oversees criminal justice training programs, develops instructional materials and lesson plans, prepares reports for the organization's governing body, and delivers specialized training to law enforcement professionals.

Throughout her career, Lana has demonstrated a strong commitment to professional development, instructional excellence, and strengthening the investigative and documentation skills of criminal justice personnel. Her combination of legal, investigative, and instructional experience allows her to provide practical, real-world training that emphasizes accuracy, professionalism, accountability, and effective communication.

AREAS OF PROFESSIONAL EXPERTISE

- Criminal Investigations and Case Preparation
- Law Enforcement Report Writing and Documentation
- Investigative Report Review and Legal Analysis
- Field Training and Officer Development
- Criminal Justice Instruction and Curriculum Development
- Law Enforcement Training Program Coordination
- Professional Development and Continuing Education