



King County Fire Training Officer's Association Officer Development Academy Course Syllabus

Class Title

Course Information

Course Title:	Narrative Report Writing
Course Description:	This course teaches key principles of proper narrative report writing for emergency services, security, and first-responder personnel.
Prerequisites/Pre-course Assignment:	None
College Credits:	4 hours

Instructor Information

Instructor:	Deputy Seth Grant, King County Sheriff's Office (Insight Instruction LLC)
Instructor Phone:	253-381-6821
Instructor Email:	sethjgrant@gmail.com



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Course Design

Text: **Workbook provided**

Additional Materials: **Reference books provided for use in class**

Course Objectives: **Through guided discussion, group work, individual exercises, and lecture, the following concepts are clarified and demonstrated:**

- **Understanding who reads your reports further down the line** - Officers will learn that their reports don't just disappear once entered into the computer. They will learn to think of their audience when writing narrative reports.
- **The various reasons information is included** - Officers will discover the myriad of reasons reports are written. They will answer the question "Why do we write reports?"
- **The two main methods used in narrative report writing** - Officers will examine the two primary methods of narrative report writing: "Follow the Story" and "Follow the Officer."
- **The Basic 6-Step Report Writing Format** - Officers will learn a simple and systematic way to write a "Follow the Story" style narrative.
- **Avoiding libel (and the accompanying lawsuits)** - Officers will learn to recognize this common pitfall in report writing, and how to avoid it. We will show how to remain objective, yet still get the right point across in the narrative.
- **Proper use of quotation** - Officers will work with quotations marks and review how to use them correctly in narrative reports.
- **Labeling persons in reports** - A simple and clear method of labeling persons in reports will be introduced.
- **Writing in the Active Voice style** - Officers will learn to use the Active



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Voice style of writing, which results in reports that are easier to understand.

- **Writing in the First Person perspective** - Officers will discover why writing in First Person perspective is superior to other writing perspectives.
- **Using correct tense** - Officers will learn how narrative reports should be completed mainly in past tense. We will also address the few situations when other tenses are appropriate.
- **Use of paragraphs** - This simple, yet very important issue will be explained.
- **Proper use of jargon and lingo** - Officers will learn which lingo, jargon, and acronyms are acceptable in their narrative reports, and which are not. We will provide officers with a simple rule of thumb.
- **S.O.A.P. format review** - For fire fighters and emergency medical personnel, we will review this format and explain how writing narrative reports is very different.
- **How to correct mistakes on hand-written reports** – Discussion of how to properly correct mistakes on hand-written reports and forms.

Course Policies: **Students will adhere to all policies as outlined by KCFTOA ODA and IFSAC Accreditation and Edmonds Community College.**

Grading: **Successful completion of this course will be based on meaningful participation in the group presentation, and a score of 70% or higher on the written exam.**

Practical Exercise: **5-minute group presentation on assigned grammar topics.**

Exams: **15-question written exam**