Narrative Report Writing
For the Fire Service

This course is a featured portion of the King County Fire Officer Development Academy. It teaches key principles of proper narrative report writing for emergency services, security, and first-responder personnel. 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. Once this format is learned, there will never be writer's block again.
- 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
- Writing in the First Person perspective
- Proper use of jargon and lingo
- S.O.A.P. format review

Instructor SETH GRANT: Seth Grant is a decorated full-time Deputy Sheriff with the King County Sheriff’s Office, the third-largest police agency in the state of Washington. He has been with the sheriff’s office since 1999. He is a certified Field Training Officer (FTO) and Police Training Officer (PTO), and Seth served four years as TAC Officer / instructor at the Police Academy. He holds a bachelor’s degree in Business Management, and is completing his master’s degree in Organizational Communications, with specialization in Organizational Development, Training, and Learning at the University Of Denver. Seth has provided training all around Washington, across the country, and even overseas. He is recognized as an expert in report writing, criminal law, and adult learning methods and problem-based learning. For several years, Seth has taken his ability to coach "on the road." His military service and law enforcement street experience coupled with his professional teaching background make him a wealth of usable knowledge. And to top it off, he delivers lessons with excitement, humor, and efficiency.