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Advanced Report Writing and Review #068

This course is part of FDLE's CJSTC Advanced Training Program. Courses in the Advanced Training Program are designed to enhance an officer's knowledge, skills, and abilities for job performance.

The course goal is to provide focused review and practice of the basic elements necessary for effective writing of narrative reports by criminal justice officers.

Officers will be required to pass a written test with a minimum score of 80%. There is a mandatory attendance policy.

Course Topics Include:

- Penmanship and Spelling
- Word Choice and Grammar
- Sentence Structure
- Gathering the Facts
- Proofreading the Report
- Writing a Use of Force Report

GENERAL INFORMATION

September 25-29, 2023

Time: 8:00 a.m. - 5:00 p.m.

Fees: **TRUST FUNDED**

Registration: (727) 341-4492

Facilitator: Paul Althoff

Agency/Self-Registration

<https://spcollege.augusoft.net>

Registration & Hotel information

SEPSI Authorization form Required

**Cancellations must be received 14 calendar days before start of class to avoid charge.*

Casual clothing is recommended. Shorts, tank tops and/or offensive T-shirts are unacceptable attire. Law enforcement personnel not in uniform that are carrying exposed firearms must prominently display agency ID and/or badge at all times while on college property.

Training Calendar <http://pstc.spcollege.edu/>

Lead Instructor

Michael Karayianes currently serves as a Sergeant with the St. Petersburg Police Department. He has worked as a sworn officer for 15 years. During that time, he has served as a Field Training Officer. As a Field Training Officer, one of his main responsibilities was to train and instruct new officers on how to write police reports. As a Sergeant, he currently reviews, proofreads, and assists officers in submitting acceptable police reports.

Over his career, Michael Karayianes has also worked as a member of the DUI Unit, Downtown Deployment Team and Special Events Response Team.