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Advanced Report Writing and Review #068

This course is part of the 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.

Students must pass an end-of-course examination with a minimum score of 80%.

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

Aug. 29-Sept. 2, 2022

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

Fees: **TRUST FUND**

Registration: (727) 341-4492

Facilitator: Paul Althoff

Agency/Self-Registration

<http://workforce.spcollege.edu>

Registration & Hotel information

[SEPSI Authorization form](#) Required

**Priority for registration into this class is given to agencies within Pinellas County.*

Remaining seats will be open to all agencies 14 days from the start date.

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

Brian Rivera is a retired 31-year sworn officer with The City of St. Petersburg and a U.S. Army Veteran. With SPPD, he did 15 years as a Field Training Officer and a Training Officer for both in-service and new recruits. While assigned to the Training Division, one of his responsibilities was to instruct officers on Report Writing. This included outlining, creating and proofreading their reports. Included within the instruction was Grammar.

While at SPPD, Brian Rivera also worked as a Vice and Narcotics Detective, was a member of the SWAT team, was on the Honor Guard, was a School Resource Officer Alternate, was an Economics Crimes Detective, and was an Acting Sergeant for the Patrol Division.