



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.

Your Course Is Now
Ready
**Register
HERE**

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 16-20, 2024

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

**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

Traci Reid is a retired Lieutenant with the Pinellas County Sheriff's Office having served 27 years. She has instructed at the basic recruit level for the corrections and law enforcement academies since 2006. Over her career, her assignments have included Field Training Supervisor, Human Resources Specialist, and other roles where writing, editing and proofreading skills were required.

She brings a fresh approach to learning or practicing the basic requirements for good report writing including sentence structure, spelling, and grammar.