**Course Description**

**COURSE DESCRIPTION:**
This course is designed to enhance the officer’s knowledge, skills, and abilities in the report writing process. The focus of the course will be review and practice of the basic elements necessary for effective writing of narrative reports by criminal justice officers.

Course Topics Include:
Language Skills - penmanship, spelling, word choice, grammar, sentence structure, and punctuation.

The Report Writing Process - gathering, recording, and organizing the facts; writing, evaluating, editing, and proofreading the report; and writing a use of force report

Required Equipment: Note taking supplies and flash drive

Lead Instructor: Dr. Brenda Deans

**Location:**
Eastern Florida State College
Public Safety Institute
3865 North Wickham Road
Melbourne, FL 32935
Building 8, TBA

**Dates:**
August 10-14, 2020

**Time:**
8am - 5pm

**Cost:**
Limited Access-Class is open to Florida Sworn officers only.
No Charge to Region VII officers

To reserve a seat:
Please send Training Authorization to:
advtraining@titans.easternflorida.edu

An agency completed 15A Registration Form is required to attend this class and can be obtained from our website: www.easternflorida.edu
(Click on Academics/Public Safety Institute/CriminalJustice)

**SEATS AVAILABLE: 24**
This class may be used for Salary Incentive or Mandatory Retraining Credit

**QUESTIONS:**
Contact the Advanced & Specialized Training Coordinator Jason Meinert
(321) 433-5623 or meinertj@easternflorida.edu