



# 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%.



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

**February 4-8, 2019**

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

Fees: **Trust fund for Region IX**

Registration: (727) 341-4492

Facilitator: Lauren Bley

Agency/ Self Registration  
<http://spcollege.augusoft.net/>  
Then [Sign in](#) [Hotel information](#)

[SEPSI Authorization form](#)  
Required

*Cancellations must be received 16 calendar days before start of class to avoid charge. Casual clothing is recommended. Shorts, tank tops and/or offensive T-shirts are unacceptable attire. LE personnel not in uniform that are carrying exposed firearms must prominently display agency ID badge at all times while on college property.*

## Lead Instructor

Traci Reid brings 25 years of experience from the criminal justice field. Traci is currently a Lieutenant with the Pinellas County Sheriff's Office. Traci earned a Master's Degree in Criminal Justice Administration, and has been an adjunct instructor for St. Petersburg College for several years teaching classes for law enforcement and corrections. Traci has instructed classes in communications, report writing as well as dealing with special populations. She is a certified Calm, Assess, Facilitate (CAF) instructor and has volunteered for NAMI over a decade teaching different approach methods to deputies when interacting with people with persistent and chronic mental illnesses.

**Upcoming Training Calendar <http://stpe.co/sepsi>**