



Advanced Report Writing – 40 hours

CWL 0053

FDLE 068

Instructor:

Sgt. Melissa Dangerfield

Date(s):

March 4 – 8, 2024

Monday thru Friday

Time: 0800 - 1700

Location: St. Augustine

2900 College Dr.
St. Augustine, FL.
Bldg...J
Room 114

Cost: No cost to Region V officers.

Class Limit – 18 students

Dress Code: **Business Casual**

NO

Flip Flops, Jeans, Shorts, Tank tops, or T-shirts unless specified.
All training requests should be sent to:

Ms. Beal - Assistant
(904) 808-7491
joannbeal@sjrstate.edu

Brian Harrington -Coordinator
(904) 808-7421
brianharrington@sjrstate.edu

The purpose of this course 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 a written end of course exam with a score of 80% or better.
Class Size is limited so sign up early

Deadline for Registration: February 5, 2024

Please Print Clearly or Type

Officer's Name: _____
(FULL NAME AS IT APPEARS IN ATMS)

DOB: ____-____-____ SSN: last 4 _____

Officer's Email Address:

Agency _____ Agency's Phone # ____-____-____

The section below must be completed by the agency's authorized training personnel.

Sworn LEO _____ Salary Incentive: _____

Sworn Corrections _____ Mandatory Retraining _____

Authorization Signature _____

Printed Authorization Name: _____

Authorizing Person's Email:

Print Clearly