



## Advanced Report Writing – 40 hours

CWL 0053

FDLE 068

**Instructor:**

**Sgt. Melissa Dangerfield**

**Date(s):**

May 13 – 17, 2024

Monday thru Friday

**Time:** 0800 - 1700

**Location:** Orange Park

283 College Dr.  
Orange Park, FL.  
Bldg. D  
Room D0067

**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  
Workforce Assistant  
(904) 808-7491  
[joannbeal@sjrstate.edu](mailto:joannbeal@sjrstate.edu)

Brian Harrington-Coordinator  
(904) 808-7421  
[brianharrington@sjrstate.edu](mailto: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.

**Deadline for Registration: April 12, 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**