



# Advanced Report Writing

## CWL 0053      FDLE 068

### 40 Hours

**Instructor:****Melissa Dangerfield****Date(s):****March 30- April 2, 2026****Monday – Thursday****Time:** 0700 - 1800**Location:** St. Augustine Campus

2900 College Rd  
St. Augustine FL 32084  
Bldg. J

**Cost:** No cost to Region V officers.**Class Limit** – 14 students**Dress Code: Business Casual**

NO Flip Flops, Jeans, Shorts,  
Tank tops, or T-shirts unless  
specified.

**All training requests should be sent  
to:**

**Jo-Ann Beal**   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: March 9, 2026****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**