



Advanced Report Writing

CWL 0053 FDLE 068

40 Hours

Instructor:**Melissa Dangerfield****Date(s):**

October 13 – 16, 2026

Tuesday – Friday**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**All training requests should be****sent to:** Jo-Ann Beal

JOANNBEAL@SJIRSTATE.EDU

904 -808-7491

Brian Harrington-Coordinator
(904) 808-7421brianharrington@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: September 22, 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 _____

Civilian _____

Authorization Signature _____

Printed Authorization Name: _____

Authorizing Person's Email: _____
