



Advanced Report Writing

CWL 0053 FDLE 068

40 Hours

Instructor:

Melissa Dangerfield

Date(s):

October 14 – 17, 2025

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

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

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.

Deadline for Registration: September 15, 2025

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