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: October 7, 2022**

Officer’s Name: ____________________________

*(FULL NAME AS IT APPEARS IN ATMS)*

Officer’s Email Address: ________________________________

Agency ___________________ Agency Phone # __________

Agency FAX# ______________________

Authorization Signature ________________________________

Printed Authorization Name: __________________________

Authorizing Person’s Email: ____________________________

Department Approved for:

Sworn LEO ______ Salary Incentive: _______

Sworn Corrections____ Mandatory Retraining _______