Course Description:
At the completion of this 40-hour course, participants will be able to write and review standard narrative reports. Participants will write in a direct style that can easily be interpreted by a supervisor or state attorney. Emphasis will be placed upon specificity, accuracy, the use of grammar, the importance of spelling, and the use of punctuation.

Course Objectives:
- Accurately gather facts for reports
- Demonstrate how to write a report using a direct style
- Edit reports for clarity, completeness, and objectivity

Who Should Attend:
- Police Officers
- Correction Officers
- Correctional Probation Officers
- Community/Police Service Aides
- Dispatchers

Program: Advanced/Salary Incentive CJSTC Course
Cost: There is no tuition cost associated with this course.
Location: FDLE Tampa, 4211 N. Lois Ave, Tampa, FL 32614
Instructor: Ashley Tomascik, Hillsborough County Sheriff’s Office
Course Dates: March 11-15, 2024 8:00 AM – 5:00 PM

Enrollment Information
To register, Region 3 & 15 officers should contact their agency training coordinator(s); all others should email Mike Fraser at Michael.Fraser@tcc.fl.edu.

This course is applicable to either Mandatory Retraining or Salary Incentive