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ADVANCE REPORT WRITING AND REVIEW

INSTITUTE OF PUBLIC SAFETY
BROWARD COLLEGE

Course Description: This 40-hour course prepares participants to write and review clear, accurate, and professional narrative reports. Emphasis is placed on direct writing that can be easily understood by supervisors and state attorneys, with a focus on specificity, accuracy, proper grammar, spelling, and punctuation.

Course Objectives: At the end of this program, students should be able to:

- Accurately gather and document relevant facts for narrative reports.
- Prepare clear, concise reports using a direct writing style.
- Review and edit reports for clarity, completeness, accuracy, and objectivity.

Who Should Attend:

- Police Officers
- Correctional Probation Officers
- Police Service Aides
- Dispatchers

Instructor: Colonel Tim Gillette (Ret.) is a state-certified law enforcement instructor with 30 years of experience teaching report-writing workshops at Broward College's Institute of Public Safety and other local venues. He holds doctoral degrees in Organizational Leadership and Higher Education Leadership, a Master of Science in Public Administration, and a Bachelor of Science in Journalism, with minors in English and Education.

Fees: None for certified officers and authorized support personnel.

End of Course Examination: CJSTC Rule 11b35.001 9(b): A student enrolled in a Commission-approved Advanced or Specified Specialized Training Program Course shall achieve a score of no less than 80% on the written end-of-course examination.

Attendance: Attendance at the initial class is mandatory. All students must adhere to the attendance requirements of the Criminal Justice Standards and Training Commission and the Rules, Policies and Procedures of the Institute of Public Safety.

Dress Policy: Your department's authorized training uniform. Law enforcement personnel who are not in uniform carrying exposed firearms must always prominently display agency ID and/or badge while on college property.

This course applies to either Mandatory Retraining or Salary Incentive. Federal I.D. #59-1216107.

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