

# ADVANCED REPORT WRITING AND REVIEW



**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 of state attorney. Emphasis will be placed upon specificity, accuracy, the use of grammar, the importance of spelling and the use of punctuation.

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

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

**Who Should Attend:**

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



**Instructor:** Colonel Tim Gillette (Ret.) is a state certified law enforcement instructor who for the past 30 years has taught this report writing workshop at our Broward College Institute for Public Safety and other local venues. He possesses a Doctorate Degree in both Organizational Leadership and in Higher Education Leadership, a Master Science Degree in Public Administration and a Bachelor's Science Degree in Journalism with minors in English and Education. Through this unique combination of work experience and academic credentials, he provides valuable, job relevant insights into the proper techniques for writing effective police reports.

**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. A student enrolled in a Specialized Instructor Training Course shall achieve a score of no less than 85% on the written end-of-course examination, exclusive of demonstration of any proficiency skills.

**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 not in uniform that are carrying exposed firearms must prominently display agency ID and/or badge at all times while on college property.

**This course is applicable to either Mandatory Retraining or Salary Incentive; Federal I.D. #59-1216107.**