Advanced Report Writing and Review
CJSTC #068



40 Hours

Monday to Friday, March 29–April 2

8a.m.–5 p.m.

SFSC Highlands Campus

This advanced course presents general guidelines, focused review, and practice of the basic elements designed to assist the criminal justice officer in producing well-written professional reports. Areas include proper sentence structure, writing report narratives, using quotes, subject verb agreement, and gathering, recording, and organizing notes.

To reserve a seat, mail or drop off a Department Authorization form to the Criminal Justice Academy. For more information, contact Melinda Burke at Burkeme@southflorida.edu or 863-784-7285.

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