



WITHLACOOCHEE TECHNICAL COLLEGE
Citrus County Public Safety Training Center
Region 6
Advanced and Specialized Training

ADVANCED REPORT WRITING AND REVIEW #068
40 HOURS

Date:	May 1 – 5, 2023
Time:	Monday thru Friday, 8:00 am – 5:00 pm
Cost:	Free for Region 6
Registration Deadline:	April 24, 2022
Contact Person:	Denise Barber, 352-726-2430, extension 4352 Email: barberd@citruschools.org
Location:	Withlacoochee Technical College Citrus County Public Safety Training Center 200 Bldg. Room 286 1201 W Main St. Inverness, FL 34450

TOPICS INCLUDE:

- Language Skills
 - Penmanship
 - Spelling
 - Word Choice
 - Grammar
 - Sentence Structure
- Report Writing Process
 - Gathering the Facts
 - Recording the Facts
 - Organizing the Facts
 - Writing the Report
 - Evaluating the Report
 - Editing the Report
 - Proofreading the Report
 - Writing a Use of Force Report

This course is part of the Criminal Justice Standards and Training Commission Advanced Training Program. Students must pass one end-of-course examination with a minimum score of 80%. See Rule 11B-35.001(10), F.A.C. Officers who successfully complete this course within the assigned hours may be eligible for salary incentive payments or may apply this course toward satisfying their mandatory retraining requirement. See Section 943.22, F.S., and Rule 11B-35.006, F.A.C.