



# Advanced Report Writing and Review

## REGION III

FPSI

### Course Outline:

At the completion of this 40-hour CJSTC 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:

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

### Who Should Attend:

To attend this training the participant must be a Florida law enforcement officer, corrections officer, probation officer, or support personnel for a Florida law enforcement organization. For salary incentive courses, all officers outside Region III/XV must provide written authorization by agency representative requesting attendance and election of salary incentive or mandatory retraining.

### Class Dates and Location:

**Salary Incentive:** Yes

**Location:** Classroom Building #216

**Instructor:** Vicki Posey & Tracy Clark

**Course Dates:** October 27-30, 2025

**Course Time:** 8:00 AM to 6:00 PM

- 4 10-hour days

### Course Costs:

Tuition for Florida trust funded classes are covered fully by the trust fund. Housing and meals are provided ONLY for Region XV officers attending classes held at the Florida Public Safety Institute where the student is traveling over 50 miles to attend.

### Course Calendar:

Click [here](#) to view our training courses.

### Enrollment Information:

To register, Region III & XV officers should contact their agency training coordinator(s); all others contact:

Mike Fraser at [Michael.Fraser@tsc.fl.edu](mailto:Michael.Fraser@tsc.fl.edu)