



COURSE ANNOUNCEMENT

ADVANCED TRAINING

This is a salary incentive course

Your agency's personnel are invited to attend:

Subject: **Advanced Report Writing**
 CWL0053 FDLE 068

Instructor: John Gifford

Date(s): June 2nd – 13th, 2008

Location: SJRCC – Palatka Campus
 5001 St. Johns Ave
 Palatka, FL

Time(s): 6 PM – 10 PM

Cost: None for Florida Certified Criminal Justice Officers

DRESS CODE: Business Casual (No flip-flops, shorts, blue jeans or T-shirts)

Please complete the pre-registration form at the bottom of this announcement and submit by facsimile or mail to:

Tina Guillotte, Program Assistant
 Criminal Justice Center - SJRCC
 2990 College Drive St. Augustine, FL 32084
 (904) 808-7491 FAX (904) 808-7424

Deadline for pre-registration: May 27th, 2008

- Class is limited to 30 participants.
- This CJSTC Course qualifies as mandatory retraining or salary incentive.
- Practical exercises will be conducted.
- A written examination will be given at the end of the course.
- A certificate of attendance will be issued following successful completion of the course.

Topics to be covered:

- Grammar
- Sentence Structure
- Punctuation
- Recording the Facts
- Evaluating the Report
- Editing the Report
- Proofreading the Report

Please print the following information:

Agency _____ Agency Phone # _____
 Agency FAX# _____

Officer's Name _____
 SSN _____-____-_____

Authorization Signature _____

Printed Authorization Name _____

Authorizer's Email Address _____