

Institute for Criminal Justice

Daytona State College



FDLE Advanced Report Writing CJSTC Course # 068

40 Hours

Monday, October 7 – Friday, October 11, 2024

8 AM – 5 PM

Location: [DSC Advanced Technology College](#)

Salary Incentive or Mandatory Retraining (meaning you cannot receive salary incentive)

COURSE: This 40-hour CJSTC Course focuses on practical report writing for criminal justice officers. The material focuses on identification of problem writing areas, grammar improvement, and narrative writing skills. Students must pass a written end-of-course exam with a score of 80% or better.

TOPICS: Basic grammar, report writing concepts, narrative writing techniques, and preparation of documents for criminal prosecution are covered in an interactive and practical way. Scenarios for report writing are used to provide hands-on writing experience.

NOTE: Students should bring a thumb drive, writing pad, pen, and highlighters to class each day. Students must attend all sessions of the course. Students must be able to type and use Microsoft Word. Some classroom training will take place in the computer lab.

INSTRUCTOR: DSC Adjunct, Lieutenant Sherif El-Shami and Staff

COVID-19: Daytona State College continues to evaluate current conditions and ensure a safe environment in which to learn. We request that you adhere to the College's guidelines as safety is our primary concern for you and those around you. More information on DSC's COVID-19 guidelines can be found [here](#).

**THIS TRAINING COURSE IS CJSTC TRUST FUNDED
REGION 7 OFFICERS HAVE FIRST SEATING PRIORITY**

TO REGISTER:

Please email a completed Daytona State College Training
Registration [Form](#) to
FDLETraining@daytonastate.edu



For more info, scan the code or
got to- <http://bit.ly/3yb9v64>

[For Questions](#)

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