

Patrol & Investigative Report Writing

Hosted by



SPOKANE COUNTY
SHERIFF

Course Goals:

This class, dedicated to assisting law enforcement personnel in writing an effective report. We will stress the understanding of the terminology and the principles of report writing.

Objectives:

This class will identify the characteristics of an effective report. We will look at the use of Who, What, When, Where, Why, and How. Writing the narrative.

Topics Covered:

Commonly misspelled words
Why we should write reports
Field notes and their value
Writing an effective report
Types of reports
What a report should contain

Date:

Tuesday October 11, 2016
8:00 AM to 4:00 PM

Training Location

6011 North Chase Road
Newman Lake, WA 99025

Cost:

\$150.00 per person

This course is beneficial for all civilian and sworn members of law enforcement.

When completed, fax the attached enrollment form to (706)-835-2303). If you have a questions please call John Grimes at (706) 781-1282.

Email: johngrimes@windstream.net

Spokane County Contact: Brian Moen 509-477-3211

Email: bmoen@spokanecounty.org

JLG Training Associates Inc.
176 Barnes Creek Road
Blairsville, Georgia 30512

REGISTRATION FORM

Fax or return this registration form to: Fax number 706-835-2303
JLG Training Associates Inc. 176 Barnes Creek Road Blairsville, Georgia 30512
For more information contact John L. Grimes at 706-781-1282
johngrimes@windstream.net.

Name: _____

Title: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Course Title: _____

Course Location: _____ Date: _____

No refunds or cancellations 2 weeks prior to class. No shows are not refunded.

Payment information:

___ Check (Please make checks payable to JLG Training Associates Inc.)

___ Purchase Order Number _____ **No Credit Cards accepted.**

**JLG Training Associates Inc.
176 Barnes Creek Road
Blairsville, Georgia 30512
Web site: jlgtraining.com**

Specializing in Police Leadership Development Training

We can customize our classes to your agency.