



San Bernardino County SHERIFF'S DEPARTMENT

Report Writing

December 4, 2023
0800 to 1630 hours

Course Description

This course provides an update on preparation and proper report writing techniques. It will improve the skills needed to prepare a thorough and fluent report as the course is designed for officers and deputies assigned to a patrol assignment. Information received in this course will help to ensure personnel can prepare an articulate and factual case capable of being successfully filed and prosecuted in court.

Learning Topics

In preparation for a report, students in attendance will learn important investigative questions to ask while at the scene and during interviews. Students will also learn how to:

- Properly and fluently organize a detailed criminal report.
- Become aware of common errors, report writing pitfalls, and the techniques to avoid them.
- Prepare a report for Deputy District Attorney assessment submitted for filing in superior court.

Who Should Attend?

The curriculum is directed at those who create investigative reports for documentation and criminal prosecution.

Frank Bland Regional Training Center

18901 Institution Road
San Bernardino, CA, 92407
(909) 473-2695



[Click Here](#) to visit our website or scan QR Code

Course Location:

Frank Bland Regional Training Center
18901 Institution Road, San Bernardino, CA 92407

Course Fee:

\$120.00
SBCSD Members Fee Waived

POST CCN:

2330-22703

POST Plan:

Plan IV

Payment Options:

Major Credit Cards accepted in person or by phone
Agency check, cashier's check, or money order payable to S.B.S.D.
No personal checks or cash accepted

Mail check to:

PO Box 9037, San Bernardino, CA 92427

- **Must be currently employed by a law enforcement agency**
- **Present appropriate ID upon arrival**
- **Dates and location are subject to change**
- **Casual business attire strictly enforced. No shorts, T-shirts, tanks, jeans, sandals, etc.**

To register, use the Course Registration form located [HERE](#)
INFORMATION (909) 473-2695 / AOTRegistration@sbcسد.org

