

# SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT

## FRANK BLAND REGIONAL TRAINING CENTER

18901 Institution Road, San Bernardino, CA 92407

# REPORT WRITING



[Click for AOT Calendar](#)

### Course Fee:

**\$75.00**

### SBCSD Dept. Members:

**Fee Waived**

### • 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

- POST CCN: 2330-22703-  
POST Plan: NA

**JUNE 12, 2018**  
**0800 TO 1700 HOURS**

### LEARNING TOPICS:

- Organization of the report
- Investigative questions to ask for the report
- Common errors and how to avoid them
- Chronology as needed for fluency of the report
- Notetaking

### COURSE DESCRIPTION:

*This course provides an update on proper report writing techniques. It provides the skills needed to prepare a thoroughly written report. The course is intended for officers recently assigned to patrol functions after working corrections, and for patrol trained officers who are seeking additional training in report writing.*

**Course Location: Frank Bland Regional Training Center**

18901 Institution Rd. San Bernardino, Ca. 92407

- **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.**

Advanced Officer Training  
*"Beyond the Basic"*

REGISTRATION (909) 473-2695 / [AOTregistration@sbcasd.org](mailto:AOTregistration@sbcasd.org)