

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

MAY 30, 2019

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
- Note taking

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.**

To register, use the Course Registration form located [HERE](#)

INFORMATION (909) 473-2695 / AOTRegistration@sbcasd.org