



**Withlacoochee Technical College  
Citrus County Public Safety Training Center**

**ADVANCED REPORT WRITING COURSE  
40 hours**

Basic, Advanced and  
Specialized Training for  
Law Enforcement and  
Correctional Officers

**Date: JAN 29 - FEB 2, 2018**

**Time: 08:00-17:00**

**Cost: Free for Region VI**

**Registration Deadline: JANUARY 18, 2018**

**Contact: Ed Gough**

**352-726-2430 x4376 or [goughe@citrus.k12.fl.us](mailto:goughe@citrus.k12.fl.us)**

WTC-CCPSTC is an ac-  
credited educational  
institution  
DOE OPE ID #02300900

WTC-CCPSTC is an  
FDLE-CJSTC Certified  
Training Facility,  
Region VI, #37

**Topics Include:**

**Penmanship  
Spelling  
Word Choice  
Grammar  
Sentence Structure  
Punctuation  
Gathering the Facts  
Recording the Facts  
Organizing the Facts  
Writing the Report  
Evaluating the Report  
Editing the Report  
Proofreading the Report**

**This is a Criminal Justice Standards and Training Commission Trust -Funded Course for Region VI. Officers in Region VI attend free of charge. In order to attend, all officers are required to process the appropriate paperwork through their respective agencies.**

**This course is eligible for Salary Incentive or Mandatory Retraining requirements.**

**WTC - C.C.P.S.T.C.  
1201 W. Main Street  
Inverness, FL 34450  
[www.ccpstc.com](http://www.ccpstc.com)**

**352.-726-2430 x4376  
352.-249-2155 Fax**