



## Report Writing Class

June 22, 2022

### Report Writing Class



When you become a police officer you usually think of the excitement that the day to day duties bring. The last thing you think about is “The Report”. However, the report is the most critical element of your investigation. The detail and clarity of the documented incident provides crucial information for a case that will not question your integrity or professionalism. This class will provide you with the basic techniques on how to outline, detail and place your report in chronological order. After this course you will be confident in your ability to document any incident you encounter on the job.

#### Hours of Training

**Course:**

Report Writing Class

**Course Date:**

**Sign up for either date**

June 22, 2022

0800-1700

**Course Location:**

Raton Convention Center  
901 S. 3<sup>rd</sup> Street  
Raton, NM 87740

**Course Cost:**

**FREE**  
Cost Covered By:  
Colfax County Sheriff's  
Office

For registration or course inquiry please contact Michael Quinones

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