



# Napa Valley College Criminal Justice Training Center

## PRESENTS

### Teaching Report Writing

- PURPOSE:** This course is ideal for anyone who is charged with teaching others how to write a police report. It is designed for field training officers and supervisors teaching small groups or in a one-on-one situation. Participants will learn how to construct learning activities for report writing that appeal to diverse learning styles. The course is highly interactive and students will leave with many tools that can be applied on the job.
- DATES/TIMES:** April 22- 24, 2019                      8:00 AM to 5:00 PM
- LOCATION:** Napa Valley College Criminal Justice Training Center - Room 1013
- CERTIFICATIONS:** P.O.S.T Certified - Plan IV
- COSTS:** \$250.00 includes registration and materials.  
**Seats are reserved on a first-paid, first-served basis.**
- REGISTRATION:** To request an invoice for this course, go to [www.nvccjtc.org](http://www.nvccjtc.org). Click on "Request An Invoice." An invoice will be emailed within 72 hours.  
**Seats are reserved if space is available when payment is received.**  
Contact the main office at (707) 256-7700 with questions.
- CANCELTION POLICY:** Cancellations received 15 business days prior to the first day of class are eligible for a full refund. All fees are non-refundable within 15 business days of the first day of class. This class requires a minimum enrollment of students. Should the class be canceled, students will be notified 15 business days prior to the first day of class.
- PARKING:** A parking permit is not required for exempt vehicles. A daily \$2.00 parking permit is required for all other vehicles; permits should be purchased from one of the parking machines located in the parking lots.  
  
Students may not park in any area painted orange or marked as STAFF parking. This includes marked and un-marked police vehicles.
- EQUIPMENT REQUIRED:** Students must bring a laptop or tablet for the classroom portion.

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