



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 as well as for academy instructors. Participants will learn how to construct learning activities for report writing that appeal to diverse learning styles. The course will be highly interactive and students will leave with many tools that can be applied on the job.
- DATES/TIMES:** October 2- 4, 2012 8:00AM to 5:00PM
- LOCATION:** Napa Valley College Criminal Justice Training Center - Room 1013
- CERTIFICATIONS:** P.O.S.T Certified - Plan IV
- COSTS:** \$193.00
- REGISTRATION:** To enroll in a course go to www.nvccjtc.org and click on “Enroll In A Course Now.” Online applications for enrollment will receive an invoice within 72 hours. Contact the main office at (707) 253-3255 with any registration problems or questions. **Seats are not reserved until payment is received.**
- CANCELLATION 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 cancelled, 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; the permit 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.



FOLLOW US ON- Facebook and Twitter

Napa Valley College Criminal Justice Training Center
2277 Napa-Vallejo Highway
Napa, California 94558
www.nvccjtc.org

For more information:

