

**REPORT WRITING UPDATE**

POST Plan IV 2310-22703

STC 035-018338

The Training Division of the Sacramento County Sheriff's Department is presenting an eight (8) hour STC certified, course, Report Writing Update. The course is designed to improve officer's report writing skills. Students will learn how to properly interview victims, suspects and witnesses and turn the gleaned information into a complete and accurate report. The students will learn how to properly document search and seizure, drug arrest, use of force and probable cause arrests. Topics include:

**Basic Mechanics of Writing  
Proper Interview Techniques and Documentation  
Taking Field Notes  
Documentation of Observations**

**Location:** Sacramento Sheriff's Department Training Facility  
1000 River Walk Way  
Carmichael, CA 95608

**Date/Time:** **February 6, 2009**                      **June 12, 2009**  
0800-1700 hours

(September 11, 2009 cancelled)

(November 6, 2009 cancelled)

**Prerequisite:** Student must have successfully completed a POST/STC/ or C-POST certified academy and currently be employed by a law enforcement agency.

**Fee:**                      **\$ 52.00**                      **Make checks payable to: SSDTTF**  
*Sacramento Sheriff's Department Training Trust Fund, 1000 River Walk Way Carmichael, CA 95608*

Payment is due by the first day of class. This department's cancellation policy requires a two (2) week notice prior to the class start date. No-shows and those canceling with less than two weeks notice will be charged the full tuition fee if no replacement student is found. NOTE: Classes may be cancelled at any time if the minimum enrollment is not attained. You will be notified of any changes.

**Attire:**                      **All personnel shall display department or agency identification.**  
Students attending this course are expected to dress appropriately: Shirt with collar. Jeans must be neat, clean, and in good condition. No shorts, thong type shoes (flip-flops), beach wear or sweat pants.

**For a registration form and directions to the Sacramento Sheriff's Department Training Facility,** please see: In-Service Training at [www.sacsheriff.com](http://www.sacsheriff.com) and complete the top portion of the course registration form and return to the Sheriff's Training Division. Forms may be emailed to [training@sacsheriff.com](mailto:training@sacsheriff.com).