

DATE: August 23, 2010
TO: Agency Training Coordinators
FROM: Lori Ketron, Training Specialist
RE: Rio Salado Report Writing Program for Law Enforcement Officers



**Arizona Peace Officer
Standards and Training Board
In cooperation with Rio Salado College
Is offering
Criminal Justice Communication
An **In-Service Online Report Writing Improvement Program****

****October 4 – December 10, 2010****

Criminal Justice Communication is an intensive course designed to teach law enforcement or corrections officers how to gather information and assemble a coherent, prosecutable report. This course includes written communication skills, critical thinking, how to avoid common mistakes in grammar and spelling, understanding and documenting the elements of a crime to include investigative methodology. Officers will also learn to prepare a thorough final report that will meet or exceed the needs of prosecutors and others in the criminal justice system.

NOTE: This is a non-credit college course, however, officers who complete this course receive 24 hours of continuing education credit through AZ POST. This course is designed as an in-service training program for officers needing improvement in their report writing skills.

****Cost of the course is \$225, which will be paid by AZPOST, however, the agency will be responsible for that cost if the officer fails to complete of the course. Agencies agree to allow students on-duty time to complete this course.**

REGISTRATION: Agency Training Coordinators can register your officer's attendance by email lorik@azpost.gov or by calling me at (602) 223-2514 ext #269.