

Napa Valley College Criminal Justice Training Center

2277 Napa- Vallejo Highway, Napa CA 94558 ▪ 707-256-7700 ▪ www.nvccjtc.org



Teaching Report Writing

DESCRIPTION: 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:

January 11 through 13, 2023

TIMES: 0800-1700hrs.

COST: \$350.00 includes registration and materials.

LOCATION: Napa Valley College- 2277 Napa- Vallejo Highway, Napa CA 94558. Building 1000, Room 1013

CERTIFICATIONS: P.O.S.T Certified - Plan IV

REGISTRATION: Registration can be completed 24/7 online at www.nvccjtc.org. Click on Class Schedule and then select the course using the link on the schedule. Payment requires a credit card processed via Eventbrite. No other forms of payment are available. Payment in full is required at the time of reservation. Reservations are made on a "first-paid, first- reserved" basis.

CANCELLATION/ REFUND POLICY: Cancellations received 30 business days prior to the first day of class are eligible for a full refund (less Eventbrite processing fees). All fees are non-refundable within 30 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 30 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 can be purchased from 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.

LAPTOP: Students must bring a laptop computer with wireless internet capabilities. Course materials will be provided to students on a USB drive.

DRESS CODE: Dress code for this course is business casual. No shorts, sandals/ flip flops, sweat pants, or logoed t-shirts.