



# THE ACADEMY

560 BAILEY AVENUE  
SAN JOSE, CA 95141  
408-229-4299  
THEACADEMY.CA.GOV

## REPORT WRITING UPDATE

February 27, 2020

8 hours

This class will use an experience-based model that enables the student to discover how to think and write more effectively and efficiently by using proven adult learning techniques to deliver the training, remediate basic deficiencies, development of a framework for investigative reports and to provide the resources for entry level, field training officers, or a reviewing supervisor. Their reports will be factually based and will accurately recreate what occurred.

**Instructors:** Ken Anderson, Manny Solano & Justine Russo

**Designed For:** Public Safety Personnel

**Course Date:** 2/27/20

**Time:** 8am-5pm

**Certification:** POST Plan NA (No POST financial reimbursement).  
POST CCN: 2540-22700-19-002

**Location:** The Academy, 560 Bailey Avenue, San Jose, CA 95141. Room B-113

**Fees:** \$86.50

**Reservations:** Please call **(408) 229-4299** or email [sbrpstc@theacademy.ca.gov](mailto:sbrpstc@theacademy.ca.gov) the following information:

- Class Requested:
- Agency and Training Manager's Name:
- Training Manager's Email Address and Phone Number:
- Attendee Name(s), Email Address(es) and Phone Number(s):

### **Cancellation / Refund Policy:**

Out of consideration for people who are on a waiting list please cancel your reservation no later than 30 days prior to first day of class. There is a late cancellation fee of \$86.50 if you cancel after 1/30/20. Substitutions or transfer of registration to another (qualified public safety) member is permitted.

**Coordinator:** Lindsey Mitchell [lmitchell@theacademy.ca.gov](mailto:lmitchell@theacademy.ca.gov)