



Hello Richard

Course Certifications > Course Certification Info

**Course Certification Info**

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**Report Writing**

Type: RFC Annual

Status: Approved

Version: 1.0

Cert. Number: 75-29880  
 Certification Date: 1/1/1900  
 Expiration Date: 2/24/2020

Created By:  
 Last Modified By:

Created Date: 1/1/1900  
 Last Modified Date: 2/24/2018

**Course Information**

Est. Class Size: 8  
 Primary Population: Adult Corrections Officer  
 Agency Specific: No

Course Hours: 4  
 Delivery Method: ILT – Instructor Lead Training

**Course Summary:**

Course is designed to teach staff on how to organize and develop a report, inclusion of relevant information, use of active voice, writing in the first person and the proper use of grammar, punctuation, spelling and word choice.

Contact: Rik Blodgett  
 Phone: 2093857572

[RBlodgett@co.merced.ca.us](mailto:RBlodgett@co.merced.ca.us)

**Provider Information**

Provider Name: Merced County Sheriff's Department

Contact: Brandon Griffith  
 Phone: (209) 385-7410  
 Fax: (209) 385-7489

[bgriffith@co.merced.ca.us](mailto:bgriffith@co.merced.ca.us)  
 700 West 22th Street  
 Merced, CA 95340

Course will exceed the STC maximum tuition of \$12.50 an hour? No

**Performance Objectives**

A) Describe an incident accurately. B) Demonstrate how to write a well organized report that captures the essential elements and necessary information. C) Explain the importance of presenting the information in a chronological order and that conclusions are supported by the facts.

**Testing Procedures (if applicable)**

Written Skills (Essay)

**Assurance Statement**

By submitting this course you are assuring that you are following the STC Policies and Procedures Manual for Training Providers, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.

Assured by Provider: Yes

**Versions**

*Previous versions of this certification*

Cert #	Course Title	Expires	Last Changed ▲	Status
75-29880	Report Writing	1/1/1900	2/24/2018	Archived

**Change History**

*Changes made to this certification*

[View All](#)

**Attachments**

Attachments for this certification

Edit

**Instructors**

Course instructors

Edit

Delete

- [I Miller, Brian](#)
- [I Tilley, Gene](#)

**Course Outline**

Edit

Day	Begin	End	Subject Matter	Instructional Methodology	Instructor	Agency Notes
1	0800	0900	Assessment and Overview	"Lecture"	"Miller, Brian"	
1	0900	1000	Writing Content and Organization	"Lecture"	"Miller, Brian"	
1	1000	1100	Writing Mechanics	"Lecture"	"Miller, Brian"	
1	1100	1200	Report Writing (Practice) Report Writing (Testing)	"Test"	"Miller, Brian"	
						4 event(s) total

**Schedule**

Course dates and locations

Edit

Event ID	Start Date ▼	End Date	Location	Registration Count
	4/16/2018	4/16/2018	Merced	
				1 date(s) total