

Continuing Education Hours Training

LAW ENFORCEMENT TRAINING INSTITUTE

UNIVERSITY OF MISSOURI EXTENSION

321 Hearn Center, Columbia, Missouri 65211

(573) 882-6021 OR 1-800-825-6505 OR FAX (573) 884-5693 OR e-mail: doritya@missouri.edu

REPORT WRITING FOR SUPERVISORS

March 16 & 17, 2010

9:00 a.m. - 4:00 p.m.

Room #309, Hearn Center, Columbia, Missouri

PROGRAM: Officers attending report writing seminars have said, "It's great that you're telling us this, but who's going to tell our supervisors?" Supervisors, when you evaluate reports do you know why something is good or not good? Do you know what is being **currently** taught around the country in law enforcement academies? You will get the **current thought** in this seminar, the goal of which is to make you understand what factual-objective reporting is and what it takes to write that way. Participants who successfully complete this program will receive a certificate for **16 hours of POST approved Continuing Education** in the core curricula area of **Technical Studies**.

INSTRUCTOR: The instructor for this class will be William M. Stephens, senior faculty member at the Law Enforcement Training Institute, who has developed a dynamic program to teach the "Current Report Writing Standards."

REGISTRATION: The registration fee of **\$250.00** includes all instruction, Continuing Education Units (CEUs), handout materials, and a certificate of completion. *This program is covered by the Training/ Continuing Education Account Agreement, and may be paid for from this fund if monies are available.* For additional information, please contact our office.

Affirmative action/equal opportunity institution

REPORT WRITING FOR SUPERVISORS

March 16 & 17, 2010 Columbia, Missouri \$250.00

Name _____ Title _____

Social Security Number _____ Date of Birth _____

Agency _____ Agency Phone _____

Agency Address _____

Home Address _____

Home Telephone _____ Agency Fax Number _____

<input type="checkbox"/> Enclosed	<input type="checkbox"/> Bringing	<input type="checkbox"/> Invoice	<input type="checkbox"/> Training Fund
<input type="checkbox"/> Credit Card	# _____	Exp. Date _____	

Make checks payable to University of Missouri-Columbia and mail to: LAW ENFORCEMENT TRAINING INSTITUTE, 321 Hearn Center, Columbia, Missouri 65211. Full refunds will be accommodated up to five working days prior to seminars. Cancellations after five days or no-shows will be subject to a **20% service charge**.