



Hillsborough County Sheriff's Office Training Academy



Advanced Report Writing and Review #068

The 40 hour FDLE course provides a focused review and practice of the basic elements necessary for effective writing of narrative reports by criminal justice officers.

General Information

Date: November 17th - 21st, 2025 (40 hours)
Time: 0700-1600
Instructor: Deputy Jessica Amen
Location: HCSO Training Division - Classroom #3
1409 N. Falkenburg Road
Tampa, FL 33619
Enrollment: Limited to 24 (Sworn Personnel)
Facilitator: Nicole Simon: nsimon@teamhcsoc.com

Course Topics Include:

- Language Skills
 - Penmanship
 - Spelling and Grammar
 - Sentence Structure
- The Report Writing Process
 - Gathering the Facts
 - Writing the Report
 - Writing a Use of Force Report

Registration: All HCSO personnel shall submit a training request through your chain of command. All other agencies must submit an Advanced & Specialized Training Authorization form by your training section.

Attendance: Attendance at the initial class is mandatory. All students must adhere to the attendance requirements of the Criminal Justice Standards and Training Commission and the Rules, Policies and Procedures of the Sheriff's Training Academy

Examination: Participants must achieve a minimum score of 80% on the written exam to receive a certificate of completion.

Dress Policy: Your department's authorized training uniform or business casual attire. No jeans permitted. Law enforcement personnel not in uniform that are carrying exposed firearms must prominently display agency ID and/or badge at all times while on college property.

Fee: There is no fee associated with this course.

This course is applicable to either Mandatory Retraining or Salary Incentive; Federal I.D. #59-1216107.

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