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|----------------------|--|-----------------------|---------------------|-----------|
| Course ID | P46729 | Report Writing | | |
| Program | Police | | Status | Active |
| Subject | Inservice | | Credit Hours | 6.00 |
| Instructor | | | Pass Score | 0.00 |
| Provider | MD Police & Corr. Training Commissions | | Approved | 7-13-2022 |
| Location | | | Period From | 9-01-2022 |
| Course Type | | | Period To | 9-01-2025 |
| Training Type | | | File Number | |
| Attribute | | | | |
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Persons who complete this course will be awarded the following certification.

**Certificate
Status
For Period**

Course Description

This course is designed to enable public safety practitioners to learn to write reports, memos, and letters. Topics to be covered include organizing thoughts, condensing a draft into a report, writing clearly and concisely, effective writing, practicing writing for effective memos, and learning to proofread and edit.

Class Sessions

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|----------------------|--|-----------------------|---------------------|-----------|
| Course ID | C18394 | Report Writing | | |
| Program | Corrections | | Status | Active |
| Subject | Inservice | | Credit Hours | 6.00 |
| Instructor | | | Pass Score | 0.00 |
| Provider | MD Police & Corr. Training Commissions | | Approved | 7-13-2022 |
| Location | | | Period From | 9-01-2022 |
| Course Type | | | Period To | 9-01-2025 |
| Training Type | | | File Number | |
| Attribute | | | | |
| Attribute | | | | |
| Attribute | | | | |
| Attribute | | | | |
| Attribute | | | | |
| Attribute | | | | |

Persons who complete this course will be awarded the following certification.

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Course Description

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