



Course Title: Basic Report Writing – 12 hours
Specialized Course: Category I / Topic B – C

Instructor(s): Deputy Suzan Weiss – Polk County Sheriff's Office

Date(s): October 9 – 11, 2017

Time(s): 6:30 PM – 10:30 PM (Monday – Wednesday)

Location: Polk State College - Center for Public Safety
Kenneth C. Thompson Institute of Public Safety
1251 Jim Keene Blvd
Winter Haven, Florida 33880

Cost: Region 8 training funds will pay for Region 8 law enforcement and correctional officers as well as Region 8 support personnel (when seats are available). **Region 8 includes Polk, Hardee, Highlands, and Desoto counties.**

For students who are attending this course from outside Region 8, the total cost for this course is \$1,404.10 or \$117.01 per student (based on 12 registered students.)

Description: This course has been designed to provide an understanding of the basic elements of English grammar essential to effective report writing by criminal justice professionals.

This course qualifies for mandatory retraining.

Kenneth C. Thompson Institute of Public Safety
at Polk State College Center for Public Safety
1251 Jim Keene Blvd
Winter Haven, FL 33880
(863) 297-1030 ext.
(863) 297-1045 fax
www.polk.edu/ips

POLK STATE COLLEGE
KENNETH C. THOMPSON INSTITUTE OF PUBLIC SAFETY
Training Authorization & Advanced/Specialized Course Registration

Student Authorization (Formerly CJSTC 15A)

Student Registration

Student Name: _____
(Last Name) (First Name) (FULL Middle Name) (Sr, Jr, etc)

Student SS#: _____ Student email: _____

Supervisor/email _____

Check one: Law Enforcement ☐ Corrections ☐ Correctional Probation ☐ Civilian ☐

Agency Name: _____

Agency Address: _____
(Street) (city) (state) (zip)

Date of Birth MM / DD / YYYY	Gender ☐ Male ☐ Female	Telephone Numbers Preferred: Work:
---	--	---

Race (Required by the U.S. Office of Education Title VI Civil Rights Act of 1964)

☐ White (Non-Hispanic) ☐ Black (Non-Hispanic)	☐ Asian/Pacific Islander ☐ Hispanic	☐ American Indian/Alaska Native
--	--	--

Note: Form MUST be completed in its entirety or the officer WILL NOT be registered. Ensure that you are using the most current form for this class. These forms are pre-filled for specific classes and located with the course announcement online <https://www.polk.edu/ips>.

Officers/Civilians in Region 8 are at \$0.00 fee. Officers/Civilians outside of Region will be placed on a WAITING LIST and must have a reciprocal agreement in place with PSC before the 1st day of class. The course fee will be the per student cost on the course announcement (subject to change).

Agency Registration Section

Course #	Course Title	Dates	Time	Location
				Center for Public Safety

Course Credit (Check One): Salary Incentive ☐ Mandatory Retraining ☐

Neither ☐ (support personnel/civilians only)

Authorized Agency Representative (please print): _____

Authorized Agency Signature: _____ Date: _____

Agency Contact Name: _____

Telephone Number: _____ Email: _____