

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

100% attendance is required and participants must achieve a minimum score of 80% on the written exam to receive a certificate of completion.

This course is salary incentive eligible or may be applied toward satisfying their mandatory retraining requirement.



General Information

Date:	April 7-11th, 2025 (40 hours)
Time:	0700-1600
Instructor:	Deputy Jessica Fiol
Location:	HCSO Training Division - Computer Lab 1409 N. Falkenburg Road Tampa, FL 33619
Enrollment:	Limited to 24 (Sworn Personnel)
Facilitator:	Nicole Simon: nsimon@teamhcsso.com

Course Topics Include:

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

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.

Business casual or agency uniform is required; no jeans. Agency ID and/or badge must be displayed at all times.

Due to limitations of enrollment, The Training Division will notify approved applicants.

There is no cost for this class.