



# MISSOURI SHERIFFS' ASSOCIATION

*Serving Missouri Justice Since 1945*

## DATE & TIME:

May 17, 2023

9:00 a.m. – 3:00 p.m.

## LOCATION:

Webster County Sheriff's

203 E. Jefferson

Marshfield, MO 65706

## COST:

Contracted Agency: No Cost

Non-Contracted Agency: \$50.00

Due to the interactive nature of this course, registration is limited to 15 students.

**Register by May 1, 2023**

**Pre-Registration Required**

*This program may be canceled if registrations are not sufficient. Students are responsible for all lodging, meals, and transportation.*

## REGISTRATION:

Online: [mosheriffs.com/training](http://mosheriffs.com/training)

Email: [gina@mosheriffs.com](mailto:gina@mosheriffs.com)

Fax: 573.635-2128

For questions contact Jeanne Merritt

573-529-6900

[jeanne@mosheriffs.com](mailto:jeanne@mosheriffs.com)

6605 Business 50 West  
Jefferson City, MO 65109

573.635.5925 | Fax 573.635.2128

**MOSHERIFFS.COM**

## Correctional Report Writing & Courtroom Testifying

(POST# 17592)

### Course Description

Corrections is a business that relies on written communication. Accurate and complete written reports provide the documentation that helps to complete the agency mission. When documentation is not complete, the result may be lost time, confusion, and costly personnel and legal proceedings.

In addition to a structured classroom presentation and a group discussion, a scenario-based exercise at the end gives participants the opportunity to practice what they learned with the benefit of positive, motivational feedback from the trainers.

### Who Should Attend

Although geared toward custody staff, any experienced law enforcement officer, firefighter, or EMS personnel, as well as any professional, will benefit from this course.

### Topics Include

- Common Types of Correctional Reports
- Legal Implications of Reports
- Proper Notetaking
- Basic Report Writing Elements
- Requirements for Good Reports
- The Importance of Accuracy & Completeness
- Mock Courtroom Testimony Exercises

### POST CLEE CREDIT

6 Hours Technical Studies



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## REGISTRATION FORM

### COURSE INFORMATION

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Host Agency: \_\_\_\_\_

Location address: \_\_\_\_\_

Instructor: \_\_\_\_\_

### ATTENDEE INFORMATION

Agency Name: \_\_\_\_\_

Contracted: (Yes/No) \_\_\_\_\_ Number Attending: \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

### COST INFORMATION

Contracted Agency .....\$ \_\_\_\_\_ / per person \$ \_\_\_\_\_

Non-Contracted Agency.....\$ \_\_\_\_\_ / per person \$ \_\_\_\_\_

### PAYMENT METHODS

Bill my credit card. VISA \_\_\_\_\_ MC \_\_\_\_\_ DISCOVER \_\_\_\_\_  
# \_\_\_\_\_ Exp \_\_\_\_\_  
3-digit security code \_\_\_\_\_ (Located on back)

Enclosed is a check/money order. Check # \_\_\_\_\_

Total Enclosed ..... \$ \_\_\_\_\_

Signature \_\_\_\_\_

<b>Send Registrations To</b>

FOR MORE INFORMATION CONTACT