



June 11, 2026
8:00 am–5:00 pm

Report Writing & Testimony

Correctional officers, Lieutenants, Captains, probation and parole officers, Wardens, and every other correctional worker depend on their ability to convey accurate information to each other, their supervisors, or even to the court system.

Report writing is a form of communication that allows information to be cataloged, stored, analyzed, and retrieved for future use in prosecution or testimony. This course puts the learner on a path to discovering and improving the usage, understanding, and importance of clear and concise report writing.

Through guided discussion, small group activities, and self-assessment, participants will learn:

- Characteristics of a Good Report
- Importance of Ethics in Testimony
- Difference Between Concrete and Abstract Language
- Note-taking Strategies
- Clear and Concise Writing
- Understanding Depositions, Testifying, and the Courtroom
- The Role of the Witness

8 hours

All Correctional & Jail staff needing to write effective reports, memos, & accurate investigative records

Hosts:

Washington Counties
Risk Pool

Whatcom County SO



Location:

Whatcom County Emergency
Operations Center
3888 Sound Way
Bellingham, WA 98225

Cost: \$229

Early Bird: \$199 (until 4/13)

Groups (4+): \$199

Registration:

<https://bit.ly/4qGtLW5>



Contact Us!

(833) LE-TRAIN
(833) 538-7246

info@commandpresence.net

Scan the
QR code
to view our
entire training
schedule.

