REPORT WRITING

Instructed By: Kevin Cassidy
Director of Public Safety, John Jay College

Writing in the Criminal Justice and Protection Management fields should make things happen: reports composed by police officers, for example, should convey the facts that guarantee that both the innocent and the guilty should receive due justice. Equally, the writing of security guards, EMS workers, and firefighters must share the information that ensures the safety of the people whom these public/private servants have vowed to protect.

Consequently, written communication takes on an ethical edge because the words relayed by these officials have implications that affect other people’s lives.

In this workshop, we will focus on the structures and processes of composing a successful report. We will discuss the methods of collecting investigative data, prioritizing that information, and formulating it into a comprehensive message.

Participants will leave the workshop understanding the importance of their writing skills as well as having acquired the strategies to produce these types of beneficial documents.

Date: Tuesday, March 31, from 6:30-9:30 PM
Location: Room 2200A North Building, 445 West 59th Street 10019
Course Fee: $80.00 ($70.00 for JJay Alumni, Students, Faculty and Staff)

To register or for further information please contact the Center at 212-484-1380 or send an email to squashie@jjay.cuny.edu

“Center for Private Security and Safety”

All payments can be made directly to the Center via check or money order.