

# GARCIA & ASSOCIATES LLC

## REPORT WRITING

- INSTRUCTOR FABIAN MEJIA
- CALIFORNIA POST CERTIFICATION COURSE: 1788 22700
- DATE: 6/17/26 -- 6/18/26
- TIME: 0800-1700
- TUITION: 125.00 PER STUDENT
- LOCATION:  
Whittier Police Department  
13200 Penn Street, Whittier,  
Ca 90602



## COURSE DESCRIPTION

### REPORT WRITING

This course is designed to provide sworn personnel and civilian personnel, with basic report writing skills. The course is 16 hours in length, and the student will apply correct and proper standardized English writing techniques. The student will develop the ability to evaluate reports written by others and make corrections based on correct and proper English. The student will also enhance the ability to coach and train others with respect to writing reports, improvement and proofreading. Tuition for the course is slotted at \$125.00 per student.

**Plan:** NA. No POST financial reimbursement

**CLASS IS LIMITED TO 30 STUDENTS**

**DRESS CODE:** Please no shorts, tank tops or sandals. We reserve the right to refuse service to anyone without law enforcement credentials. No disruptive behavior.

### INSTRUCTOR

The primary instructor has over 17 years of law enforcement experience. He is a subject matter expert in report writing. He currently is employed by regional police academy as an instructor in various subjects.

### REGISTRATION INFO WEBSITE

GARCIAANDASSOCIATESLLC.COM

### EMAIL

Garciaandassociatesllc@gmail.com



