



# GULF COAST HIGH INTENSITY DRUG TRAFFICKING AREA

## TRAINING ALERT

### Documentation and Investigative Report Writing

- WHEN:** May 8, & 9, 2006  
8:00 a.m. to 5:00 p.m.
- WHERE:** U.S. Attorney's Office, Northern District  
900 Jefferson Street / Main Conference Room  
Oxford, Mississippi
- COSPONSOR:** GULF COAST HIDTA / U.S. Attorney's Office, Northern District, & UM  
Justice Institute
- DESCRIPTION:** This is a two day training seminar that will provide an advanced look at proper documentation procedures applied to every level of law enforcement and public safety. All aspects of effective report writing are presented from the initial preliminary investigation and preparation of the police report to the advanced stages of multi agency drug investigation. Using real life crime scenarios and video presentations the class participants will enhance their writing skills regardless of their current ability or experience level. Emphasis is placed on proper rules of writing, improving writing skills through organizational techniques and understanding and implementing focus writing concepts.
- INSTRUCTORS:** Bill Wagner
- ENROLLMENT:** **THERE IS NO ENROLLMENT OR REGISTRATION FEE FOR THIS COURSE.**
- ATTENDANCE:** Open to Federal, State, and Local Law Enforcement Personnel, Criminal Intelligence Analysts, Investigators, Investigator Assistants, Counterdrug Operation supervisors at all levels and Military Personnel – both Active and Reserve.
- CONTACT:** Please contact Training Coordinator Gaylon Owens at 601-933-9431 or email: [owensw@gchidta.org](mailto:owensw@gchidta.org) for a course enrollment form or fax the attached course enrollment form to 601-965-5877.



