



Gulf Coast High Intensity Drug Trafficking Area Training Alert **No Cost to Attend**

Sponsored by the Gulf Coast HIDTA/Co-sponsors- Oxford PD and DEA

The Power of the Pen: A Refresher Course in Report Writing for Law Enforcement

WHEN: Tuesday, November 4, 2025 8:30 – 5:00

Wednesday, November 5, 2025 8:30– 5:00

WHERE: Oxford Police Department
Location: 9 Industrial Park Drive
Oxford, MS 38655

DESCRIPTION:

The Power of the Pen: A Refresher Course in Report Writing for Law Enforcement

This course is designed to provide law enforcement professionals with a comprehensive refresher on report writing skills, focusing on basic grammar principles and practical application exercises. Participants will delve into the fundamentals of grammar, sentence structure, and punctuation to enhance the clarity and professionalism of their reports. Through hands-on exercises and real-world scenarios, officers will refine their writing skills, ensuring accuracy, conciseness, and effectiveness in documenting incidents. By the end of this course, participants will be equipped with the tools to produce clear, concise, and professional reports that serve as vital documentation in the criminal justice system which meet legal standards and aid in criminal justice proceedings.

TRAINING:

The Gulf Coast HIDTA is proud to provide a two-day class The Power of the Pen: A Refresher Course in Report Writing for Law Enforcement at **no cost to attend**.

Instructor: Dr. Karla McCary Pope

With more than 40 years in the criminal justice field, Karla has worked with hundreds of police officers as an academy instructor, in-service training instructor, and college professor. Karla served as a full-time police officer for 10 years prior to transitioning to the academic arena. During her time as a police officer, Karla was part of the team that established the agency's first K9 unit. After becoming a college professor of criminal justice, Karla has



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maintained close ties for over 20 years with the law enforcement community by serving as a reserve officer working in the patrol division, K9 division, mounted patrol division and as a training officer. Karla currently serves as the Criminal Justice Department chair at William Carey University and as a training officer for MS Coast full-time and reserve police academies teaching courses that include report writing, civil liability, juvenile procedure, and search & seizure.

Enrollment:

1. Click on this link <https://www.nhac.org/hidtatrainingcalendar/events/1>
2. Once logged in, select Gulf Coast HIDTA
3. Then select " **The Power of the Pen: A Refresher Course in Report Writing for Law Enforcement** " class and fill in the online application
4. Select Complete Registration
Save the application number for further use if necessary

You will receive an e-mail indicating your online registration has been received

Attendance: Open to all certified law enforcement officers and support personnel.

Contact: Please enroll on-line. If you have any questions or issues with the on-line process, contact Tony Sauro at 228.297.2863 or by e-mail at saurot@gchidta.org

Local Hotel Near Training Location:

Hampton Inn 103 Ed Perry Blvd., Oxford, MS 38655 · (662) 234-5565