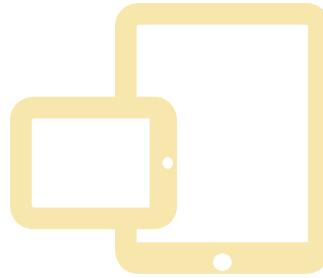


# CIRMA E-Learning Center

## Written Communication and Reporting for Corrections Online Training Program



Our E-Learning Programs are **FREE** to all CIRMA members.

### Course Description:

With staff coming and going regularly at each shift change, and an inmate population that is in a constant state of turnover, written communications and reporting are an absolute necessity to avoid chaos in the management of the facility.

This course will help corrections officers realize that the responsibility of maintaining accurate records is equally as important as their other duties, plus illustrate the importance of communication and the personal notebook and finally, know and understand how to prepare accurate and timely written reports.

**Time:** Approximately 30 minutes [Preview the Written Communication and Reporting for Corrections online training program here.](#)

### Learning Objectives:

- Understand that the responsibility to maintain accurate records is as equally important as other duties.
- Know and understand the importance of communication and the personal notebook.
- Know and understand how to prepare accurate and timely written reports.

### Key Topics Include:

- Why Document and Report?
- Reporting - Just the Facts
- Documenting Inmate Correspondence
- Inmate Visitor Reporting
- Medical Treatment Reporting
- Reporting - Recreational Activities
- Reporting - Religious Activities
- Misconduct Reporting
- Property and Disposition Reporting
- Staff Activity Reporting
- Mechanical Musts of Report Writing
- Reporting - Who, What, When, Where, Why and How
- The Four C's of Reporting Essentials

*To access CIRMA's E-Learning Center or to see a complete schedule of CIRMA's instructor-led Training & Education programs, please visit —*

[www.CIRMATraining.org](http://www.CIRMATraining.org)

To register for this course, please contact your organization's E-Learning Administrator.

