



A Law Enforcement  
Continuing Education Seminar at  
Redlands Community College

**8 AM to 5 PM**  
**June 18 & 19, 2010**

*CLEET Approved for Continuing  
Education Credit*



*Continuing Education*

1300 S. Country Club Road, El Reno, OK 73036

[WWW.REDLANDSCC.EDU/CE](http://WWW.REDLANDSCC.EDU/CE)

## THE SEMINAR

This course will focus on helping officers write accurate reports through the use of clear, concise and error-free writing. The seminar will address answering the five major questions answered in a police report, using headings to improve readability, field note taking, and using correct grammar and mechanics. The class will prepare a criminal report and be cross examined by an attorney to illustrate the importance of professional writing.

## SEMINAR INSTRUCTOR

Kelly Rupp is currently an English Professor at Redlands Community College where she teaches Criminal Justice Report Writing and is lead faculty for English Composition courses. Rupp is the author of *Police Writing: A Guide to the Essentials*. It is used in her classes and is the text for this seminar.

She has served as the Mayor of Minco, OK and is the owner of *The Minco Millennium*, Minco's newspaper. Rupp has a Master of Arts in English and a Bachelor of Arts in English with a minor in journalism and an emphasis in technical writing.

## LOCATION

Redlands Community College  
Multimedia Lifelong Instruction Center  
Room MM-125  
1300 S. Country Club Road  
El Reno, OK 73036

## FEE

The fee for this seminar is \$129 which includes the text and morning refreshments, both days. Participants should plan for lunch on their own.

## LAW ENFORCEMENT CONTINUING EDUCATION

This seminar has been approved for 16 hours of continuing education credit by the Oklahoma Council on Law Enforcement Education and Training (CLEET)#10-4094.

**YES! I will attend Report Writing on June 18-19**

FEE: Only \$129 if registration received by **June 4 at 5pm**  
After June 4, pay \$149  
Seminar fee includes text & morning refreshments

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

CT/ST/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## PAYMENT

\_\_\_\_\_ Purchase Order Number \_\_\_\_\_

\_\_\_\_\_ Check enclosed payable to RCC

\_\_\_\_\_ Charge to    \_\_\_\_\_ Visa    \_\_\_\_\_ MC    \_\_\_\_\_ Discover

Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

FAX to RCC Continuing Education (405) 422-1229

Mail to: Redlands Community College  
RCC Continuing Education  
1300 S. Country Club Road  
El Reno, OK 73036

## REFUNDS

Seminar fees will be refunded if notification is received within 48 hours prior to the seminar and the refund request is received in writing, by fax or email within seven days after the seminar.