



## ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200550

UC TRANSFER:

Not Transferable

PREREQUISITES:

COREQUISITES:

### STUDENT LEARNING OUTCOMES:

1. Students will develop their ability to write field notes in the appropriate format, and be able to recognize the uses of field notes and the elements that make field notes useful.

ILO: 4, 1, 6, 7

Measure: video-viewing activities, class discussion, exams

2. Students will develop interviewing skills, formulate and analyze information needs and methods of accumulating that information.

ILO: 4, 1, 2

Measure: simulated situations, panel discussions, group written reports

3. Students will analyze the mechanics of written reports, distinguish between various types of reports, and recognize characteristics of a good report.

ILO: 2, 1, 4

Measure: written reports, practical applications, group reports

4. Students will acquire writing skills for report preparation according to the form and structural requirements of law enforcement.

ILO: 2, 4, 7

Measure: written reports, practical applications, group reports

### TOPICS AND SCOPE:

Inactive Course: 05/10/2010

Curriculum Approval Date: 02/28/2005

WEEK 1 3 HOURS

Content: Introduction and orientation to the course, report form examinations.

Performance Objectives: Students will understand what is required from them for this class, understand the elements of a good law enforcement report, understand operational uses of law enforcement reports, administrative uses of reports, the need for sketches, diagrams and photos.

Out-of-class assignments: chapter exam, purchase templates, notebook, evidence collection assignment (for law enforcement, for security, for probation and parole)

WEEK 2 3 HOURS

Content: Report form review and interviewing techniques.

Performance Objectives: Students will learn basic interviewing techniques: non-language factors (paralanguage and kinetics of body language) in conducting an interview, language factors in conducting an interview, limitations during an interview.

Out-of-class assignments: analysis of simulated police situations, analysis of sample interviews.

**WEEK 3 3 HOURS**

Content: Interviewing techniques.

Performance Objectives: Students will gain practice with interviewing techniques. Students will identify systematic steps that an officer should take in preparing and conducting interviews.

Out-of-class assignments: Analysis of video clip interviews, simulated situations.

**WEEK 4 3 HOURS**

Content: Face sheet construction

Performance Objectives: Introduction of UCR crime definitions, methods of gathering information, proper format for names, writing a synopsis.

Out-of-class assignments: Worksheet, chapter exam, synopsis writing exercise.

**WEEK 5 3 HOURS**

Content: Practical application

Performance Objectives: The student will identify uses of police reports: record facts into a permanent record, provide coordination of follow-up activities and investigate leads, provide basis for prosecution and uses by defense, provide a source for officer evaluation, provide statistical data, provide reference material.

Out-of-class assignments: Worksheet, chapter exam, analysis of sample reports.

**WEEK 6 3 HOURS**

Content: Basic writing techniques - sentence and paragraph structure

Performance Objectives: The student will be able to write a lead sentence, a closing sentence, develop sequential sentences, and outline a paragraph.

Out-of-class assignments: Worksheet covering sentence structure and placement, analysis of sample sentences and paragraphs.

**WEEK 7 3 HOURS**

Content: Report writing video and narrative construction (time tracking and sentence construction)

Performance Objectives: The student will identify essential characteristics of a good report: accuracy, conciseness, completeness, and clarity.

Out-of-class assignments: Worksheet, chapter exam, analysis of sample report, group rewrite of a sample report.

**WEEK 8 3 HOURS**

Content: Report content

Performance Objectives: The student will identify questions that should be answered by a complete report: who, what, when, where, why, and how.

Out-of-class assignments: Worksheet, chapter exam, group work on video simulation.

**WEEK 9 3 HOURS**

Content: Mechanics of report writing

Performance Objectives: The student will know the basic mechanics of report writing: active vs passive voice, inappropriate words for police report such as slang or jargon (except when quoted), third person vs first person sentence construction, proper spelling of job-related words.

Out-of-class assignments: Worksheet with faulty sentence structure, chapter exam, continue work on group project.

**WEEK 10 3 HOURS**

Content: Chronological organization

Performance Objectives: Given a series of events, the student will

place them in chronological order. Student will understand the use of military time and the importance of organizing events in chronological order.

Out-of-class assignments: Worksheet, chapter exam, finish group project.

#### WEEK 11 3 HOURS

Content: Field notes

Performance Objectives: The student will identify the following types of information that should be entered into field notes: suspects, victims, witnesses, dates and times of occurrence, exact location of occurrence and persons involved, other important information such as case number, chain of evidence, assisting officer's activity.

Out-of-class assignments: Worksheet, chapter exam, field notes for a simulated police situation.

#### WEEK 12 3 HOURS

Content: Report review and panel discussion (police, DA, attorney)

Performance Objectives: The student will understand that written reports will be used for different purposes by different agencies.

Out-of-class assignments: Peer review, editing and evaluation of written reports using small groups, chapter exam.

#### WEEK 13 3 HOURS

Content: Individual written report, organization of the material.

Performance Objectives: The student will organize material with the use of headings and subheadings, recognize meaningless or repetitive material. Given simulated police situations, the student will organize and write the facts in an appropriate report format.

Out-of-class assignments: Worksheet, chapter exam, first draft of a written report for a simulated police situation.

#### WEEK 14 3 HOURS

Content: Examination of bias in report writing

Performance Objectives: The student will understand and avoid language that negatively describes race, gender, disability, or socio-economic classes, and will be aware of constantly-changing labels and descriptions.

Out-of-class assignments: worksheet identifying biased language and substituting more appropriate terms, group analysis of sample police reports, peer reviews of first drafts.

#### WEEK 15 3 HOURS

Content: Report review and class group discussion

Performance Objectives: The student will practice the basic mechanics of report writing, and will understand how to break an incident into reportable elements.

Out-of-class assignments: Chapter exam, final draft of a written report for the simulated police situation.

#### WEEK 16 3 HOURS

Content: Organization of the report

Performance Objectives: Given simulated police situations, the student will organize or write the facts in an appropriate report format. This will be accomplished by gathering relevant information by conducting a preliminary investigation, organizing the necessary facts in a chronological order, relating the facts in appropriate sentence form using grammatically and structurally correct sentences, utilizing the principles of report writing mechanics.

Out-of-class assignments: Worksheet, simulated police situations, group writing assignment, composite case report.

WEEK 17 3 HOURS

Content: Examination of ethical issues

Performance Objectives: The student will recognize ethical issues which may arise in team assignments and other contexts.

Out-of-class assignments: Group activity and preparation for final exam.

WEEK 18

2 HOURS

Content: Final Exam.

ASSIGNMENTS:

Included in content section.

METHODS OF INSTRUCTION:

Lecture, video tape presentations, simulated situations, panel or bulletin board discussions, group written investigative reports, practical applications, objective tests.

METHODS OF EVALUATION:

The types of writing assignments required:

Written homework

Reading reports

Other: Group written consensus reports

The problem-solving assignments required:

None

The types of skill demonstrations required:

None

The types of objective examinations used in the course:

Multiple choice

True/false

Completion

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 40% - 60%

Problem-solving demonstrations: 0% - 0%

Skill demonstrations: 0% - 0%

Objective examinations: 40% - 60%

Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:

Brown, Jerrold G. and Clarice R Cox, "Report Writing for Criminal Justice Professionals", 2nd Ed, or other appropriate college level text.

Reading level of text: grade 14. Verified by: Dana Young

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: I

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: AJ

CSU Crosswalk Course Number: 24

Prior to College Level: Y  
Non Credit Enhanced Funding: N  
Funding Agency Code: Y  
In-Service: N  
Occupational Course: C  
Maximum Hours:  
Minimum Hours:  
Course Control Number: CCC000338719  
Sports/Physical Education Course: N  
Taxonomy of Program: 210500