Course Outline

COURSE: JLE 116  DIVISION: 50  ALSO LISTED AS:  

TERM EFFECTIVE: Fall 2011  Inactive Course  

SHORT TITLE: POLICE REPORT/WRIT  

LONG TITLE: Police Report Writing for Trainers  

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<td>Lecture:</td>
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<td>Lab:</td>
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<td>Total:</td>
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COURSE DESCRIPTION:

An intense study of the basic qualities of a good police report. Attention will be given to planning a proper investigation and note-taking system and recording facts in chronological order. Basic objectives will be to train officers to evaluate reports for the following qualities: clarity, accuracy, conciseness, completeness, legibility, proper grammar and spelling use. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. ADVISORY: JLE 100

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. The student will have a basic understanding of report writing.
2. The student will have the basic mechanics of report writing.
3. The student will write clear and concise reports for his/her
CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Inactive Course: 09/26/2011
1 4 I. Diagnostic Testing
   A. View film of crime-write narrative
      report of observation
   B. Take a punctuation and spelling test
2 II. Panel of 3 District Attorneys Representing
     Santa Clara Co., Monterey Co., and Santa
     Cruz Co.
     A. Presentation and discussion of elements
        of good police report
     B. Facts DA's consider important
     C. Areas to avoid in reports
2 III. Student Assessment
     A. Go over with each student his/her
        strengths and/or weaknesses in narrative
        writing skills, spelling, punctuation.
        Assign student projects in areas of
        weakness.
2 2 IV. Grammar Workshop
     A. Punctuation, spelling
     B. Sentence Structure
2 V. Taking Notes to Simplify Reports
     A. Operational uses
     B. Administrative uses
2 VI. Face Page
     A. Crime classifications
     B. FBI uniform crime classification
2 VII. The Narrative
     A. Format
        1. Headings and subheadings
        2. Extraneous information
        3. Inappropriate material
        4. Repetition
     4 VIII. Examples of Good Report Writing
        A. POST (Police Officers Standards and
           Training Commission) Exemplary Training
           Program
           1. ^uBetter Police Reports^s by Devalis
           Rutledge
3 8 IX. Field Experience
     A. Each student will go out on a simulated
        call, take a report on one of the following
        crimes:
        1. Rape
        2. Burglary
3. Malicious mischief
4. Robbery
5. Petty Theft
6. Assault with a deadly weapon
7. Homicide
8. Drunk in public

X. Evaluation/Critique
A. Each report will be reviewed by other students
B. Each report will be evaluated by instructor
C. Feedback to student

COURSE OBJECTIVES:
1. The students will be able to assess his/her weaknesses in writing.
2. The student will understand from a district attorney's point of view the elements considered most important in a good police report.
3. The student will be able to take good notes to simplify reports for both operational and administrative use.
4. The student will be able to complete will complete accuracy, the face sheet of most reports.
5. The student will be able to organize and maintain proper format of narrative portion of the police report.
6. The student will understand elements of good reports.
7. The students will be able to write accurate and complete reports of most crimes (rape, burglary, malicious mischief, robbery, petty theft, ADW, homicide, drunk in public).

METHODS OF INSTRUCTION:
Lecture, field simulation, class discussion, films.
Evaluation: Final reports to be reviewed by instructors and class.

METHODS OF EVALUATION:
This is a degree-applicable course, but substantial writing assignments are NOT appropriate, because the course primarily:
Involves skill demonstrations or problem solving
The problem-solving assignments required:
None
The types of skill demonstrations required:
Class performance
Performance exams
The types of objective examinations used in the course:
None
Other category:
None
The basis for assigning students grades in the course:
Writing assignments: 0% - 0%
Problem-solving demonstrations: 0% - 0%
Skill demonstrations: 100% - 100%
Objective examinations: 0% - 0%
Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:

ARTICULATION and CERTIFICATE INFORMATION
Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
  Transferable CSU, effective 199270
UC TRANSFER:
  Not Transferable

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: JLE
CSU Crosswalk Course Number: 116
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: Y
Occupational Course: B
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000165584
Sports/Physical Education Course: N
Taxonomy of Program: 210500