

### 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

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
.5	1	Lecture:	24	24
		Lab:	0	0
		Other:	0	0
		Total:	24	24

#### **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

agency.

## **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

### VI. Face Page

A. Crime classifications

B. FBI uniform crime classification

### 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. Better Police Reports 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