

SOUTHEAST COMMUNITY COLLEGE
COMMUNITY SERVICES DIVISION
Criminal Justice Program
Revision Date: 08-19-24

I. CATALOG DESCRIPTION

Course Number: CRIM2290
Course Title: Report Writing in Criminal Justice
Prerequisite(s): ENGL1010 or ENGL 1054 and CRIM1010

Catalog Description: Focuses on the unique types of writing required in a criminal justice career. Students gather pertinent information and record it by writing a variety of reports similar to those that would be found within the criminal justice system.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will:*

- A. Demonstrate methods of conducting interviews with crime victims, witnesses, and suspects.
- B. Describe the use of active listening skills.
- C. Distinguish between facts, opinions, conclusions, and inferences.
- D. Develop strategies to obtain information in a variety of different settings and situations.
- E. Apply appropriate grammar and punctuation to written communications.
- F. Apply conventions of effective report writing in criminal justice.
- G. Document verbal and nonverbal behavior.
- H. Examine legal and ethical issues related to interviews.
- I. Demonstrate the taking of detailed field notes.
- J. Document the facts of the case.
- K. Describe how to write comprehensive, detailed narratives using logical, coherent sentences, phrases, and paragraphs.
- L. Demonstrate the preparation of appropriate criminal justice reports.
- M. Demonstrate skills in the collection and interpretation of information from an incident.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

- A. Student Learning Outcomes: *Student will be able to:*
 - 1. Identify how to take effective field notes.
 - 2. Identify the information that must be included in field notes.
 - 3. Develop a system for taking notes to ensure recording all needed information.
 - 4. Interview subjects in a simulated environment to elicit needed information and record that information in a notebook.
 - 5. Write reports using information recorded in the notebook.
 - 6. Identify the purposes and audiences for law enforcement reports.
 - 7. Complete various uniform citations and the paperwork accompanying arrests and other detentions.
 - 8. Complete various uniform citations and the paperwork accompanying arrests and other detentions.
 - 9. Complete a Uniform Traffic Citation based on a simulated incident.
 - 10. Complete a Misdemeanor Citation based on a simulated incident.
 - 11. Complete a Probable Cause Affidavit.
 - 12. Complete any required form(s) to place a juvenile in temporary custody.
 - 13. Complete any required form(s) to place a subject in protective custody.

14. Complete a jail booking form.
 15. Demonstrate the ability to organize information effectively based on simulated incidents.
 16. Write clear, correct, complete, and accurate narratives.
 17. Explain the need for narratives to be clear, correct, complete, and accurate.
 18. Demonstrate the ability to write effective narratives based on simulated incidents.
- B. General Education Learning Outcomes (GELOs):**
1. GELO 1: Speech Communication
Outcome 4: Competently communicate messages – both verbally and nonverbally – to a variety of audience types and in a variety of situations.
 2. GELO 2: Written Communication
Outcome 4: Use content and style appropriate to a given audience.
Outcome 5: Read and write in mechanically-sound, college-level English.
 3. GELO 6: Career and Life Skills
Outcome 7: Demonstrate choices that reflect personal responsibility in one's academic, civic, social, and vocational/professional life.

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)

- A. Why We Write Police Reports
- B. Investigative Basics
- C. Note Taking
- D. The Rules of Narrative Writing
- E. Describing Persons and Property
- F. Crime Reports
- G. Arrest Reports
- H. Writing the Interview
- I. Writing Search Warrants
- J. Issues in Writing

V. INSTRUCTIONAL MATERIALS

- A. Required Text(s): Biggs, Michael, *Just the Facts: Investigative Report Writing*, Current Edition, Pearson.
- B. Other Resources: Memo Pad (Wire-bound, top opening Memo book), 5x3, 1-hole punch, college rule, 120 pages.

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Methods of presentation typically include a combination of the following: Lecture, Electronic Presentation, Demonstrations, Video-Audio Presentations, Case Studies, Field Trips, Website(s), Course books, Articles, Collaborative Discussion, Group Projects, Other resources

VII. METHODS OF EVALUATION

- A. Methods of evaluation typically include a combination of the following: Practical Application, Homework Assignments, Quizzes, Exams, Papers and Presentations, Discussion, Other Projects
- B. SCC STANDARD GRADING SCALE POLICY:

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS:

- A. See instructor's course outline.