

AJ 024: INVESTIGATIVE REPORT WRITING

Date Submitted: Sat, 09 Mar 2019 21:24:52 GMT

Originator

rcain

Justification / Rationale

Implement a new textbook that will offer interactive methods of instruction and learning using the traditional textbook and internet exercises. The update will assist in the growth of the program with material that is updated and relevant.

Effective Term

Fall 2020

Credit Status

Credit - Degree Applicable

Subject

AJ - Administration of Justice

Course Number

024

Full Course Title

Investigative Report Writing

Short Title

REPORT WRITING

Discipline**Disciplines List**

Administration of Justice (Police science, corrections, law enforcement)

Modality

Face-to-Face

Catalog Description

This course emphasizes the procedures and practices commonly used to gather data and information and prepare a variety of written reports and records. Students learn to write criminal justice reports that meet statistical, legal, and prosecution requirements of the Criminal Justice System. The course provides students with abundant practice in writing effective reports, bulletins, memos, letters, and other short papers.

Schedule Description

Students learn to write criminal justice reports that meet statistical, legal and prosecution requirements of the criminal justice system. Prerequisite: AJ 001 or concurrent enrollment

Lecture Units

3

Lecture Semester Hours

54

Lab Units

0

In-class Hours

54

Out-of-class Hours

108

Total Course Units

3

Total Semester Hours

162

Prerequisite Course(s)

AJ 001 or concurrent enrollment

Required Text and Other Instructional Materials**Resource Type**

Book

Author

Behem, Travis A. Gallagher, Christian W.

Title

Report Writing in the Criminal Justice System: An Interactive Approach

Edition

First

City

Dubuque, IA

Publisher

Great River Learning

Year

2016

College Level

Yes

Flesch-Kincaid Level

12

ISBN #

9781680750560

Class Size Maximum

24

Entrance Skills

List the developmental stages of law enforcement.

Requisite Course ObjectivesAJ 001-Understand the history, development, and structure, and function of American police, courts, and corrections;
AJ 001-Demonstrate an understanding of the history, structure, and function of the police;

Entrance Skills

Identify the U.S. Constitution Amendments applied to the actions and conduct of peace officers

Requisite Course ObjectivesAJ 001-Demonstrate an understanding of the history, structure, and function of the police;
AJ 001-Demonstrate the ability to raise critically relevant questions based on independent reading of criminal justice literature;

Entrance Skills

Identify the major goals of the criminal justice systems.

Requisite Course Objectives

AJ 001-Identify and describe special issues in the criminal justice system involving juvenile delinquency, drugs, and the future development;

AJ 001-Critically analyze and discuss issues of crime and justice from varying perspectives;

AJ 001-Utilize conclusions from scholarly research in creating informed positions on controversial issues in criminal justice.

AJ 001-Demonstrate the ability to raise critically relevant questions based on independent reading of criminal justice literature;

Course Content

1. Police Reports
2. Words and phrases
3. Basic English components
4. Say what you mean
5. Sample reports
6. Field note-taking
7. Preparing reports for trial

Course Objectives

	Objectives
Objective 1	Write a narrative report that demonstrates correct spelling, sentence structure, punctuation, and vocabulary.
Objective 2	Demonstrate the correct way to use field notes while 1) conducting an interview and 2) writing a report.
Objective 3	Demonstrate writing reports and taking field notes in a manner that will make court testimony easier. Articulate the core concept behind or explain the methods used to write reports and take field notes.
Objective 4	Apply writing skills appropriate to meet statistical, legal, and prosecution requirements of the criminal justice system.
Objective 5	Distinguish between and discuss the advantages and disadvantages of using category and narrative report formats.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Explain the importance of accurate documentation in of the Criminal Justice System.
Outcome 2	Articulate the four pillars of law enforcement report writing.
Outcome 3	Identify various reports routinely completed by law enforcement personnel.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Demonstration, Repetition/Practice	The framework required for each type of report will be discussed and presented in class. Students will then use that framework to practice writing the report using various sources to obtain the facts needed for the report. These sources will include notes from mock interviews, videos, online scenarios and instructor-created scenarios. Students will write each of these reports multiple times to allow for corrections to be made and to offer the necessary practice.
Lecture	Some basic sections require standard lecture technique supported by facilitated learning activities.
Discussion	Students participate in small facilitated group discussions where they review papers written by other students. The reviewing student will offer suggestions to help improve the report by following the guideline offered in lectures and textbook lessons. This will enhance the student's learning to let them view other writing styles and to challenge their own understanding of the material.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Student participation/contribution		In and Out of Class

Assignments
Other In-class Assignments

1. Textbook reading
2. Complete Report Writing Exercises
3. Learn the elements of professional report writing skills
4. Prepare a crime and arrest report from a mock scenario

Other Out-of-class Assignments

1. Textbook reading
2. Complete Report Writing Exercises
3. Learn the elements of professional report writing skills
4. Prepare a crime and arrest report from a mock scenario

Grade Methods

Letter Grade Only

MIS Course Data
CIP Code

43.0107 - Criminal Justice/Police Science.

TOP Code

210500 - Administration of Justice

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Transferable to CSU only

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Approvals**Curriculum Committee Approval Date**

9/03/2019

Academic Senate Approval Date

9/12/2019

Board of Trustees Approval Date

10/31/2019

Course Control Number

CCC000294594

Programs referencing this courseBasic Police Officer Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=259/>)Basic Peace Officer Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=293/>)Administration of Justice AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=43/>)Police Science AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=74/>)Administration of Justice Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=81/>)