

ADMJ 0073 - REPORT WRITING FOR CRIMINAL JUSTICE

Catalog Description

Hours: 54 lecture

Description: Techniques for effectively communicating factual information in a clear, concise and thorough manner in the various types of reports used within the criminal justice system; emphasis on criminal justice terminology, use of English, and organization of information; practical experience in interviewing, note taking and report writing throughout the criminal justice system. (CSU)

Course Student Learning Outcomes

- CSLO #1: Justify the importance of writing factual and accurate reports in the administration of justice field.
- CSLO #2: Demonstrate effective interviewing and note taking skills.
- CSLO #3: Apply proper interviewing skills to create a properly written report from obtained information.

Effective Term

Fall 2017

Course Type

Credit - Degree-applicable

Contact Hours

54

Outside of Class Hours

108

Total Student Learning Hours

162

Course Objectives

1. Identify the importance of writing an accurate report for the purpose of recording events;
2. Recognize the important role of a Records Management System to preserve a written record of events;
3. Outline the steps in an investigation;
4. Demonstrate an interview and take field notes to construct a written narrative from the information obtained;
5. Apply proper writing mechanics in a clear, concise, and thorough narrative report format;
6. Differentiate between facts and opinions and their proper usage in a report narrative;
7. Compare and contrast the various types of investigative reports used in the administration of justice;
8. Outline the necessary steps to obtain a warrant and identify the required information for an affidavit.

General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

Articulation Information

- CSU Transferable

Methods of Evaluation

- Reports
 - Example: Students will watch a video of a criminal occurrence then write a report documenting the details of the crime.
- Skill Demonstrations
 - Example: Students will conduct an interview of someone who has experienced a traumatic event and then write a report in which they create a detailed, chronological account of that event.

Repeatable

No

Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. Instructor will explain and demonstrate effective interviewing and field note taking techniques, and students will be asked to take field notes during an interview of mock witness/victim.

Distance Learning

1. Instructor will present video lecture, explaining and showing examples of proper interview techniques, which students will then apply during follow-up interviews with crime victims/witnesses.

Typical Out of Class Assignments Reading Assignments

1. Students will be asked to read a chapter from the text and be prepared to discuss information in class.
2. Students will be asked to read sample law enforcement reports and analyze the information in the narrative.

Writing, Problem Solving or Performance

1. Students will be asked to take field notes during an interview of mock witness/victim.
2. Students will be asked to write a sample narrative based on their interview and field notes.

Other (Term projects, research papers, portfolios, etc.)

1. Students will be asked to watch a video of a crime occurrence and write a descriptive narrative of their observations.

Required Materials

- Just the Facts
 - Author: Michael Biggs
 - Publisher: Pearson Prentice Hall
 - Publication Date: 2012
 - Text Edition: 4th
 - Classic Textbook?: No
 - OER Link:
 - OER:

Other materials and-or supplies required of students that contribute to the cost of the course.