

# ADMJ 0634 - REPORT WRITING REVIEW FOR LAW ENFORCEMENT

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## Catalog Description

Prerequisite: Completion of PC 832 - Arrest, POST Module III Academy Training, or POST Basic Academy

Hours: 9 lecture

Description: Course designed for law enforcement personnel who need a refresher report writing course. (pass/no pass grading) (not degree applicable)

## Course Student Learning Outcomes

- CSLO #1: Compare and contrast "Flowing Narrative" and "Category" formats of investigative reports.
- CSLO #2: Conduct an interview and take notes to gather information for an investigative report.
- CSLO #3: Create a clear, concise and thorough investigative report based on information received through an interview.

## Effective Term

Fall 2017

## Course Type

Credit - Nondegree-applicable

## Contact Hours

9

## Outside of Class Hours

18

## Total Student Learning Hours

27

## Course Objectives

1. Outline required information fields for an introductory paragraph;
2. Compare and contrast the Flowing Narrative and Category report writing styles;
3. Differentiate between 1st person narrative, 3rd person narrative, and writing "after the fact" in past tense; and
4. Create a report outline, using proper paragraphing and formatting;
5. Conduct a practice interview and write a clear, concise and thorough report from obtained information.

## 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 Methods of Evaluation

- Reports
  - Example: Students will write a complete investigative report based on the information gathered during a practice interview.
- Skill Demonstrations
  - Example: Students will conduct a practice investigative interview, using proper questioning to gather information for a report.

## Repeatable

No

## Methods of Instruction

- Lecture/Discussion

Lecture:

1. Using hypothetical investigative scenarios, the Instructor will explain and discuss the importance of writing in the proper case and tense to describe events. Students are expected to write a report using proper case and tense.

## Typical Out of Class Assignments Reading Assignments

1. Read sample reports presented in class handout to identify positive and negative examples of report writing.
2. Read Common Writing Problems handout.

## Writing, Problem Solving or Performance

1. Conduct a practice interview of a fellow student, obtaining information for an investigative report-writing exercise.
2. Write a complete Face Page and Narrative based on information gathered during a practice interview.

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

## Required Materials

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

Instructor-compiled readings, sample reports and other handouts.