

ADMJ 0634 - REPORT WRITING REVIEW FOR LAW ENFORCEMENT

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.