

# ADMJ 0073 - REPORT WRITING FOR CRIMINAL JUSTICE

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## 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.**