

CATALOG INFORMATION

Dept and Nbr: AJ 52

Title: POLICE RPT WRIT-CP5

Full Title: Police Report Writing - CP5

Last Reviewed: 4/9/2012

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	17.5	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:
Techniques of communicating facts, information, and ideas effectively in a simple, clear, accurate, complete, and logical manner in the various types of criminal justice system reports, letters, memoranda, directives, and administrative reports; emphasis on criminal justice terminology, use of English and organization of information; practice experience in note taking and report writing presentations of testimony in court.

Prerequisites/Corequisites:
AJ 50 and AJ 51A completed or in progress.

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Mechanics of police report writing. Types of reports and their application to the justice system. (Grade Only)
Prerequisites/Corequisites: AJ 50 and AJ 51A completed or in progress.
Recommended:

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area			Effective:	Inactive:
CSU GE:	Transfer Area			Effective:	Inactive:
IGETC:	Transfer Area			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1981	Inactive:	Fall 2012
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

I. INSTRUCTIONAL GOALS

The students will:

A. Develop an understanding of the various uses of police reports which include:

1. Providing information to investigators, prosecutors, defense attorneys and other entities.
2. Assisting officers in refreshing their memory before testifying
3. Serving as reference documents for officers testifying at preliminary hearings regarding statements made by victims, witnesses, and other involved parties
4. Providing data for criminal justice researchers who are studying and reporting on the activities of the criminal justice system.
5. Documenting events which involve potential civil liability

B. demonstrate the ability to write reports that conform to accepted professional standards (e.g. recording of all relevant information, use of first person, use of active voice, etc.)

C. demonstrate the ability to take field notes that include the information needed to complete a crime or incident report (e.g. description of suspects, names of victims and witnesses, etc.)

D. demonstrate the ability to reduce observations and other information to clear, concise, logically organized reports that are readable and relatively free of mechanical errors

E. Complete required instruction in Investigative Report Writing (L.D.18) as required by Training Specifications for the Basic Law Enforcement Course as mandated by the Calif. Commission on Peace Officer Standards & Training (Minimum 40 hrs.)

While the curriculum will provide instruction in improving writing

skills, the goals of report writing instruction do not include the development of command of the English language.

Topics and Scope:

- I. What is a report?
 - A. How crime, incident and arrest reports are used by the criminal justice system (L.D. 18.2A)
- II. Notetaking (L.D. 18.2B)
- III. Writing crime reports
 - A. Characteristics of an acceptable law enforcement report (L.D.18.2C)
 - B. Organization and structure of report narratives (L.D.18.2.D)
 - C. Anticipating defenses which are likely to be asserted by a suspect (L.D.18.2.E)
 - D. General content requirements of crime, incident, and arrest reports 1) & 2) LD18.2.F)
 - E. Understanding the difference between facts and inferences (LD18.2G)
 - F. Elements of clear writing to include: (L.D.18.2I)
 - 1. Logical relationships between narrative elements
 - 2. Chronological sequencing of events
 - 3. Natural vocabulary
 - 4. Active voice
 - 5. First person
 - G. Review of basic writing mechanics to include: (L.D.18.2H)
 - 1. Spelling
 - 2. Punctuation
 - 3. Grammar
 - 4. Word Choice
 - 5. Syntax
- IV. Minimal Standards in 5.5.2. (Exercise - Arrest Reports (L.D.18.3A))
 - A. Given a depiction of an arrest situation which is based upon a POST-developed video re-enactment or scenario, or an equivalent academy-developed video, simulation, or scenario, the student will generate an acceptable report in class. The report must reflect an arrest situation which minimally incorporates: (9-1-93)
 - 1. Elements of a crime
 - 2. Probable cause to stop
 - 3. Probable cause to search/seize
 - 4. Recovery of evidence
 - 5. Probable cause to arrest
 - 6. Admonishment of the suspect, if appropriate
- V. Minimal Standards in 5.5.3 (Exercise-Investigative Reports(L.D.18.3B))
 - A. Given a depiction of a criminal investigation which is based upon a POST-developed video re-enactment or scenario, or an equivalent academy-developed video, simulation, or scenario, the student will generate an acceptable report in class. The report must reflect a criminal investigation which minimally incorporates: (9-1-93)
 - 1. Elements of a crime
 - 2. Statements of victim(s) and/or witness(es)
 - 3. Pertinent crime scene details
 - 4. Physical evidence
- IV. Learning Activity 13.18.1-Practice Reports (L.D.18.4A through C)

- A. Students will be required to generate five practice reports based on either POST-developed video re-enactments of crimes, investigations or law enforcement-related incidents, or based upon equivalent simulations, scenarios or videotape depictions developed by the academy.
- B. The events selected should require reports reflecting a progressive level of difficulty (e.g., from a simple unwitnessed crime to more complex events involving the articulation of probable cause to stop, probable cause to arrest, statements of witnesses, etc.)
- C. Formal feedback to the student regarding the quality of the report
 - The purpose of requiring feedback is to provide ongoing evaluation and documentation of student strengths and weaknesses so that the student is able to progressively improve.

Assignment:

1. Notebook requirement.
2. Quizzes over classroom lecture material.
3. Writing reports.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Reading reports

Writing
20 - 70%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving
0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations
0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, FILLING OUT ACTUAL REPORTS.

Exams
20 - 50%

Other: Includes any assessment tools that do not logically fit into the above categories.

WRITING POLICE REPORTS

Other Category
10 - 30%

Representative Textbooks and Materials:

