

CATALOG INFORMATION

Dept & Nbr: ADJ 108 Title: POLICE REPORT WRITING
Full Title: Police Report Writing

Units	Course Hours	Per Week	Nbr of Weeks	Course Hours	Total
Max: 3.0	Lecture	3.0	17	Lecture	51.0
Min: 3.0	Lab	0.0		Lab	0.0
	Contact DHR	0.0		Contact DHR	0.0
	Contact Total	3.0		Contact Total	51.0
	Non-contact DHR	0.0		Non-contact DHR	0.0

Title 5 Category: 01 AA Degree Applic
Grading: GC Credit course for grade or CR/NC
Repeatability: 00 No repeatability allowed or defined
Also listed as:

CATALOG DESCRIPTION:

Police report writing in the first person, chronological, and plain-talk style. Course may not meet major requirements at transfer institutions. See your counselor for more information.

PREREQUISITES:

COREQUISITES:

RECOMMENDED PREPARATION:

Completion of ENG 80.

LIMITS ON ENROLLMENT:

SCHEDULE OF CLASSES INFORMATION:

Recommended: Completion of ENG 80.
Learn how to write effective police reports based on investigations, interviewing, and note taking. Course may not meet requirements at transfer institutions. See your counselor for more information. (Grade or CR/NC)
Transfer Credit: CSU.

ARTICULATION and CERTIFICATE INFORMATION

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ASSOCIATE DEGREE:	Effective:	Inactive:
Area:		
CSU GE:	Effective:	Inactive:
Transfer area:		
IGETC:	Effective:	Inactive:
Transfer area:		
CSU TRANSFER: TRANSFERABLE	Effective: FALL 1988	Inactive:

UC TRANSFER:

Effective:

Inactive:

CAN:

CERTIFICATE APPLICABLE: C CERTIFICATE APPLICABLE COURSE

APPROVAL AND DATES

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Version 02 Submitted by: MARCUS YOUNG Date: 09/18/2006
Department approved: Debra Polak Date: 09/18/2006
Curriculum approved: 02/26/1988 Version approved: 09/15/2006
Prerequisites approved: 10/02/2000 Last reviewed: 09/15/2006
Term effective: SPRING 2007 Last taught: SPRING 2008 Inactive:

COURSE CONTENT

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OUTCOME AND OBJECTIVES:

1. Understand basic legal concepts and definitions.
2. Understand the various classifications of crimes, as well as the elements of specific crimes.
3. Understand codes and ordinances.

TOPICS AND SCOPE:

1. Introduction to Reports and Report Writing
 - a. Definition of reports
 - b. Types of reports
 - c. Use of reports
2. Characteristics of Well Written Reports
 - a. Factual
 - b. Accurate
 - c. Objective
 - d. Complete
 - e. Concise
 - f. Clear
 - g. Mechanically correct
 - h. Standard English
 - i. Legible
 - j. On-time
3. The Five Steps in Report Writing
 - a. Gathering information
 - 1) Interviewing
 - 2) Interrogation
 - b. Taking notes
 - c. Organizing information
 - d. Writing the report
 - e. Evaluating the report
4. Principles of Clear Writing
 - a. First person
 - b. Active voice
 - c. Conciseness
 - d. Plain-talk
 - e. Modification
 - f. Pronoun reference
 - g. Parallelism
5. Grammar
6. Sentence Structure
7. Spelling
8. Punctuation

ASSIGNMENTS:

READING ASSIGNMENTS:

Students will be required to read and study the assigned chapters in the textbook and any handout material. Assigned reading will form the basis for classroom discussion.

WRITING ASSIGNMENTS:

Students will be assigned substantial writing assignments to include the following:

1. A minimum of ten narrative reports of varying complexity.
2. A report writing workbook.

OUTSIDE ASSIGNMENTS:

Students are expected to spend time out of class working on the \ following:

1. Study
2. Required reading
3. Practical assignments

ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:

Students will demonstrate the ability to think critically and apply concepts taught in the course by participating in the following activities:

1. Classroom discussion.
2. Role playing exercises.
3. Problem-solving activities or exercises.
4. Writing sample police reports.

METHOD OF INSTRUCTION:

Lecture, discussion, audio-visual presentations, handouts, reading assignments, and workbook assignments.

FOR DISTANCE EDUCATION COURSES:

The content of this course is delivered using some form or forms of technology such as television, videotape, audiotape, or the Internet. For telecourses, no less than 11 hours of personal contact between instructor and students shall be included through: group or individual meetings; orientation and review sessions; supplemental seminars or study sessions; field trips; library workshops; or other in-person activities. For online courses, instructor/student contact may take place in a face-to-face setting and/or through email or other electronic means. Students may interact with each other through in-person study groups, electronic message boards, or other means.

METHODS OF EVALUATION:

1. Writing Assignments - Approximately 50%
Students are required to complete at least ten police reports of varying length and complexity.
2. Problem Solving Demonstrations - Approximately 50%
Students will receive a mid-term and a final exam.

BASIS FOR GRADING:

The assignment of a grade is based on the level of achievement of the outcomes and objectives of the course outline and is reflected in quantifiable terms in the course syllabus.

REPRESENTATIVE TEXTBOOKS:

For the Record, Karen M Hess/Henry W. Wroblenski, Innovative Systems Publishers, 1991