COURSE OUTLINE OF RECORD

Number: CJ G146  
TITLE: Police Report Writing

ORIGINATOR: Victor Quiros

FORMERLY KNOWN AS:

CROSS LISTED COURSE:

SEMESTER UNITS: 3.0
HRS LEC: 54.0  
HRS LAB: 0.0  
HRS OTHER: 0.0

CONTACT HRS TOTAL: 54.0
STUDY NON-CONTACT HRS RECOMMENDED: 108.0

CATALOG DESCRIPTION:
Techniques communicating facts, information and ideas in an effective, simple, clear and logical manner, as they are applied to various types of reports and memoranda used in the criminal justice system. Emphasis is on criminal justice technology, interviewing techniques, the proper use of English, organization of information, and practical application of these areas in note taking, proper completion of felony and misdemeanor crime reports, memos and routine forms, and the presentation of testimony in court.

JUSTIFICATION FOR COURSE:

PREREQUISITES:

COREQUISITES:

ADVISORIES:

ASSIGNED DISCIPLINES:
Administration of justice (police science, corrections, law enforcement)

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [ ] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[X]  
UC/CSU Transferable[ ]  
Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X]

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: C

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X]  
Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]
Criminal Justice – Administration of Justice( Associate in Arts)
Criminal Justice--Corrections (27 total units):(Associate in Arts)
Law Enforcement Option(Certificate of Achievement)

GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:
1. assist officers in refreshing their memory before testifying.
2. serve as reference documents for officers testifying at preliminary hearings regarding statements made by victims, witnesses and other involved parties.
3. demonstrate an understanding of the various uses of police reports.
4. understand how to provide information to investigators.
5. learn how to document events involving potential civil liability.
6. write reports that conform to accepted professional standards of quality (e.g., recording of all relevant information, use of first person, use of active voice, etc.).
7. 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.).
8. reduce observations and other information to clear, concise, logically organized reports that are readable and relatively free of errors.

COURSE OBJECTIVES:
1. have an understanding of the various uses of police reports; a. providing information to investigators b. assisting officers in refreshing their memory before testifying c. serving as reference documents for officers testifying at preliminary hearings regarding statements made by victims, witnesses and other involved parties d. documenting events which involve potential civil liability
2. write reports that conform to accepted professional standards of quality (e.g., recording of all relevant information, use of first person, use of active voice, etc.);
3. 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.).
4. reduce observations and other information to clear, concise, logically organized reports that are readable and relatively free of errors.

COURSE CONTENT:

LECTURE CONTENT:

A. Course Orientation
   1. Attendance and class participation
   2. Testing and grading policies
   3. Course Objectives
   4. Outside class assignments
   5. Explanation of the Basic Course Transition Program

B. Definition of a police report
   1. It relates the words or sense of something said
   2. It is a written record or summary
   3. It gives a formal or official account of happenings
   4. It is a permanent written record of law enforcement activity which documents important facts

C. The importance of a good report
   1. Professionalism
   2. Ethics
   3. Courtroom testimony

D. Responsibility for taking reports
   1. By law, the chief of police or sheriff is required to furnish a report of all felonies, and specified misdemeanor sex crimes, to the state on the form approved by the Department of Justice (Penal Code 11107, 11108, and 11110)
   2. This legal responsibility is delegated to individual officers

E. Purposes of a police report:
   1. To assist with the identification, apprehension and prosecution of criminals
2. To provide information to prosecutors, defense attorneys and other law enforcement agencies
3. To assist officers in refreshing their memory before testifying. They may serve as the sole
   basis for providing testimony absent independent recollection.
4. To document events which involve potential civil liability

F. Other uses of police reports
   1. Provide statistical information
   2. Provide a source of information for officer evaluation

G. Types of reports
   1. Crime/incident report
   2. Arrest report/booking sheet
   3. Event-specific reports

H. Characteristics of effective police reports
   1. Factual
   2. Objective
   3. Accurate
   4. Complete
   5. Concise
   6. Clear
   7. Organized
   8. Legible
   9. Timely

I. Note taking
   1. Characteristics of field notes
      a. persons involved in the event
      b. dates and times of important occurrences
      c. exact location of occurrences and persons involved
      d. case numbers, location of evidence, actions of assisting officers, type of incident, etc.
      e. statements made by involved parties, such as key phrases to exact quotations, etc.
   2. Use of notes
   3. Evidence
   4. Recording the specifics

J. Requirements for report content
   1. Who
   2. What
   3. Where
   4. When
   5. How
   6. Why

K. Investigation
   1. The task of gathering and evaluating information from people.
   2. Physical evidence
   3. Crime scene protection

L. Pre-interview Preparations
   1. Interviewing techniques
   2. Prior to obtaining a statement from victims, witnesses, etc, separate the parties
   3. Interview considerations
   4. Communication
   5. Listening Skills
   6. Reflective listening skills

M. The Three Phase Interview
   1. First Phase -No notes! Determine:
   2. Second Phase -Take notes!
   3. Third Phase

N. Verbal Skills for Conducting an Interview
   1. Introduction
2. Establish rapport
3. Motivate the person
4. Fact finding

O. Considerations for specific reports
1. Burglary Reports
2. Robbery Reports
3. Homicide Reports
4. Assault Reports
5. Hate Crimes
6. Domestic Violence
7. Possession of Controlled Substances
8. Theft Reports

P. Completing the report
1. GROWE
   a. Gather
   b. Record
   c. Organize
   d. Write
   e. Evaluate

METHODS OF INSTRUCTION:

A. Lecture:
B. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Writing Assignments

1. Conduct an interview and record the field notes necessary to generate a police report.
2. Role playing exercises between student and instructor during each class meeting.
3. Generate arrest reports
   a. P.C. 211 Robbery
   b. P.C. 245(A) Assault with a Deadly Weapon
4. Generate crime reports
   a. P.C. 488 Petty Theft
   b. P.C. 459 Burglary
   c. P.C. 211 Robbery
   d. P.C. Assault with Deadly Weapon
   e. P.C. 211 Robbery with Arrest
5. Generate an incident report
   a. V.C. 20002(A) Hit and Run Traffic Incident
6. Write a law enforcement memorandum
7. Form completion
   a. Various types of forms/departmental differences in report formats

Reading Assignments

1. Incidents from police agencies 2. Supplemental materials from Peace Officer Standards and Training (POST)

Out-of-class Assignments

1. View POST trigger films and generate crime or investigative reports as indicated.
METHODS OF STUDENT EVALUATION:
Midterm Exam
Final Exam
Written Assignments
Essay Examinations
Report
Problem Solving Exercises
Skills Demonstration

Demonstration of Critical Thinking:

Required Writing, Problem Solving, Skills Demonstration:

TEXTS, READINGS, AND RESOURCES:

TextBooks:

Other:
1. Select materials from POST Learning Domain 18
2. Select handouts for all lecture (Report Writing Syllabus)
3. POST Report Writing Workbook

LIBRARY:

Adequate library resources include: Print Materials

Comments:

Attachments:

[Attached Files]