Degree Applicable

Glendale Community College
March 2013

COURSE OUTLINE

Administration of Justice 134
Report Writing

I. Catalog Statement

Administration of Justice 134 encompasses a survey of report writing and Records and Identification Bureaus. A study to aid police officers to analyze what they see, and to make a permanent and coherent record of facts to be used in criminal prosecution and administration procedures.

Total Lecture Units: 3.0
Total Course Units: 3.0

Total Lecture Hours: 48.0
Total Faculty Contact Hours: 48.0

Recommended Preparation: Eligibility for English 120 or ESL 151.

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 1.

III. Course Exit Standards

Upon successful completion of required coursework, the student will be able to:

1. analyze and compile data for use in formal reporting in order to gain confidence in writing;
2. demonstrate basic proficiencies, to the satisfaction of the instructor, and be able to synthesize a situation and break crimes into reportable elements during role playing situations;
3. demonstrate the basic steps of interviewing, using non-verbal observation and communication; write a satisfactory report on any interview or interrogation;
4. apply basic English rules to good reporting structures; to describe property and other evidentiary items in a proper format.

IV. Course Content

Total Faculty Contact Hours = 48

A. Introduction — 3 hours
   1. Scope of course
      a. Police report systems
      b. Modus operandi systems and their relation to police reports

B. Delineation of Police Reports — 3 hours
   1. Types of police reports
   2. Content of police reports (general)
   3. Legal status of police reports
   4. Uses of police reports

C. Techniques of Questioning for Purposes of Reports — 3 hours
   1. Witnesses
   2. Victims
   3. Suspects

D. Note-taking — 3 hours
   1. Importance of comprehensive notes
   2. Techniques

E. Composition Fundamentals — 3 hours
   1. Use of abbreviations
   2. Sentence structure as related to police reports
   3. Paragraph structure as related to police reports
   4. Use of forms
   5. Structure of written narrative
      a. Practice
      b. Critique

F. Techniques of Taking Reports Concerning Crimes against Persons (Robbery, Battery, etc.) — 3 hours
   1. Instruction
   2. Practice

G. Techniques of Taking Reports Concerning Crimes against Property (Theft, Burglary, GTA, etc.) — 3 hours

H. Techniques of Taking Arrest Reports (Burglary, DUI, etc.) — 3 hours
   1. Instruction
   2. Practice

I. Police Records System — 3 hours
   1. Dependence upon reports
   2. Indexing systems
   3. Use

J. Preparation of Crime Reports — 3 hours
   1. Practice
   2. Critique of practice

K. Techniques for Non-Narrative Reports — 3 hours
   1. Mapping
   2. Charting
   3. Diagramming
   4.

L. Traffic Reports — 3 hours
   1. Accident narrative reports
   2. Diagrams
   3. Other traffic reports

M. Special Police Reports and Techniques for Preparing Them — 3 hours
   1. Personnel
   2. Vice
   3. Narcotics
   4. Administrative
   5. Juvenile
   6. Non-Criminal
   7. Others

N. Role Playing Sessions Produced for Purpose of Practice in Report-taking — 3 hours

O. Discussion of Special, Local Report-Taking Problems — 3 hours

P. Local Departmental Policies Regarding Report-Taking — 3 hours
   1. Importance of communication
   2. Large vs. small departments

V. Methods of Instruction

The following instructional methodologies may be used in the course:
1. lecture;
2. multimedia;
3. demonstrations;
4. film simulations;
5. individual and group projects.

VI. Out of Class Assignments

The following out of class assignments may be used in the course:
1. homework and situational problem solving;
2. collateral readings panels and a paper/project;
3. group problem solving activities;
4. individual student research project focusing on a specific aspect of report writing.

VII. Methods of Evaluation

The following methods of evaluation may be used in the course:
1. nine spelling quizzes on pre-assigned and commonly-encountered words;
2. three report-writing exercises;
3. an oral presentation on an outside reading assignment;
4. final examination.

VIII. Textbook

No textbook is assigned. The instructor designs and provides hand-out and reference materials to coincide with lectures, as required.

IX. Student Learning Outcomes

1. Student will be able to analyze, compile data and write formal reports.
2. Student will be able to synthesize a situation and break crimes into reportable elements.
3. Student will be able to demonstrate the basic steps of interviewing, using non-verbal observation and communication; write a satisfactory report on any interview or interrogation.
4. Student will be able to apply basic English rules to good reporting structures; to describe property and other evidentiary items in a proper format.