

2/11/2025

DATE



REQUIRED COURSE



ELECTIVE COURSE

SSE DIVISION

☒ NEW COURSE☐ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	CJS-081	TITLE: (30 Characters Max)	Police Report Writing										
SEM CR HRS:	2.0	Lecture:	2.0	Lab:	0.0	ICCB Lab:	0.0	ECH:	2.0				
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI		<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit		Clinical Practicum:	0.0	Work-based Learning:	0.0	WBL ECH:	0.0			
Course PCS & CIP:	12 - 43.0107		IAI Code:		N/A		Contact Hours (Minutes/Week)						
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:		Max:		16 Wks	100	8 Wks	200
Prerequisites:	None												
Corequisites:	None												
Catalog Description: (40 Word Limit)	This course provides an understanding of the fundamental principles of good writing and effective police reporting by developing a practical, basic understanding to the types of reports and forms commonly used in the field of criminal justice.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Introduction to common reports and forms	3			
Report writing methods	3			
Proper observation and note taking	3			
Common errors in report writing	2			
Incident, offense and arrest reports	12			
Accident reports	3			
Evidence and property receipts	1			
Preparation for court testimony	3			
TOTAL	30	0	0	0

EVALUATION			
QUIZZES <input checked="" type="checkbox"/>	EXAMS <input checked="" type="checkbox"/>	ORAL PRES <input checked="" type="checkbox"/>	PAPERS <input checked="" type="checkbox"/>
LAB WORK <input type="checkbox"/>	PROJECTS <input type="checkbox"/>	COMP FINAL <input type="checkbox"/>	OTHER <input type="checkbox"/>

COURSE MATERIALS	
TITLE:	A Street Officer's Guide to Report Writing
AUTHOR:	Scalise & Strosahl
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	1st edition
COPYRIGHT DATE:	2013

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Introduction to common reports and forms	3	1. Explain the importance of each form. 2. Differentiate between report forms.
Report writing methods	3	1. Demonstrate the differences between report writing methods. 2. Identify the method appropriate to the report.
Proper observation and note taking	3	1. Determine which observations are important for the report. 2. Produce notes on important aspects of the incident. 3. Complete a field contact card. 4. Translate notes to formal report.
Common errors in report writing	2	1. Identify avoidable errors in the report writing process.

Incident, offense and arrest reports	12	1. Identify the differences between each report style. 2. Determine the content required for each type of report. 3. Identify required information necessary for each type of report. 4. Explain methods of dissemination of completed reports.
Accident reports	3	1. Explain how an accident report differs from other reports. 2. Demonstrate how to complete an accident report. 3. Demonstrate how to illustrate accident scene through a diagram.
Evidence and property receipts	1	1. Describe the importance of properly completed evidence packaging and property receipts. 2. Demonstrate how to complete property receipts.
Preparation for court testimony	3	1. Explain how to prepare for testifying in court proceedings. 2. Discuss proper courtroom appearance.
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Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Written Communicat	Demonstrate written communication and explain writing technique and the importance of being thorough.
Course Outcome 2	Courtroom Testimony	Demonstrate critical thinking by explaining how to prepare for and provide courtroom testimony.
Primary Laker Learning Competency Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.		
Secondary Laker Learning Competency	Communication: Students communicate through the exchange of information.	

*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.