

9/20/2022 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	Lecture:	2	Lab:	0		ECH:	2		
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	SOE/ Internship:	0	SOE ECH:	0
COURSE PCS #	12		IAI Code				Contact Hours (Minutes Per Week)			
Repeatable (Y/N):		Pass/Fail (Y/N):		Variable Credit (Y/N):	Min:	Max:	16 Wks	100	8 wks	200
Prerequisites:	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	Non-Clinical Internship/ SOE
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
COPYRIGHT DATE:	2013

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Introduction to Common Reports and Forms	3	Recognize the importance of each form. Differentiate between report forms.
Report Writing Methods	3	Recognize the differences between report writing methods. Choose the method appropriate to the report.
Proper Observation and Note Taking	3	Acknowledge which observations are important for the report. Properly take notes on important aspects of the incident. Complete a field contact card. Transfer notes to formal report.
Common Errors in Report Writing	2	Recognize avoidable errors in the report writing process.
Incident, Offense, and Arrest Reports	12	Recognize the differences between each report style. Recognize the content required for each type of report. Identify required information necessary for each type of report. Understand methods of dissemination of completed reports.

Accident Reports	3	Understand how an accident report differs from other reports. Understand how to complete an accident report.
		Understand how to illustrate accident scene through a diagram.
Evidence and Property Receipts	1	Understand the importance of properly completed evidence packaging and property receipts. Understand how to complete property receipts.
Preparation for Court Testimony	3	Understand how to prepare for testifying in court proceedings. Understand proper courtroom appearance.
	30	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	<ul style="list-style-type: none"> • Understand the differences in report writing techniques.
	<ul style="list-style-type: none"> • Demonstrate how to complete various types of reports.
	<ul style="list-style-type: none"> • Demonstrate how to provide courtroom testimony.

* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.