

## **COURSE INFORMATION**

<b>COURSE PREFIX/NUMBER:</b>	<b>CRJ 140</b>
<b>COURSE TITLE:</b>	<b>Criminal Justice Report Writing</b>
<b>LECTURE HOURS/WEEK:</b>	<b>3.0</b>
<b>LAB HOURS/WEEK:</b>	<b>0.0</b>
<b>CREDIT HOURS</b>	<b>3.0</b>

## **DISTANCE LEARNING ATTENDANCE/VA STATEMENT TEXTBOOK INFORMATION**

### **COURSE DESCRIPTION**

This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations.

### **COURSE COMPETENCIES**

#### **Module 1: Purpose of Report Writing in Criminal Justice**

1. Recognize the legal basis for requiring investigative reports.
2. Identify how investigative reports are used.
3. Identify the prospective users of investigative reports.
4. Discuss the six characteristics of effective investigative reports.

#### **Module 2: Gathering Information for a Written Report**

1. Recognize the primary considerations for determining what should be included in an officer's field notes.
2. Describe appropriate officer actions during each step of the three-step process for taking notes during a field interview.
3. Differentiate between an opinion, fact, conclusion.

#### **Module 3: Essential Components of Report Writing**

1. Defend advantages and disadvantages of using category or narrative report formats.
2. Identify the six primary questions that must be answered within an effective investigative report.
3. Prepare investigative reports that include the fundamental content elements common within effective investigative reports: initial information, identification of the crime, identification of involved parties, victim/witness statements, crime scene specifics, property information, and officer actions.

#### **Module 4: Grammar, Punctuation and Clarity of Report Writing**

1. Prepare investigative reports utilizing the guidelines for recommended grammar: proper nouns, first person pronouns, third person pronouns, past tense, and active voice.
2. Organize information within a paragraph for clarity and proper emphasis.
3. Select concrete language that will clearly convey information to the reader of the investigative report.

4. Differentiate between commonly used words that sound alike but have different meanings.
5. Distinguish between proofreading content and proofreading for mechanical errors.

### **MINIMAL STANDARDS**

CRJ 140 is designed for completion in one semester. A final grade of C must be earned in order for this course to be applied towards the related program of study. Students earning a final grade lower than C must repeat the course.

All assignments/assessments are expected to be submitted/completed within the specified time frame. Points will be deducted on those assignments/assessments received after the due date.

### **COURSE REQUIREMENTS**

#### **Attendance Policy**

The Attendance Policy contained in the College Catalog and Handbook will be enforced. Students are responsible for all material covered and for all assignments made in all classes. Students are responsible for attending all scheduled meetings in the courses in which they are enrolled until they have completed all course requirements.

#### **Withdrawal from a Course**

A student may withdraw from a course after the add/drop period until midterm with a grade of W. To withdraw from a course, the student obtains a Request for Withdrawal from the instructor or from Student Services. If the last date of attendance is after midterm, a W or WF will be assigned at the discretion of the instructor

The instructor may initiate a withdrawal from class if student:

- has not been in contact with the instructor within the first two (2) weeks of the term
- has not submitted assignments as specified
- has not completed assignments in proctored setting as specified
- has been absent from a class more than 20 percent of the hours assigned

#### **Policy on Academic Dishonesty:**

The policies stated in the York Technical College Catalog and Handbook will be enforced. Any student involved in cheating or any other form of academic dishonesty will be given a grade of zero and will be subject to further disciplinary action. Academic dishonesty includes using another's work or words without giving proper credit to the source, cheating on tests and other assignments.

### **EVALUATION STRATEGIES/GRADING:**

Competencies will be evaluated with four (4) objective and/or essay exams and written components. All assignments carry a specific point value. The final grade is computed by totaling points earned on all assignments. The letter grade will be assigned according to the total number of points earned as follows:

**Grading Scale**

All assignments carry a specific point value. The final grade is computed by totaling points earned on all assignments. The letter grade will be assigned according to the total number of points earned as follows:

**Grade/Point Value**

900-1000	A
800-899	B
700-799	C
600-699	D
0-599	F

**Module Grading Breakdown**

Module 1 Exam:	15%	150 points
Module 2 Exam:	15%	150 points
Module 3 Exam:	15%	150 points
Module 4 Exam:	15%	150 points
Written Assignment 1	20%	200 points
Written Assignment 2	20%	200 points

**ENTRY LEVEL SKILLS:** Not Applicable

**PREREQUISITIES:** RDG 100 and ENG 100 or equivalent test scores

**CO-REQUISITIES:** None