

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

AJ 7 - Report Writing for Law Enforcement Officers

2 Unit(s)

Prerequisite(s): NONE

Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU

34 hours Lecture

This course is designed to improve and enhance written communication skills of current or future law enforcement officers. Students will review basic English writing skills and apply them to written reports relative to standardized law enforcement crime report, crime report narrative, crime scene investigation, evidence submission and criminal citation. Emphasis will be placed on developing the writing skills needed for preparing the reports to be submitted for case prosecution.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Explain the importance of police report writing responsibilities as they relate to case prosecution.
- B. Utilize basic English grammar and comprehension skills to prepare police reports.
- C. Transfer visual information, crime scene analysis and witness statements to standardized police reports.
- D. Demonstrate the ability to prepare professional police reports and supporting documentation for submission to the District Attorney's office or the United States Attorney's office for prosecution.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Parts of Speech	4.00
2. Sentence Elements	3.00
3. Pronouns	3.00
4. Mechanics	3.00
5. Spelling	3.00
6. Police Reports	3.00
7. Report Writing Techniques	3.00
8. Citation Writing	3.00
9. Police Report Preparation	3.00
10. Investigative Report Preparation	3.00
11. Review of Report from District Attorney	3.00
Total Hours	34.00

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Group Discussions
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- D. Reading Assignments

V. METHODS OF EVALUATION

- A. Written Report Writing Exercises
- B. Mid-term Report Writing Exercise (Peer-Reviewed)
- C. Weekly Online Quiz
- D. Final Report Writing Exercise (Peer-Reviewed)

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Following an assigned on-line link, complete a self-evaluating reading competency test, and be prepared to discuss with class.
 - 2. From an assigned reading, be prepared to identify at least two writing-related topics about which you desire additional information and to discuss in class.
- B. Writing Assignments
 - 1. Write a 2-4 page paper explaining the basic components of incident-based reporting.
 - 2. Write a 2-4 page paper explaining factors that should be considered in deciding whether to use a solo or team approach in conducting investigation. Define each approach, and discuss the investigatory techniques described in the textbook.
- C. Out-of-Class Assignments
 - 1. View an assigned video, and prepare a set of investigative notes based on facts obtained from the video.
 - 2. Based on your investigative notes from the review of an assigned video, prepare a narrative report on the incident.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. Frazee, B., & Davis, J.N.. Painless Police Report Writing. Third Edition. Pearson Publishing, 2008.

Materials Other Than Textbooks:

- A. Redacted police reports from several agencies

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