

NEED FOR THE COURSE

Many students are desirous of a career in law enforcement but demonstrate difficulty in understanding the basics of law enforcement report writing. This course will allow for more individual instruction with relevant hands-on training. Whether students are interested in the Public Safety Internship Program, Reserve Officer Courses or a Basic Law Enforcement Academy Program, they will benefit equally.

PREREQUISITES/COREQUISITE

None

CULTURAL DIVERSITY

The issue of cultural diversity is discussed with the students in the lecture as well as in practice exercise portions of the program. Students will become familiar with how different cultures, traditions, and customs may effect a person's reaction to encountering law enforcement personnel.

COURSE ARTICULATION

This is a vocational, non-transferable course.

RATIONALE FOR OTHER REQUESTS

None

COURSE IDENTIFICATION

Basic Law Enforcement Report Writing

Police 016

56 hours: Lecture: 21 hours

 Lab: 35 hours

 Units: 2

CATALOG COURSE DESCRIPTION

This course is designed to address fundamental problems in Basic Law Enforcement Report-Writing. Focus is on penmanship, grammar, spelling, sentence structure, paragraph structure, report writing format, courtroom requirements, interviewing, scenario writing and crime scene note-taking.

SCHEDULE COURSE DESCRIPTION

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ENTRANCE SKILLS

None

PREREQUISITES

None

REQUIRED COURSE MATERIALS

Handouts are generated by the instructor and will be provided.

COURSE OBJECTIVES

At the conclusion of instruction students will be able to:

1. Prepare an autobiographical sketch using chronological and incremental time lines.
2. Identify words and terms commonly used in law enforcement report writing.
3. Know the importance of factual law enforcement report writing.
4. List and define the 5 "W's" and an "H" of law enforcement report writing.
5. Prepare standardized forms necessary to complete a law enforcement report.
6. Demonstrate the need for field notes in preparation for writing crime reports.
7. Write a crime report using standardized crime reporting forms.
8. Discuss each of the phases associated with a law enforcement three-phase interview.
9. Explain the importance of case preparation prior to testifying in a court of law.

COURSE CONTENT

- I. Time Line Writing
 - A. Incremental
 - 1. Hour
 - 2. Half Hour
 - 3. Fifteen Minute
 - 4. Five Minute
 - B. Chronological
 - 1. Year
 - 2. Fact
 - 3. Order Of Event
 - 4. Order Of Activity
 - 5. Initiated Activity
- II. Autobiography
 - A. Historical
 - 1. Lived
 - 2. Parents
 - 3. Siblings
 - 4. Education
 - 5. Work
 - B. Personal
 - 1. Favorite Events
 - 2. Likes
 - 3. Dislikes
 - 4. Sports
 - 5. Important Moments
 - 6. Pain
 - 7. Friends
 - 8. Hopes
 - 9. Goals
- III. Report Writing
 - A. Basics
 - 1. Penmanship
 - 2. Spelling
 - 3. Grammar
 - 4. Punctuation
 - 5. Mechanics
 - 6. Sentence Structure
 - 7. Paragraphing
 - 8. 5 “W’s” & “H”
 - 9. Word Use
 - a. Jargon
 - b. Slang
 - B. Characteristics
 - 1. Well Written Reports Are

- a. Accurate
- b. Clear
- c. Complete
- d. Concise
- e. Factual
- f. Objective

C. Formatting

1. Reports
2. Memorandums
3. Supplementals
4. Diagrams
5. Interviews
6. Narratives

IV. Field Notes

A. Defined

1. Purpose
2. Permanent Notes
3. Note Pads

B. Organization

1. Daily Entries
2. Criminal Investigations
3. Non-Crime Calls

C. Mechanics of Note Taking

1. Outlining
2. Key Sentences
3. Supporting Points
4. Tape Recording

D. Report Forms

1. Examples Of
2. CR-1
3. CR-2
4. Evidence
5. Arrest
6. Probable Cause
7. CHP-180
8. Other Common Examples

V. Crime Scene Considerations

A. Evidence

1. Chain
 - a. Who
 - b. When
 - c. Where
 - d. What
2. Description
3. Damage
4. Injuries
5. Property

B. Recovery

1. Property
2. Description
3. Transport
4. Storage
5. Tagging

VI. Interviewing

A. Interpersonal

1. Types
 - a. Non-Verbal
 - b. Gesture
 - c. Facial Expression
 - d. Body Language
 - e. Verbal
 - f. One-Way
 - g. Written

B. Three Phase Interviews

1. The Story
2. Retold
 - a. Take Notes
3. Officer Interprets

VII. Narrative Writing

A. Crime Scene Investigation (General)

1. Scene
 - a. Location
 - b. Description
2. Crime
 - a. Type
 - b. Elements
 - c. Circumstances
 - d. Property
3. Modus Operandi
 - a. Factors

B. Preliminary Investigation

1. Considerations
 - a. Probable Cause
 - b. Arrests
 - c. Witness Interviews
 - d. Note Taking
 - e. Investigators
 - f. Point Of Entry / Exit
 - g. Property

C. Specific Types of Reports

1. Examples
 - a. Arrest
 - b. Clearance
 - c. Crime

- d. Activity
- e. Evidence
- f. Incident
- g. Memorandum
- h. Narcotics / Intoxication
- i. Supplemental
- j. Traffic

VIII. Report Preparation

- A. Responsibilities For
 - 1. Time Frame Mandates
 - a. In Custody
 - b. Out Of Custody
 - 2. Computer Checks
- B. Supplemental Reports
 - 1. Completed Work
 - 2. Review
 - 3. Proof Reading
 - 4. By Supervisor
 - a. Additions and Corrections
 - b. Distribution

IX. Courts

- A. Overview (General)
 - 1. Types and Function Served
 - 2. Municipal
 - 3. Superior
 - 4. Others
- B. Courtrooms
 - 1. Appearance
 - 2. Court Staff
 - a. Judge
 - b. Bailiff
 - c. Court Clerk
 - d. Court Reporter
 - e. Deputy District Attorney
 - f. Defense Counsel / Public Defender
 - g. Others
 - h. Security Officer
 - i. Interpreter
 - j. Deputy Attorney General
 - k. Judge Pro-Tem

METHODS OF INSTRUCTION

This course combines classroom lecture, reading, writing, student discussion, demonstration, video scenario exercise, role-play, overhead projection displays and written handout materials.

METHODS OF EVALUATION

Students will be graded on their written (scenario reports) assignments and class participation during the course. At the end of the course students will be given a multiple choice and short answer test. There will be a practical exercise in the form of a “mock trial” on the last day of classes. Students must score an overall 70% on written assignments and the final exam. All students are assigned a role in the mock trial and participation will count 10% towards the final grade.