A. Course Description

Credits: 3

Prerequisites: CJS 101 Introduction to Criminal Justice AND WRIT 131 Writing I

Lab Hours/ Weeks: Corequisites: None

Lecture Hours/ Week :

MnTC Goals: None

Report Writing in Law Enforcement and Criminal Justice is an applied writing class that emphasizes the development of communication skills and techniques necessary to succeed in law enforcement and criminal justice fields. Students learn how to write police and criminal justice reports in a style and format that best communicates the actions and behavior of others and allows the reader to determine the facts of a specific case. Students prepare multiple incident-based reports, interview summaries, memos, executive summaries and management correspondence to a professional standard.

B. Course Effective Dates: 05/07/2013 - Present

C. Outline of Major Content Areas:

See Course Description for major content areas.

D. Learning Outcomes (General)

1. Write an acceptable incident report, including the basics for an acceptable preliminary investigation for specific crimes.
2. Demonstrate the appropriate use of paraphrasing and summarizing.
3. Demonstrate an effective operational and administrative report review process.
4. Write an acceptable arrest report to include the basic details meeting successful review and charging considerations.
5. Write a comprehensive memorandum meeting general professional standards and expectations.
6. Write an administrative executive summary on a designated project, meeting general professional standards and expectations.
7. Write an acceptable victim interview summary, including the proper usage of paraphrasing.
8. Review and utilize currently used methods of acceptable report narrative standards.
9. Demonstrate an acceptable level of the use of criminal justice vocabulary, grammar usage and punctuation in addition to the use of chronological order.
10. Illustrate an acceptable use of criminal justice jargon, language and word usage.
11. Demonstrate the appropriate use of gathering information, including names (full information), suspect identification and the proper chain of custody.

E. Learning Outcomes (MN Transfer Curriculum)

This contains no goal areas.

G. Special Information

None