

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

_____ Transfer course x A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: AJ 114 Report Writing

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

Documentation of criminal and civil incidents. Basic crime and traffic reports will be addressed. Narrative reporting will be emphasized.

SPECIFIC COURSE OBJECTIVES:

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

1. Know definition of an investigative report
2. Understand the basis for requiring investigative reports
3. Describe how investigative reports are used
4. Describe various uses of police reports
5. Write reports that conform to acceptable professional standards of quality
6. Take field notes that include the information needed to complete a crime or incident report.
7. To reduce observations and other information to clear, concise, logically organized reports that are readable and relatively free of mechanical writing errors.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. Six characteristics of effective investigative reports
2. Difference between: opinion, fact and conclusion
3. Category vs. narrative report formats
4. Advantages and disadvantages of using category or narrative report formats
5. Primary questions that must be answered within an effective investigative report
6. Fundamental content elements that are common within effective investigative reports, including:
 - a. initial information
 - b. identification of the crime
 - c. identification of involved parties

- d. victim/witness statements
- e. crime scene specifics
- f. property information
- g. officer actions

REQUIRED READING:

California P.O.S.T. Basic Course Workbook Series, Learning Domain #18 – Investigative Report Writing: Sacramento, CA 2000

Students will be required to read and evaluate 20 police reports with confidential information blacked out.

SUGGESTED READING: None

REQUIRED WRITING:

Students will write ten practice reports, varying in length from four to eight pages, based on either P.O.S.T. developed video re-enactments of crimes or equivalent simulations. The reports will reflect a progressive level of difficulty.

OUTSIDE ASSIGNMENTS:

Reading and writing reports, and preparing for the P.O.S.T. knowledge domain test.

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

The California Commission on Peace Officers Standards and Training is the accrediting body for this course. Within this course are 8 written test exercises. These tests will be equally divided up to make up the grade – appx. 12.5 points per exercise.

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
50 – 59 = F

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ___ No x Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Thomas B. Plotts, ext. 3005

SIGNATURES:

SIGNATURES ON FILE