

## COURSE OUTLINE

### POLICE REPORT WRITING

Course Title

CJ 204

Dept. & Course No.

#### I. COURSE DESCRIPTION

The major emphasis of this course is placed on the report writing process, interviewing techniques, note-taking methods, and report writing terminology that will help students become better report writers.

#### II. SEMESTER CREDITS: 3

III. CONTACT HOURS PER WEEK:        3                        0                        3  
    Lecture                        Lab                        Total

#### IV. PREREQUISITES: EN 112

#### V. STUDENT LEARNING OUTCOMES:

Upon completion of the course, the student will be able, with 65% accuracy, to:

1. Explain four aspects of a good police report.
2. Conduct a thorough interview designed to elicit the relevant facts of a crime.
3. Analyze and effectively record the relevant facts given in an interview in light of the elements of crimes in the Palau Criminal Code.
4. Explain terms used in standard Palau police forms and fill out the forms correctly.
5. Outline a crime report.
6. Produce an organized and coherent police report in two different styles and incorporate required elements into a paragraph-style police report.

#### VI. COURSE CONTENT:

- A. Aspects of Good Report
  1. Clarity
  2. Conciseness
  3. Completeness
  4. Accuracy
- B. Interview Skills
  1. interviewing skills
  2. interview process
  3. Conducting an interview
- C. Note-taking Skills
- D. Fact Analysis
  1. Relevance
  2. Crime elements
- E. Lead Sheets
- F. Report Outline
- G. Report Elements
  1. Lead sentence
  2. Facts
  3. Crime elements
  4. Recommendations
- H. Report Styles

1. Bullet
2. Paragraph

7. Write police reports that are applicable to specific offenses.
  - I. Final Reports
    1. Burglary
    2. Larceny
    3. Robbery
    4. Rape
    5. Homicide

## VII. MATERIALS AND EQUIPMENT

- A. Routine classroom materials
- B. Examples of Lead Sheets
- C. Projector
- D. Other references:
  - Wilson-Hayes *A Competence-Based Approach to Police Report Writing*. Englewood Cliffs, NJ: Prentice-Hall, 1984.
  - Palau Criminal Code.

## VIII. TEXTS:

Required text:

Scalise, Frank and Strosahl, Douglas, *A Street Officer's Guide to Report Writing* Clifton Park, NY: Delmar, Cengage Learning, 2013.

## IX. METHOD OF INSTRUCTION

- A. Lecture
- B. Discussion
- C. Role-play
- D. Group work

## X. METHODS OF EVALUATION

Student's grades will be based on the following criteria:

A. Reports.....	40%
B. Interviewing.....	10%
C. Note-taking.....	10%
D. Fact analysis.....	10%
E. Outlines.....	10%
F. Tests.....	20%
Total .....	100%

Transmutation of percent to letter-grade is as follows:

90 – 100%	A
80 – 89%	B
70 – 79%	C
65 – 69%	D
0 – 64%	F

**Palau Community College  
CJ 204 Police Report Writing  
Course Learning Outcomes**

During the course experience, the course learning outcomes (CLOs) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical ratings of 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcomes listed below.

**Rating Scale:**

- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Developing
- 1 – Below Expectations

CLO1: At the completion of the course, students will be able to conduct a thorough interview designed to elicit relevant facts in light of the elements of crimes in the Palau Criminal Code.

Numerical Value	
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>* Identify important interview skills.</li> <li>* Identify important note-taking skills.</li> <li>* Demonstrate note-taking skills.</li> <li>* Analyze relevance of crime facts.</li> <li>* Identify crime elements.</li> <li>* Explain the process of conducting an interview.</li> <li>* Conduct an interview.</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.

CLO 2: At the completion of the course, students will be able to explain terms used in standard Palau police forms, fill out the forms correctly, and outline a crime report.

Numerical Value	
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>* Explain the terms used in standard police reports.</li> <li>* Explain the correct way of completing lead sheets.</li> <li>* Complete a lead sheet.</li> <li>* Demonstrate outlining a crime report</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.



1	Perform the tasks mentioned above inaccurately or incompletely.
---	---

CLO 3: At the completion of the course, students will be able to produce an organized and coherent police report in two different styles and incorporate required elements into a paragraph-style police report.

Numerical Value	
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>* Write a police report in bullet style.</li> <li>* Write a police report in paragraph style.</li> <li>* Incorporate required elements into a paragraph-style police report.</li> <li>* Write a police report applicable to a specific offense.</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.