



COURSE OUTLINE : ADMJ 134
D Credit – Degree Applicable
COURSE ID 001305
Cyclical Review: September 2020

COURSE DISCIPLINE : ADMJ
COURSE NUMBER : 134
COURSE TITLE (FULL) : Report Writing
COURSE TITLE (SHORT) : Report Writing

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :

CATALOG DESCRIPTION

ADMJ 134 encompasses a survey of report writing and Records and Identification Bureaus. A study to aid police officers to analyze what they see and to make a permanent and coherent record of facts to be used in criminal prosecution and administration procedures.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 1085.00

Recommended Preparation: ENGL 100 or ESL 141, or equivalent.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	ESL	141	Grammar And Writing IV	Compose a 400 to 450-word thesis-based essay which:	Yes
2	ESL	141	Grammar And Writing IV	d. shows clear organization into an introduction, body and conclusion;	Yes
3	ESL	141	Grammar And Writing IV	demonstrate control of verb tenses in active and passive voice, gerunds and infinitives, conditionals real and unreal, adjective, noun, and adverb clauses, and transitional expressions;	Yes
4	ENGL	100	Writing Workshop	Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes
5	ENGL	100	Writing Workshop	read, analyze, and evaluate contemporary articles and stories for the comprehension of difficult content and the identification of main ideas and (topic-based) evidence;	Yes
6	ENGL	100	Writing Workshop	write a summary of a contemporary article or story with correct citation techniques;	Yes
7	ENGL	100	Writing Workshop	write compositions (e.g., summaries and argumentative essays) that are easy to read and follow, though some errors in grammar, mechanics, spelling, or diction may exist;	Yes
8	ENGL	100	Writing Workshop	proofread and edit essays for content, language, citation, and formatting problems.	Yes

EXIT STANDARDS

- 1 articulate the differences between interviews and interrogations;
- 2 demonstrate the ability to document facts and evidence accurately;
- 3 list the persons who may read a police report after it is submitted by the reporting officer;
- 4 explain the basic parts of a police report.

STUDENT LEARNING OUTCOMES

- 1 complete a sample police report using proper spelling, punctuation, verb tense, and grammar;
- 2 synthesize a situation and break crimes into investigational elements;
- 3 demonstrate the basic steps of interviewing while employing non-verbal observation and communication.



COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Introduction <ul style="list-style-type: none"> • Scope of course • Police report systems • Modus operandi systems and their relation to police reports • Role of fact based technical reports in the Criminal Justice System • Nexus between police reports and the adversary trial process (courts) • Overview of crime elements and their application to police reports 	5	0	5
2	Delineation of Police Reports <ul style="list-style-type: none"> • Types of police reports • Content of police reports (general) • Legal status of police reports • Uses of police reports 	3	0	3
3	Techniques of Questioning for Purposes of Reports <ul style="list-style-type: none"> • Witnesses • Victims • Suspects 	2	0	2
4	Note-taking <ul style="list-style-type: none"> • Importance of comprehensive notes • Techniques • Accuracy • Legal status of officer's notes 	2	0	2



COURSE OUTLINE : ADMJ 134

D Credit – Degree Applicable

COURSE ID 001305

Cyclical Review: September 2020

5	<p>Composition Fundamentals</p> <ul style="list-style-type: none"> • Eight parts of English speech • Sentence structure • Paragraph structure • Spelling • Use of abbreviations • Use of Forms 	4	0	4
6	<p>Techniques of Taking Reports Concerning Crimes against Persons (Robbery, Battery, etc.)</p> <ul style="list-style-type: none"> • Instruction • Practice 	1	0	1
7	<p>Techniques for Taking Reports Concerning Crimes against Property (Theft, Burglary, GTA, etc.)</p> <ul style="list-style-type: none"> • Instruction • Practice 	1	0	1
8	<p>Techniques for Taking Arrest Reports</p> <ul style="list-style-type: none"> • Probable cause reports • Legal thresholds: Reasonable Suspicion vs. Probable Cause • Practice 	3	0	3
9	<p>Police Records System</p> <ul style="list-style-type: none"> • Legal status of police reports <ul style="list-style-type: none"> ◦ Laws governing official records/Public Records Act ◦ Confidentiality vs. public information • Indexing • Use • Dependence on police reporting systems for crime data 	2	0	2



COURSE OUTLINE : ADMJ 134

D Credit – Degree Applicable

COURSE ID 001305

Cyclical Review: September 2020

10	<p>Principles of Good Report Writing</p> <ul style="list-style-type: none"> • Dissection of a police report <ul style="list-style-type: none"> ◦ Investigation and information gathering ◦ Observation vs. opinion ◦ Introductions/main body/conclusions • Narrative structure • Objectivity • Accuracy/brevity/clarity 	4	0	4
11	<p>Techniques for Non-Narrative Reports</p> <ul style="list-style-type: none"> • Mapping • Charting • Diagramming • Statistical Data <ul style="list-style-type: none"> ◦ Local crime trends ◦ FBI-UCR/BCS/Part I & II crimes/NIBRS 	3	0	3
12	<p>Special Police Reports and Techniques for Preparing Them</p> <ul style="list-style-type: none"> • Traffic collisions • Juvenile cases • Missing persons, etc. • Search Warrants • Non-criminal 	1	0	1
13	<p>Maintaining Veracity of Police Reports</p> <ul style="list-style-type: none"> • Accuracy of note-taking and recall • Objectivity • Overcoming racial bias and other biases that could impeach a police report 	3	0	3
14	<p>Role Playing Exercises for Purpose of Practice in Report-taking</p> <ul style="list-style-type: none"> • Investigation and questioning • In-class report writing assignments • Weekly review 	20	0	20
				54



OUT OF CLASS ASSIGNMENTS

- 1 collateral readings panels and a paper/project (e.g. police report narratives, description of loss);
- 2 individual student research project focusing on a specific aspect of report writing (e.g. descriptions of suspects, vehicles, injuries).

METHODS OF EVALUATION

- 1 nine spelling quizzes on pre-assigned and commonly-encountered words;
- 2 three report-writing exercises;
- 3 an oral presentation on an outside reading assignment (e.g. common mistakes in police reports);
- 4 final examination.

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
No textbook is assigned. The instructor designs and provides hand-out and reference materials to coincide with lectures, as required.							