ADMJ134 : Report Writing

General Information

Author:	• Curtis G Potter
Course Code (CB01) :	ADMJ134
Course Title (CB02) :	Report Writing
Department:	ADMJ
Proposal Start:	Spring 2025
TOP Code (CB03) :	(2105.00) Administration of Justice
CIP Code:	(43.0107) Criminal Justice/Police Science.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000548665
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	ADMJ 134 encompasses a survey of report writing and Records and Identification Bureaus. Students will learn how police officers analyze what they see and make a permanent and coherent record of facts to be used in criminal prosecution and administration procedures.
Justification:	Mandatory Revision
	Notes for Submission: Cyclical revision; Change ESL 141 and ENGL 100 with ESL 151 and ENGL 101; Assignments and Methods of evaluation formatting; Grammar corrected per comments; Course description minor re-wording as recommended; ENGL 100 entry standards deleted
Academic Career:	• Credit
Author:	• Curtis G Potter

Academic Senate Discipline

Primary Discipline:	• Administration of Justice (Police science, corrections, law enforcement)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grading Basis

Course is not a basic skills course.

Course is not a special class.

- Grade with Pass / No-Pass Option

☐ Allow Students to Gain Credit by Exam/Challenge

Pre-Collegiate Level (CB21)

Not applicable.

Course Support Course Status (CB26)

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

☐ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0

Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ENGL101 - Introduction to College Reading and Composition

Objectives
- Read, analyze, and evaluate a variety of primarily non-fiction readings for content, context, and rhetorical merit with consideration of tone, audience, and purpose.
- Write timed, in-class essays exhibiting acceptable college-level control of mechanics, organization, development, and coherence.
- Integrate the ideas of others through paraphrasing, summarizing, and quoting without plagiarism.
- Proofread and edit essays for presentation so they exhibit no disruptive errors in English grammar, usage, or punctuation.

OR

Advisory

ESL151 - Reading And Composition V

Objectives
- Read and critically analyze various academic readings.
- Summarize readings.
- Compose a 500 to 550-word essay which: summarizes and cites appropriately a reading passage; includes a clear thesis statement; uses evidence to support the thesis; shows clear organization into an introduction, body, and conclusion.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture

Methods of Instruction	Multimedia

Methods of Instruction	Collaborative Learning

Methods of Instruction	Demonstrations

Methods of Instruction	Presentations

Out of Class Assignments

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

Methods of Evaluation	Rationale
Exam/Quiz/Test	Nine spelling quizzes on pre-assigned and commonly-encountered words
Writing Assignment	Three report-writing exercises
Presentation (group or individual)	An oral presentation on an outside reading assignment (e.g. common mistakes in police reports)
Exam/Quiz/Test	Final examination

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Articulate the differences between interviews and interrogations.

Demonstrate the ability to document facts and evidence accurately.

List the persons who may read a police report after it is submitted by the reporting officer.

Explain the basic parts of a police report.

SLOs

Synthesize a situation and break crimes into investigational elements.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
ADMJ Administration of Justice - A.S. Degree Major	Discuss the techniqies used in investigation procedures.
ADMJ Administration of Justice - Certificate	Discuss the techniqies used in investigation procedures.
ADMJ Administration of Justice - AS-T	Discuss the techniqies used in investigation procedures.

Demonstrate the basic steps of interviewing while employing non-verbal observation and communication.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
ADMJ Administration of Justice - A.S. Degree Major	Discuss the techniqies used in investigation procedures.
ADMJ Administration of Justice - AS-T	Discuss the techniqies used in investigation procedures.
ADMJ Administration of Justice - Certificate	Discuss the techniqies used in investigation procedures.

Complete a sample police report using proper spelling, punctuation, verb tense, and grammar.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
ADMJ Administration of Justice - AS-T	Discuss the techniqies used in investigation procedures.
ADMJ Administration of Justice - A.S. Degree Major	Discuss the techniqies used in investigation procedures.
ADMJ Administration of Justice - Certificate	Discuss the techniqies used in investigation procedures.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Introduction   (5 hours)
- 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

Delineation of Police Reports   (3 hours)
- Types of police reports
- Content of police reports (general)
- Legal status of police reports
- Uses of police reports

Techniques of Questioning for Purposes of Reports   (2 hours)
- Witnesses
- Victims
- Suspects

Note-taking   (2 hours)
- Importance of comprehensive notes
- Techniques
- Accuracy
- Legal status of officer's notes

Composition Fundamentals   (4 hours)
- Eight parts of English speech
- Sentence structure
- Paragraph structure
- Spelling
- Use of abbreviations
- Use of Forms

Techniques of Taking Reports Concerning Crimes against Persons (Robbery, Battery, etc.)   (1 hour)
- Instruction
- Practice

Techniques for Taking Reports Concerning Crimes against Property (Theft, Burglary, GTA, etc.)   (1 hour)
- Instruction
- Practice

Techniques for Taking Arrest Reports   (3 hours)
- Probable cause reports
- Legal thresholds: Reasonable Suspicion vs. Probable Cause
- Practice

Police Records System   (2 hours)
- Legal status of police reports
    - Laws governing official records/Public
    - Records Act
    - Confidentiality vs. public information
- Indexing
- Use
- Dependence on police reporting systems for crime data

Principles of Good Report Writing   (4 hours)
- Dissection of a police report
    - Investigation and information gathering
    - Observation vs. opinion
    - Introductions/main body/conclusions
- Narrative structure
- Objectivity

- Accuracy/brevity/clarity

Techniques for Non-Narrative Reports   (3 hours)
- Mapping
- Charting
- Diagramming
- Statistical Data
  - Local crime trends
  - FBI-UCR/BCS/Part I & II crimes/NIBRS

Special Police Reports and Techniques for Preparing Them   (1 hour)
- Traffic collisions
- Juvenile cases
- Missing persons, etc.
- Search Warrants
- Non-criminal

Maintaining Veracity of Police Reports   (3 hours)
- Accuracy of note-taking and recall
- Objectivity
- Overcoming racial bias and other biases that could impeach a police report

Role Playing Exercises for Purpose of Practice in Report-taking   (20 hours)
- Investigation and questioning
- In-class report writing assignments
- Weekly review

Total hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

Yes

If yes, who is your departmental library liason?

Adina Lerner (Technology & Aviation, Visual & Performing Arts)

Did you contact the DEIA liaison?

Yes

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value