

ITT Technical Institute
CJ1310
Criminal Justice Report Writing
Onsite Course

SYLLABUS

Credit hours: 4.5

Contact/Instructional hours: 45 (45 Theory Hours)

Prerequisite(s) and/or Corequisite(s):

Prerequisites: CJ1110 Introduction to Criminal Justice or equivalent, EN1320

Composition I or equivalent

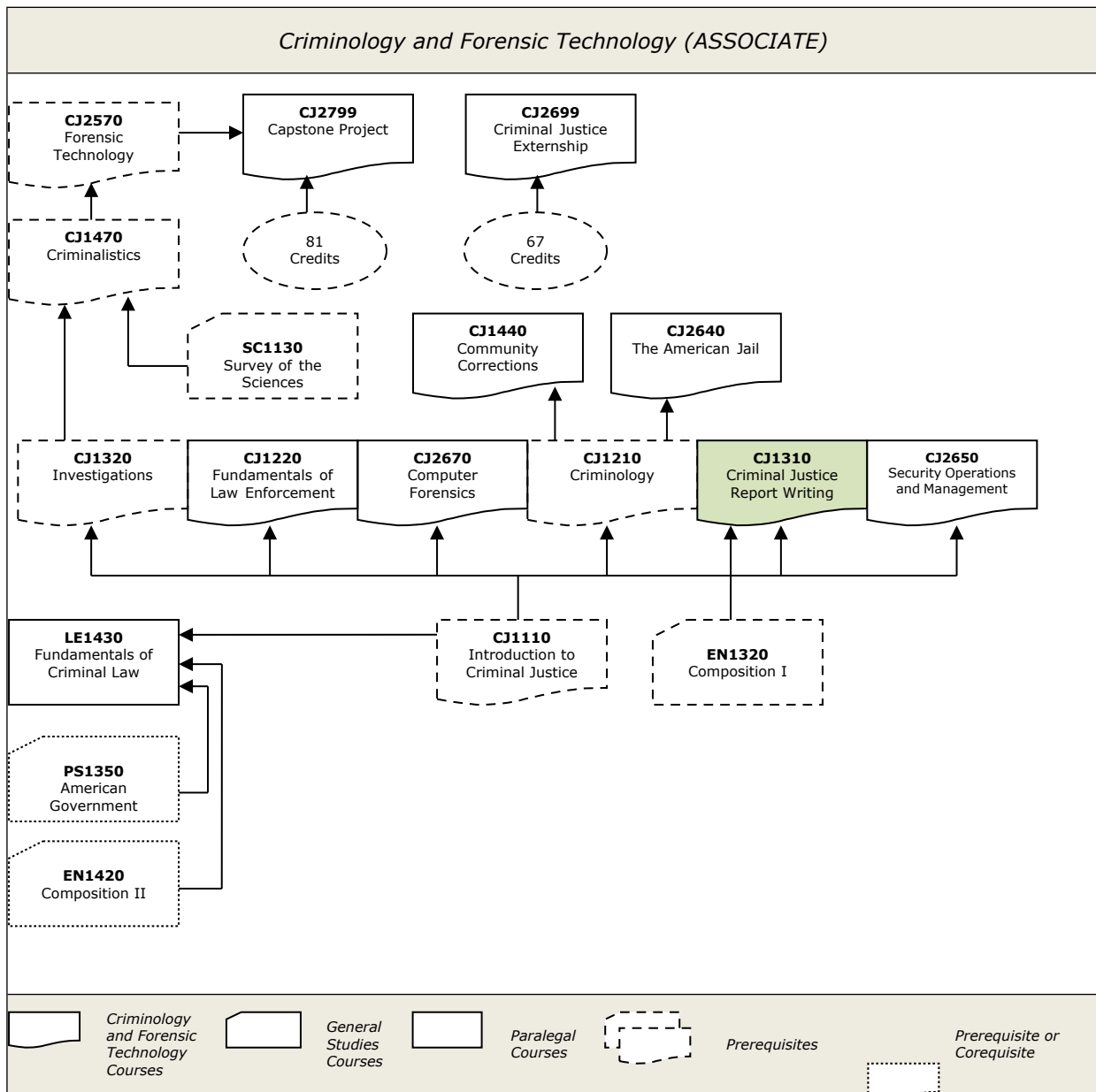
Course Description:

This course introduces the process of documenting and writing clear, concise, complete and accurate reports common in criminal justice fields.

Where Does This Course Belong?

This course is offered in the Criminology and Forensic Technology associate degree program in the School of Criminal Justice. The Criminology and Forensic Technology degree from ITT Technical Institute helps to prepare students for meaningful careers as a private investigator, detention officer, corrections officer, crime scene technician, crime scene investigator, loss prevention specialist and other areas of the criminal justice system primarily in five main areas: (1) Law Enforcement, (2) Adjudication, (3) Corrections, (4) Forensics and (5) Security. Depending on each agency and organization's special requirements and selection process, careers in Criminal Justice may be pursued at four levels: local, state, federal, and private.

The following diagram demonstrates how this course fits in the program:



NOTE: Refer to the catalog for the state-specific course information, if applicable.

Course Summary

Major Instructional Areas

1. Effective communication in the criminal justice field
2. History, reasons, rationale, and role of report writing in all criminal justice fields
3. Types of criminal justice reports
4. Techniques of writing a good report in criminal justice
5. The importance of tone, purpose, and audience
6. Techniques of note taking for criminal justice professionals
7. Records management in criminal justice
8. The importance of the editing and review process of written criminal justice reports

Course Objectives

1. Describe the reasons why clear, concise, complete, and accurate reports are important to criminal justice professionals.
2. Apply the concepts of note taking to create a well-written report.
3. Identify the various types of criminal justice reports and their uses in different situations.
4. Identify the appropriate use of tone, purpose, and audience when applied to various criminal justice reports.
5. Write criminal justice reports of various types using the basic steps of report writing: gather, record, organize, write, and evaluate.
6. Demonstrate the editing process from taking initial notes to preparation for court testimony.
7. Evaluate various reports for clarity, concision, completeness, and accuracy.
8. Use the ITT Tech Virtual Library for report writing research as required.

Learning Materials and References

Required Resources

Textbook Package	New to this Course	Carried over from Previous Course(s)	Required for Subsequent Course(s)
<ul style="list-style-type: none"> Wallace, H., & Roberson, C. (2009). <i>Written and interpersonal communication</i> (4th ed.). Upper Saddle River, NJ: Prentice Hall. Goodman, D. J., & Guffey, J. E. (2012). <i>Report it In writing</i> (Custom ed.). Boston, MA: Pearson Custom. 	■		■
Smart Draw VP Academic Version		■	■
<i>Report writing DVD (Custom ed.)</i> . (2007). Boston, MA: Pearson Custom.	■		
Other Items	New to this Course	Carried over from Previous Course(s)	Required for Subsequent Course(s)
National Crime Prevention Council and Home Security Checklist: http://www.ncpc.org/resources/files/pdf/neighborhood-safety/homechk2.pdf	■		

Technology Requirements

Internet access is necessary outside the classroom to complete homework assignments and assigned readings.

Recommended Resources

ITT Tech Virtual Library (accessed via Student Portal)

Log on to the ITT Tech Virtual Library (<http://library.itt-tech.edu/>) to access online books, journals, and other reference resources selected to support ITT Tech curriculums.

- Periodicals

The following articles are related to this course and are available through the ITT Tech Virtual Library> Periodicals> ProQuest Criminal Justice:

- Gibbons, D. C., & Farr, K. A. (1998). The good, the bad, and the ugly: Dealing with flawed writing in criminal justice. *Crime and Delinquency*, 44(3), 464-464-474.
- Grant, D. R. (2002). The criminal justice student writer's manual. *Criminal Justice Review*, 27(1), 182-182-184.

- Griggs, J. H., & III. (2004). Targeting risk-related needs in the presentence investigation report to improve offender community reentry. *Federal Sentencing Reporter*, 16(3), 188-188-193.
- Kropp, P. R. (2008). Intimate partner violence risk assessment and management. *Violence and Victims*, 23(2), 202-202-20.
- Mahoney, T. (1997). Writing a criminal justice research paper. *Journal of California Law Enforcement*, 31(3), 6-6-11.
- Books

The following books are related to this course and are available through the ITT Tech virtual Library> Books> Ebrary:

- Bonet, D. (1991). *Clear writing: A step by step guide*. Boston, MA: Course Technology.
- Rozarkis, L. (1997). *Complete idiot's guide to grammar and style*. Indianapolis, IN: Alpha Books.
- Rozarkis, L. (2000). *Literate executive: Learn how to write like a leader*. New York, NY: McGraw-Hill Companies.
- Swenson, J. (1988). *Writing fitness: Practical exercises for better business writing*. Boston, MA: Course Technology.
- Smith, D., & Sutton, H. R. (1994). *Powerful proofreading skills: Tips, techniques and tactics*. Boston, MA: Course Technology.

Other References

- Harris, M. (2008). *Prentice Hall reference guide*. (7th ed.). Upper Saddle River, NJ: Prentice Hall.
- United States District Court, Eastern District of Pennsylvania
<https://ecf.paed.uscourts.gov/html2/us02002.html#CriminalECFDocumentTypes>
 (accessed June 22, 2011)
 This site lists the myriad document types used by attorneys in civil and criminal cases.
- Purdue University's Online Writing Lab

<http://owl.english.purdue.edu/> (accessed June 22, 2011)

Purdue's OWL provides advice and information on writing, research, grammar and writing mechanics, and style guides for student writers.

- Virginia Commonwealth University
<http://www.vcu.edu/police/oresources.html> (accessed June 22, 2011)
 This page provides links to report writing as well as other criminal justice resources.
- Police: The Law Enforcement Magazine

<http://www.policemag.com> (accessed June 22, 2011)

This is an online magazine for police officers.

- Ten Steps to Improve Your Written Reports
<http://www.policeone.com/training/articles/44385/> (accessed June 22, 2011)
This article from Police Training magazine offers concrete report-writing advice.
- Government Security News
<http://www.gsnmagazine.com/>

GSN is a magazine for professionals in the fields of physical, IT and homeland security.

- Security Guard Training

<http://www.securityguardtraininghq.com/>

This website outlines every states requirement for becoming a security guard.

NOTE: All links are subject to change without prior notice.

Information Search

Use the following keywords to search for additional online resources that may be used for supporting your work on the course assignments:

- Search warrant
- Affidavit
- Subpoena
- Incident report
- Pre-sentence investigation report
- Missing persons report format
- Law enforcement reports
- APA formatting and style guide
- Note-taking for investigation

Course Plan

Suggested Learning Approach

In this course, you will be studying individually and within a group of your peers. As you work on the course deliverables, you are encouraged to share ideas with your peers and instructor, work collaboratively on projects and team assignments, raise critical questions, and provide constructive feedback.

Use the following advice to receive maximum learning benefits from your participation in this course:

DO	DON'T
<ul style="list-style-type: none">▪ Do take a proactive learning approach.▪ Do share your thoughts on critical issues and potential problem solutions.▪ Do plan your course work in advance.▪ Do explore a variety of learning resources in addition to the textbook.▪ Do offer relevant examples from your experience.▪ Do make an effort to understand different points of view.▪ Do connect concepts explored in this course to real-life professional situations and your own experiences.	<ul style="list-style-type: none">▪ Don't assume there is only one correct answer to a question.▪ Don't be afraid to share your perspective on the issues analyzed in the course.▪ Don't be negative about the points of view that are different from yours.▪ Don't underestimate the impact of collaboration on your learning.▪ Don't limit your course experience to reading the textbook.▪ Don't postpone your work on the course deliverables – work on small assignment components every day.

Course Outline

<p>Unit 1: Importance of Effective Communication</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> Recognize the need to communicate effectively in criminal justice fields. Identify different types of reports and their purposes. Recognize the importance of accurate, complete, and fair reports. Apply the basic report-writing rules to criminal justice reports. 			<p>Unit Duration: Onsite: 1 week</p>
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> Wallace & Roberson, Chapters 1 and 7 Goodman and Guffey, Section 1, Parts A, B, and K Goodman and Guffey, Pretest Goodman and Guffey, Appendix 1, pp. 253 and Appendix IV, pp. 300 	Activities	Unit 1 Activity 1: Pretest	2.5%
	Assignments	Unit 1 Assignment 1: The Basics of Communications	2.5%
		Unit 1 Assignment 2: Basic Incident Report	2.5%

<p>Unit 2: Basic Techniques of Writing in Criminal Justice</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> Apply basic elements of writing a report. Identify various communication processes and techniques in the criminal justice field. Understand the importance of communicating with the public. Demonstrate the proper use of APA format to cite sources in a written document. Demonstrate the process of editing a report document provided by the instructor. 			<p>Unit Duration: Onsite: 1 week</p>
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> Wallace & Roberson, Chapters 2, 3, and 6 Goodman and Guffey, Part V Goodman and Guffey, Part I, pp. 61-65 	Activities	Unit 2 Activity 1: Correcting a Bad Report	2.5%
	Assignments	Unit 2 Assignment 1: Proofreading and Editing	2.5%
		Unit 2 Assignment 2: Writing Your First Criminal Justice Report	2.5%

Unit 3: Note Taking and Organizing			Unit Duration: Onsite: 1 week
Upon completion of this unit, students are expected to: <ul style="list-style-type: none"> • Write complete notes documenting an incident. • Conduct a basic interview to gather information about an incident from a witness. • Create a detailed basic police report of an incident based on notes and memory. 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> • Goodman and Guffey, Parts L, P (pp. 78–86), and Q 	Activities	Unit 3 Activity 1: Your Notes Should Count!	1.25%
		Unit 3 Activity 2: Basic Interview and Note Taking	1.25%
	Quizzes	Unit 3 Quiz 1: Covering concepts from Unit 1 and 2	2.5%
	Assignments	Unit 3 Assignment 1: Creating a Basic Law Enforcement Report from Detailed Notes	2.5%

Unit 4: Techniques for Information Gathering and Criminal Reports			Unit Duration: Onsite: 1 week
Upon completion of this unit, students are expected to: <ul style="list-style-type: none"> • Identify various techniques for gathering information. • Identify the reason for having a different report for addressing criminal offenses. • Write a basic report about a criminal incident using interview skills and note-taking skills. • Identify how police reports are used throughout the criminal justice process. 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> • Wallace & Robertson, Chapters 9-11 • Goodman and Guffey, Appendix I, pp. 243-250 	Activities	Unit 4 Activity 1: Getting the Information	1.25%
		Unit 4 Activity 2: Selecting the Correct Type of Report	1.25%
	Assignments	Unit 4 Assignment 1: Criminal Offense Report	2.5%

Unit 5: Ancillary Reports			Unit Duration: Onsite: 1 week
Upon completion of this unit, students are expected to:			
<ul style="list-style-type: none"> Identify various ancillary reports used by law enforcement professionals. Understand the purpose and the process of creating an affidavit for an arrest or search warrant. Draft an affidavit for an arrest warrant based on a given situation. Draft an affidavit for a search warrant based upon a specific set of facts. 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> Wallace and Roberson, Chapter 8, pp. 109-111 Wallace & Roberson, Chapter 13 Goodman and Guffey, Appendix I 	Activities	Unit 5 Activity 1: Missing Person Report	1.25%
		Unit 5 Activity 2: Getting a Search Warrant	1.25%
	Assignments	Unit 5 Assignment 1: Completing an Affidavit for a Search Warrant	2.5%

Unit 6: Corrections Reports			Unit Duration: Onsite: 1 week
Upon completion of this unit, students are expected to:			
<ul style="list-style-type: none"> Distinguish different parts of a pre-sentence investigation (PSI) report and importance of a PSI report. Compare and contrast corrections and law enforcement (LE) reports. Identify different types of reports used in corrections. Edit corrections reports for accuracy. Identify important components and uses of an involuntary hospitalization report. Review a treatment plan and write measurable/observable goals. Research prison re-entry planning and identify the components of a prison re-entry plan. 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> Goodman and Guffey, Part P, pp. 87-98 Goodman and Guffey, Appendix II ITT Tech Virtual Library> Periodicals> ProQuest Criminal Justice Periodicals: <ul style="list-style-type: none"> Griggs, J. H., & III. (2004). Targeting risk-related needs in the presentence investigation report 	Activities	Unit 6 Activity 1: Correctional Report Writing	1.25%
		Unit 6 Activity 2: Writing a Pre-Sentence Investigation Report	1.25%
	Quizzes	Unit 6 Quiz 2: Covering concepts from Units 3-5	3.5%
	Assignments	Unit 6 Assignment 1: Prison Re-entry Reports	2.5%

to improve offender community reentry. <i>Federal Sentencing Reporter</i> , 16(3), 188-188-193.			
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Unit 7: Security Reports Upon completion of this unit, students are expected to:			Unit Duration: Onsite: 1 week	
<ul style="list-style-type: none"> • Identify different aspects of private security and their role in the industry. • Use SmartDraw to evaluate a property and write an appropriate property security report. • Write an incident report. 				
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES			
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)	
Search the Internet and read articles using the following key words: Home security, Security evaluations, Private security, Executive security, Intellectual security, Security guards Here are some sites to get you started: <ul style="list-style-type: none"> • http://www.ncpc.org/resources/files/pdf/neighborhood-safety/homechk2.pdf • http://www.bsis.ca.gov/forms_pubs/poa.pdf • https://www.ncjrs.gov/pdffiles1/bjs/garants/232781.pdf 	Activities	Unit 7 Activity 1: Smart Draw Home Assessment (PORTFOLIO)	1.25%	
			Unit 7 Activity 2: Suspect Identification Form	1.25%
	Assignments	Unit 7 Assignment 1: Home Security Evaluation (PORTFOLIO)		2.5%

Unit 8: Reports Used in Courts			Unit Duration: Onsite: 1 week
Upon completion of this unit, students are expected to:			
<ul style="list-style-type: none"> Review the role of courts in the criminal justice system and identify reports used in courts. Identify the different parts of a deposition. Complete and serve a subpoena and return of service form. Review basic testifying techniques. Identify important techniques for successful cross-examination and direct examination. 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> Wallace & Roberson, Chapter 8 Goodman and Guffey, Appendix III 	Activities	Unit 8 Activity 1: Deposing a Witness	1.25%
		Unit 8 Activity 2: Mock-Testimony	1.25%
	Assignments	Unit 8 Assignment 1: Cross-Examination Techniques	2.5%

Unit 9: Reports in Action			Unit Duration: Onsite: 1 week
Upon completion of this unit, students are expected to:			
<ul style="list-style-type: none"> Take notes at the scene of an incident of a crime or some other situation commonly encountered in criminal justice. Identify which report should be used for the particular incident. Use the appropriate tone and writing format to complete the report. Conduct interviews with witnesses to include this information in the report. 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
Review all previous readings	Quizzes	Unit 9 Quiz 3: Covering concepts from Units 6-8	4%
	Project Part 1	Unit 9 Project Part 1 (PORTFOLIO)	10%

Unit 10: Report Review			Unit Duration: Onsite: 1 week
Upon completion of this unit, students are expected to:			
<ul style="list-style-type: none"> Prepare for court testimony by reviewing the completed report. Testify in a simulated/mock trial scenario. Debrief on the performance in the court scenario. 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
Review all previous readings	Project Part 2	Unit 10 Project Part 2	15%

Unit 11: Review and Final Exam			Unit Duration: <i>Onsite: 1 week</i>
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
N/A	Final Exam	Unit 11 Final Exam	20%

Evaluation and Grading

Evaluation Criteria

The graded assignments will be evaluated using the following weighted categories:

Category	Weight
Assignments	25%
Activities	20%
Project Part I	10%
Project Part 2	15%
Quizzes	10%
Final Exam	20%
TOTAL	100%

Grade Conversion

The final grades will be calculated from the percentages earned in the course, as follows:

Grade	Percentage	Credit
A	90–100%	4.0
B+	85–89%	3.5
B	80–84%	3.0
C+	75–79%	2.5
C	70–74%	2.0
D+	65–69%	1.5
D	60–64%	1.0
F	<60%	0.0

Academic Integrity

All students must comply with the policies that regulate all forms of academic dishonesty, or academic misconduct, including plagiarism, self-plagiarism, fabrication, deception, cheating, and sabotage. For more information on the academic honesty policies, refer to the Student Handbook and the Course Catalog.

(End of Syllabus)