

ITT Technical Institute
CJ152
**Law Enforcement Reporting and
Recording**
Onsite Course

SYLLABUS

Credit hours: 4

Contact/Instructional hours: 40 (40 Theory Hours)

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

Prerequisite: GE217 Composition II or equivalent

Course Description:

This course introduces students to fundamental guidelines for reports common to the criminal justice community. The course also studies how computers and technology are used as tools in this process.

SYLLABUS

Instructor: _____

Office hours: _____

Class hours: _____

Major Instructional Areas

1. Purpose and nature of police reports
2. Introduction of report writing concepts
3. Writing a clear report
4. Writing a concise report
5. Writing a complete report
6. Writing an accurate report
7. Common errors made in police reports
8. Professional documents in the criminal justice field
9. Technology in criminal justice writings

Course Objectives

1. Recognize the significance of effective and clear writing in the criminal justice community.
2. Write clear, concise, complete, and accurate police reports.
3. Analyze common mistakes made in police report writing.
4. Write other professional documents within the criminal justice field.
5. Describe the use of technology in writing and storing police reports.
6. Utilize the ITT Tech Virtual Library and the Internet to reinforce course concepts.

Related SCANS Objectives

1. Compose and create documents such as letters, directions, manuals, resumes, and reports.
2. Analyze the purpose and significance of documents such as police reports.
3. Interpret, organize, and communicate information clearly and accurately.
4. Retrieve and organize information from a variety of sources, including periodicals, reference books, Internet, and the ITT Tech Virtual Library.
5. Develop an organized, logical written plan or strategy in an appropriate format utilizing standard English.
6. Use computers to process information.
7. Monitor and correct performance.
8. Apply technology to tasks.

Teaching Strategies

The curriculum is designed to utilize a variety of teaching strategies that support the outcomes described in the course objectives and foster your writing skills. Delivery makes use of various media tools such as videos in this course.

To provide you the required writing experience, videos will be played in the class. You will write your police reports after a single viewing of the video as a part of project. Writing assignments related to news stories and crime journals have also been used to make this course more interesting and relevant to criminal justice. You will need to develop your observation and adhere to the writing guidelines to write quality police reports and other professional documents.

This course encourages active student participation. Learning is enhanced by providing you the opportunity to participate in classroom discussions. You are encouraged to express your views and appreciate the differing opinions of your peers in the classroom discussions. Both group and individual reviews are being conducted by your instructor in each unit to provide you the required feedback on your writing skills. These interactions with your instructor will give you an opportunity to improve your individual writing skills.

The overall assessment strategy for this course includes writing assignments, participation, project, and quizzes.

Course Resources

Student Textbook Package

- Textbook:
- Brockman, E. (2007). *Law enforcement reporting & recording* (Custom ed.). Boston, MA: Pearson Custom.
- Keown, Martin, and Petty (2012). *MyCompLab for Criminal Justice*. Boston, MA: Pearson Education.
- DVD:
- Report Writing DVD (Custom ed.). (2007). Boston, MA: Pearson Custom.

References and Resources

ITT Tech Virtual Library

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

■ General References

- **Program Links**> Criminal Justice (BCJ) Links> Criminal Justice Resources: Professional Organizations
- **Program Links**> Criminal Justice (BCJ) Links > Recommended Links> Crime Library
- **Program Links**> Criminal Justice (BCJ) Links > Recommended Links> The Smoking Gun
- **Books**

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

- Bonet, Diana. *Clear Writing: A Step By Step Guide*. USA: Course Technology Crisp, 1991
- Rozarkis, Laurie. *Complete Idiot's Guide to Grammar and Style*. USA: Penguin Group, 2000
- Rozarkis, Laurie. *Literate Executive: Learn How to Write Like a Leader*. USA: McGraw-Hill Companies, 2000
- Swenson, Jack. *Writing Fitness: Practical Exercises for Better Business Writing*. USA: Course Technology Crisp, 1988
- Swenson, Jack. *Building Blocks of Business Writing: The Foundation of Writing Skills*. USA: Course Technology Crisp, 1991
- Smith, Debra and Helen R. Sutton. *Powerful Proofreading Skills: Tips, Techniques and Tactics*. USA: Course Technology Crisp, 1994

■ Other Resources

- Virginia Commonwealth University
<http://www.vcu.edu/police/oresources.html>
- Police: The Law Enforcement Magazine
http://www.policemag.com/t_dutytips.cfm?rank=91352
- Police Training
<http://www.policeone.com/training/articles/44385/>
- Business Writing at Chiff.com
<http://www.chiff.com/business/business-writing.htm>

All links to Web references outside of the ITT Tech Virtual Library are always subject to change without prior notice.

Evaluation & Grading

COURSE REQUIREMENTS

1. **Attendance and Participation**
Regular attendance and participation are essential for satisfactory progress in this course.
2. **Completed Assignments**
Each student is responsible for completing all assignments on time.
3. **Team Participation (if applicable)**
Each student is responsible for participating in team assignments and for completing the delegated task. Each team member must honestly evaluate the contributions by all members of their respective teams.

Evaluation Criteria Table

The final grade will be based on the following weighted categories:

CATEGORY	WEIGHT
Writing Assignments	60%
Project	25%
Quizzes	15%
Total	100%

Grade Conversion Table

Final grades will be calculated from the percentages earned in class 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

Course Outline

Notes:

- **Unit 1:** All the concepts will be covered in the class; therefore, the specified readings are merely for your reference.
- **For all units, except Unit 1:** It is recommended that you complete the readings before attending the class.
- The Participation grading category will be evaluated based upon the students' participation during in-class discussions and activities.

Unit #	Activities for the Unit
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Unit #	Activities for the Unit
1—Introduction to Police Reporting	<ul style="list-style-type: none"> • Content Covered: <ul style="list-style-type: none"> ○ Chapter 1, “Understanding the Power of the Pen,” pp. 5–25 • Writing Assignments: 1, 2, and 3
2—Writing a Clear Report I	<ul style="list-style-type: none"> • Content Covered: <ul style="list-style-type: none"> ○ Chapter 5, “Understanding the Police Report as Genre,” pp. 83–98 • Writing Assignment: 1 • Project Part 1: Introduction
3—Writing a Clear Report II	<ul style="list-style-type: none"> • Content Covered: <ul style="list-style-type: none"> ○ Chapter 2, “Putting Grammar in its Place,” pp. 27–41 • Writing Assignments: 1 and 2 • Project Part 1: Submission • Quiz 1
4—Writing a Concise Report	<ul style="list-style-type: none"> • Content Covered: <ul style="list-style-type: none"> ○ Chapter 3, “Writing Concise Sentences,” pp. 43–61 ○ Chapter 4, “Monitoring Paragraph Length,” pp. 63–77 • Writing Assignment: 1 • Project Part 2: Introduction
5—Writing a Complete Report	<ul style="list-style-type: none"> • Content Covered: <ul style="list-style-type: none"> ○ Chapter 5, “Understanding the Police Report as Genre,” pp. 83–98 • Writing Assignments: 1 and 2 • Project Part 2: Submission
6—Writing an Accurate Report I	<ul style="list-style-type: none"> • Content Covered: <ul style="list-style-type: none"> ○ Chapter 5, “Understanding the Police Report as Genre,” pp. 83–98 • Writing Assignment: 1 • Project Part 3: Introduction • Quiz 1
7—Writing an Accurate Report II	<ul style="list-style-type: none"> • Content Covered: <ul style="list-style-type: none"> ○ Chapter 5, “Understanding the Police Report as Genre,” pp. 83–98 • Writing Assignments: 1 and 2 • Project Part 3: Submission
8—Common Errors in Police Reports	<ul style="list-style-type: none"> • Content Covered: <ul style="list-style-type: none"> ○ Chapter 2, “Putting Grammar in its Place,” pp. 27–41 • Writing Assignment: 1 • Project Part 4: Introduction • Quiz 1

Unit #	Activities for the Unit
9—Professional Documents: Resumes and Correspondence	<ul style="list-style-type: none"> • Content Covered: <ul style="list-style-type: none"> ○ Appendix A, “Standard Memo/Letter Format, ” pp. 205–207 ○ Appendix D, “Ten Common Questions about Writing Resumes: An Interview with the Author,” pp. 213–217 • Writing Assignments: 1 and 2 • Project Part 4: Submission
10—Professional Documents: Memoranda and Commendation Letters	<ul style="list-style-type: none"> • Content Covered: <ul style="list-style-type: none"> ○ Chapter 7, “Beginning Documents with Purpose, ” pp. 127–152 • Writing Assignment: 1 • Project Part 5: Introduction
11—Review	<ul style="list-style-type: none"> • Content Covered: <ul style="list-style-type: none"> ○ Chapter 6, “Celebrating Three Police Officers,” pp. 99–121 • Quiz 1 • Project Part 5: Submission