

Northern Marianas College
CURRICULUM ACTION REQUEST

Effective Semester / Session: Spring 2012

Type of Action:

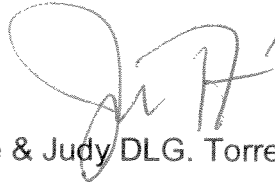
- New
- Modification
- Move to Inactive (Stop Out)
- Cancellation

Course Alpha and Number: CJ 113

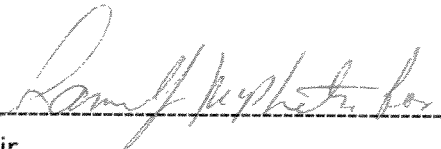
Course Title: Report Writing for Law Enforcement

Reason for initiating, revising, or canceling:

This course was previously EN 111 Report Writing for Law Enforcement, which was administered by the Department of Languages and Humanities. Because the course substantive content is intended and relevant only for criminal justice majors, together the Languages and Humanities Department and Criminal Justice Program propose to transfer the course from an EN course to a CJ course.

 10/31/2011
James Kline & Judy DLG. Torres

Proposer Date

Thomas Sharts  10/31/11

Department Chair Date

Barbara Merfalen  11-2-11

Dean of Academic Programs and Services Date

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Course Guide

Course: CJ 113 Report Writing for Law Enforcement

1. Department: Social Science and Fine Arts

2. Purpose

The purpose of this course is to prepare and provide students with the tools necessary to produce crime, accident and other official reports relevant in criminal justice field that are clear, concise, complete, accurate, and unambiguous.

3. Description

A. Required/Recommended Textbook(s) and Related Materials

Required: Brown, Jerrold G, Dan Moeser and Larry S. Miller. *Report Writing for Criminal Justice Professionals*. 2nd ed. (or most recent edition). Cincinnati, OH: Anderson Publishing, 2007.

Readability level: 10

Actual law enforcement report forms will be used for practice as appropriate, and will be provided by the instructor.

B. Contact Hours

1. **Lecture:** 3 hours per week / 45 per semester
2. **Lab:** N/A
3. **Other:** N/A

C. Credits

1. **Number:** 3
2. **Type:** Regular degree credits

D. Catalogue Course Description

This course emphasizes principles and techniques of law enforcement report writing. It focuses on the procedures for gathering information efficiently, and for using that information to develop reports that are clear, complete, concisely written, and understandable to others in law enforcement and justice. New trends in report writing will also be discussed, along with updated computer templates. Students will increase their proficiency in organization, sentence development, and clarity of content. Prerequisites: None. English Placement Level: EN 101. Math Placement Level: None. (Offered Spring)

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E. Degree or Certificate Requirements Met by Course

This course is a required course for the A.A.S. Degree in Criminal Justice.

F. Course Activities and Design

This course incorporates lectures, group discussions, oral presentations, in-class and take home assignments, a research paper, guest speakers, simulated crime and accident reporting, peer assessment, quizzes, tests, and a final exam. Actual law enforcement report forms and templates will be utilized as available and appropriate.

4. Course Prerequisite(s); Concurrent Course Enrollment; Required English/Mathematics Placement Level(s)

Prerequisites: None

English Placement Level: EN 101

Math Placement Level: None

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a 3-credit course, cost of textbook, and instructional materials fee.

Cost to the College: Instructor's salary.

Instructional resources needed for this course include the on campus computer lab and standard classroom materials and supplies such as whiteboard and whiteboard markers, TV/DVD and DVD programs, library books, and other resources, as needed.

6. Method of Evaluation

Student grades will be based on the regular letter grade system as described below:

- A: Excellent –grade points: 4.0;
- B: Above average –grade points: 3.0;
- C: Average –grade points: 2.0;
- D: Below average –grade points: 1.0;
- F: Failure –grade points: 0.0.

NMC's grading and attendance policies will be followed.

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7. Course Outline

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

- 1.0 The Why and How of Report Writing
 - 1.1 Reasons of writing reports
 - 1.2 How to write reports and the ABCs of report writing
- 2.0 Starting to Write
 - 2.1 Planning the report and completing the face page
 - 2.2 Reviewing notes and the shopping list method
 - 2.3 Writing the report
 - 2.4 Important aspects of report writing style
- 3.0 The Face Page
 - 3.1 UCR crime definitions
 - 3.2 Methods of gathering information
 - 3.3 Correct abbreviations and capitalization, and dealing with names
 - 3.4 Writing a good synopsis
- 4.0 The Narrative---The Continuation Page and Follow-up Report
 - 4.1 Determining purpose and defining audience
 - 4.2 Chronological organization
 - 4.3 Headings and subheadings as a way of organizing
 - 4.4 Avoiding repetition and meaningless material and eliminating stereotyped fillers
- 5.0 Habits That Make for Speedy Writing
 - 5.1 Writing about people, property and places
 - 5.2 Describing trademarks
- 6.0 Other Types of Writing
 - 6.1 Learning from the short memo
 - 6.2 Writing a letter
 - 6.3 Faxing and other technological advances
 - 6.4 Recording minutes of a meeting
 - 6.5 The presentence investigation report and other reports
- 7.0 Reading and Correcting Reports
 - 7.1 Common problem areas
 - 7.2 Use of word processors
 - 7.3 Improving the agency by helping the individual

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- 8.0 Simplified Study of Grammar
 - 8.1 Identifying parts of speech
 - 8.2 Using one word in several ways
 - 8.3 Using verbs in the past tense
 - 8.4 Direct objects vs. indirect objects
 - 8.5 Identifying independent and dependent clauses
 - 8.6 Recognizing prepositional, participial, and infinitive phrases
 - 8.7 Using phrases as adverbs, adjectives, and nouns
 - 8.8 Using prepositions in reports

- 9.0 Avoiding Errors in Sentence Structure
 - 9.1 The run-on sentence
 - 9.2 Block method of visualizing sentence structure
 - 9.3 Punctuation problems
 - 9.4 Subject-verb agreement
 - 9.5 Noun-pronoun agreement
 - 9.6 Dangling participles
 - 9.7 Sentence fragments

- 10.0 Making Punctuation Work
 - 10.1 The use of commas, semicolons, colons, apostrophes, ellipses, parentheses, quotation marks, dashes and underlines.

- 11.0 Breaking the Spelling Jinx
 - 11.1 Taking special care with names and common problem areas
 - 11.2 Spelling words commonly used in report writing
 - 11.3 Proofreading techniques

- 12.0 Using or Abusing Words
 - 12.1 Biases, slang and dialects, jargon and nonuse of legalese
 - 12.2 Avoid conclusive words or phrases
 - 12.3 Vocabulary building
 - 12.4 Synonyms, antonyms, and homonyms
 - 12.5 Avoiding sexism, racism, and ageism
 - 12.6 Semantics

- 13.0 Abbreviating and Capitalizing
 - 13.1 Abbreviating to save time and space
 - 13.2 Capitalization

- 14.0 Innovations and Predictions in Criminal Justice
 - 14.1 Identifying criminals and trends

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- 14.2 Improving ways of sharing information
- 14.3 Innovations
- 14.4 Looking toward the future

8. Instructional Goals

This course will introduce students to:

- 1.0 The importance of written reports in the duties of a law enforcement officer;
- 2.0 The variety of standard report forms;
- 3.0 The techniques of gathering information for reports;
- 4.0 Clear, concise, thorough, and ambiguity-free written English;
- 5.0 The special terminology of law enforcement and justice; and
- 6.0 The varieties of specific crime and accident reports.

9. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1.0 Describe the uses and importance of law enforcement reports;
- 2.0 Find and identify the proper report form(s) needed for particular crimes and accidents;
- 3.0 Explain the proper techniques to perform an observation, interview a victim, witness or suspect, and describe physical evidence;
- 4.0 List and describe the varieties of crimes and accidents a law enforcement officer typically investigates and reports on;
- 5.0 Utilize and reinforce punctuation and grammar skills; and
- 6.0 Write a report that is clear, complete and concise.

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10. Assessment Measures

Assessment of student learning may include, but not be limited to, the following:

- 1.0 Small group discussions;
- 2.0 Peer assessments and editing;
- 3.0 Writing assignments and exercises;
- 4.0 Oral presentations;
- 5.0 Chapter quizzes;
- 6.0 Homework; and or
- 7.0 Tests.