

Technical College of the Lowcountry
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CRJ 140
CRIMINAL JUSTICE REPORT WRITING

Course Description

This course is a study of the proper preparation and retention of criminal justice records and Reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations.

3 Cr (3 lect/pres: CRJ 101, Eng 100, RDG 100, 0 lab, 0 other)

Course Focus

The student will learn to write professional law enforcement reports.

Text and References

Required

Just the Facts: Investigative Report Writing, 4th Edition, Briggs, M. Pearson Education, Inc.,
10: 0-13-213280-X

Crime and Evidence in Action (CD ROM)

Optional Reading

Smart Talk: Contemporary Interviewing and Interrogation, 1st Edition, Gosselin, D.K., Pearson Education, Inc.,
10: 0-13-114696-3

Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

1. Evaluate report
2. Become aware of types of reports
3. Understand common problems which occurs in police reports
4. Prove how to avoid conclusionary language
5. Understand the questions that makes an effective report
6. Differentiate among facts, inferences and opinions
7. Distinguish between well written statements and poorly written statements
8. Evaluate a report by a set criteria
9. Categorize steps to take in report writing

10. Discover how to take notes
11. Prove when to use the first person, active voice
12. Verify how to eliminate unnecessary words in a police report
13. Identify what are modifiers
14. Make sentences parallel
15. Define pronouns and the proper use
16. Identify what type of words are preferred in police reports
17. Determine how to eliminate unnecessary words in a police report
18. Discover techniques to reduce wordiness
19. Identify subject and verbs agreement
20. Punctuate two sentences which are joined together
21. Combine several ideas into one sentence
22. Explain Berlo's Source, Message, Channel, Receiver (SMCR) model of communication
23. Compare and contrast an interview with an interrogation
24. Describe the qualities of a good interviewer
25. Describe the three phases of the interview process
26. Change a closed-ended question into the open-ended form
27. List the ways in which witnesses might identify suspect
28. List ways of minimizing the contamination of witness statements and identification
29. Explain the primary objectives of purposeful interviewing
30. List the ways in which comprehensive questioning is useful for interviewing
31. Describe the characteristics of active listening
32. Explain the statement analysis approach
33. List ways of developing rapport
34. Identify the sources of information
35. Compare and contrast traditional interviewing and structural
36. Articulate the sequence of the cognitive interview
37. Use the four mnemonic principles
38. Incorporate cognitive techniques into an interview
39. Explain Miranda rights
40. Define the exclusionary rule
41. Define interrogation
42. State the three conditions that must be met for a legal confession
43. List the categories of interview that are not considered interrogation
44. Explain the problems in interrogation and how to overcome them
45. Describe the complementary principle
46. Explain the difference between a confession and an admission
47. Explain the difference between noncustodial and custodial interrogation
48. Describe the three phases of an interrogation
49. List the top 10 interrogation tactics

Student Contributions

Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class. It is the responsibility of the student to take the exams and complete the research within the specified due dates. The syllabus is subject to change. All changes will be discussed and students will be accountable for such changes.

Course Evaluation

Your performance objective and exams will be translated to points and the points to grades. There are 100 possible points and grades will be earned as follows:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

Tests and Quizzes

The midterm examination is a comprehensive examination of previous lecture and consists of multiple-choice, true-false, fill-in the blank, and essay questions. It is valued at 15% of the final grade.

The final examination is a comprehensive examination of lecture post mid-term exam and consists of multiple-choice, true-false, fill-in the blank, and essay questions. It is valued at 15% of the final grade.

Assignments

Each student is required to complete 4 assignments. Assignments requirements will be posted on Blackboard. Students must submit assignments under the "Drop Box" tab in Blackboard.

Interview

Each student will conduct interviews and complete reports. The interview and report are valued at 20% of the final grade.

Approved by: *Kenneth Flick* Developed/Revised: 12/2012

Ken Flick, Division Dean for Business/Industrial Division

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance or under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp