

I. CATALOG INFORMATION

- A. Discipline: CRIMINAL JUSTICE
- B. Subject Code and Number: CJ M06
- C. Course Title: Criminal Investigative Report Writing
- D. Credit Course units:
Units: 3
Lecture Hours per week: 3
Lab Hours per week : 0
Variable Units : No

- E. Student Learning Hours:
Lecture Hours:
Classroom hours: 52.5 - 52.5
Laboratory/Activity Hours:
Laboratory/Activity Hours 0 - 0

Total Combined Hours in a 17.5 week term: 52.5 - 52.5

- F. Non-Credit Course hours per week _____

- G. May be taken a total of: ☒ 1 ☐ 2 ☐ 3 ☐ 4 time(s) for credit

- H. Is the course co-designated (same as) another course: No ☒ Yes ☐
If YES, designate course Subject Code & Number: _____

- I. Course Description:

Emphasizes the practical aspects of gathering, organizing, and preparing written reports for criminal justice activities on local, state and federal levels. Introduces techniques of communicating facts, information, and ideas effectively in a simple, clear and logical manner for various types of criminal justice system reports, letters, memoranda, directives and administrative reports appropriate for court presentation.

- J. Entrance Skills

*Prerequisite: No ☒ Yes ☐ Course(s)

*Corequisite: No ☒ Yes ☐ Course(s)

Limitation on Enrollment: No ☒ Yes ☐

Recommended Preparation: No ☐ Yes ☒ Course(s)
ENGL M02

Other: No ☒ Yes ☐

K. Other Catalog Information:

II. COURSE OBJECTIVES

Upon successful completion of the course, a student will be able to:

		Methods of evaluation will be consistent with, but not limited by, the following types or examples.
1	understand and demonstrate the potential uses of written communication in the job setting of the criminal justice system.	Oral presentations Student-as-instructor presentations Essay exams
2	use clear, logical, objective, and grammatically correct and appropriate language/vocabulary in writing police reports.	Essay and objective exams Completed report presentations Research paper
3	organize and develop a cohesive written report synthesizing several sources, defining problems and formulating conclusions.	Essay and objective exams Completed report presentations Research paper
4	demonstrate the basic steps of interviewing using non-verbal observation and communication and compose a satisfactory report based on that interview.	Mock interview scenarios Interview note taking presentations Role playing
5	create an accurate report based on the student's observation, listening, and note taking skills.	Completion of standardized reports and forms Mock interview and crime scene scenario Role playing
6	demonstrate the ability to synthesize a situation and break crimes into reportable elements for court presentation.	Mock courtroom testimony Role playing Completion of investigative reports and diagrams Essay and objective exams

7	identify future trends in criminal justice communication.	Essay and objective exams Oral presentations reflecting student research Debates
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III. COURSE CONTENT

Estimated %	Topic	Learning Outcomes
Lecture (must total 100%)		
5.00%	I. Introduction to Report Writing A. Pretest B. Purposes of the report 1. Record 2. Investigative 3. Court 4. Evaluation 5. Reference 6. Statistics	1
10.00%	II. Report Writing Techniques A. Active voice B. Simplicity C. Word building and vocabulary D. Sentence structure E. Characteristics of a good report 1. Accuracy, completeness, conciseness, clarity, legibility 2. Content	1, 2, 3
5.00%	III. Basic Planning Processes A. Planning model B. Time management C. Audience 1. Supervisor 2. District Attorney 3. Defense Attorney 4. Judge 5. Corrections personnel	1, 3, 6
5.00%	IV. Data Sources A. Interview B. Library, literature, research	1, 7
20.00%	V. Communications System A. Techniques for a corrections/criminal justice communications model B. Techniques for recording and interviewing 1. Note taking 2. Recording 3. Diagramming	3, 4, 5
5.00%	VI. Nonverbal Communication A. Paralanguage, kinesics or body language B. Proximity of space and time	4, 5
	VII. Basic Grammar Structure A. Basic forms 1. Word simplification, diagramming, verbs	

15.00%	B. The sentence 1. Lead sentence, placement and closing sentence C. The paragraph 1. Outlining, listing 2. Sequential sentences and standardization D. Structuring the report 1. Summary, statements 2. Facts, investigation, and evidence	2, 3, 4, 5, 6
20.00%	VIII. Practicing Report Writing A. Logs, crime reports, arrest reports, investigation reports, probation/parole reports, traffic, and follow-up reports B. Court report C. Subjective and objective reports	2, 3, 5
5.00%	IX. Testimony A. Court preparation, demeanor in court B. Direct and cross examination	5, 6
5.00%	X. Writing for Aptitude and Entry Tests A. Civil service essay B. Psychological testing	1, 3, 5
5.00%	XI. Future Trends in Communication A. New reporting techniques B. Teleprocessing and other modes of communication C. Word processing	7

IV. TYPICAL ASSIGNMENTS

A. Writing assignments

Writing assignments are required. Possible assignments may include, but are not limited to:	
1	completion of standardized reports and forms.
2	interview note taking.
3	crime scene sketching.
4	assignments requiring both the gathering and analysis of information related to investigative report writing.

B. Appropriate outside assignments

Appropriate outside assignments are required. Possible assignments may include, but are not limited to:	
1	conduct library research related to how to effectively write criminal investigative reports.
2	complete investigative reports and diagrams.
3	participate in criminal justice professional interviews.

C. Critical thinking assignments

Critical thinking assignments are required. Possible assignments may include, but are not limited to:	
1	describe and analyze data through simplified rules of exposition.
2	pose problems common to criminal justice/corrections reporting and propose alternative solutions through written expression based upon analysis of cases.
3	recognize accurate statements in writing.
4	develop the ability to identify the function of each type of written report and structure that report to the concerned audience.

5	differentiate between objective and subjective writing.
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V. METHODS OF INSTRUCTION

Methods of instruction may include, but are not limited to:

- ☐ Distance Education – When any portion of class contact hours is replaced by distance education delivery mode (Complete DE Addendum, Section XV)
- ☒ Lecture/Discussion
- ☒ Laboratory/Activity
- ☒ Other (Specify) Document review
Report editing
- ☒ Optional Field Trips
- ☐ Required Field Trips

VI. METHODS OF EVALUATION

Methods of evaluation may include, but are not limited to:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Essay Exam | <input checked="" type="checkbox"/> Classroom Discussion | <input checked="" type="checkbox"/> Skill Demonstration |
| <input checked="" type="checkbox"/> Problem Solving Exam | <input checked="" type="checkbox"/> Reports/Papers/Journals | <input checked="" type="checkbox"/> Participation |
| <input checked="" type="checkbox"/> Objective Exams | <input checked="" type="checkbox"/> Projects | <input checked="" type="checkbox"/> Other (specify) |

Collaborative learning activities

Role play

Seminar discussion

Interview and crime scene scenarios

VII. REPRESENTATIVE TEXTS AND OTHER COURSE MATERIALS

Miller, Larry, and John Whitehead. Report Writing for Criminal Justice Professionals. 6th ed. Routledge, 2017.

Davis, Joseph. Report Writing for Criminal Justice Professionals. 2nd ed. Lawtech, 2016.

VIII. STUDENT MATERIALS FEES

☒ No ☐ Yes

IX. PARALLEL COURSES

College	Course Number	Course Title	Units
Ventura College	CJ V06	Criminal Justice Report Writing	3

CSU Long Beach	CRJU 110	Introduction to Justice Research, Writing and Reasoning	3
Long Beach City College	ADJUS 10	Writing for Criminal Justice	3
Monterey Peninsula College	ADMJ 55	Writing for Criminal Justice	3

X. MINIMUM QUALIFICATIONS

Courses in Disciplines in which Masters Degrees are not expected: Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

XI. ARTICULATION INFORMATION

- A. Title V Course Classification:

1. This course is designed to be taken either:

☐ Pass/No Pass only (no letter grade possible); or
☒ Letter grade (P/NP possible at student option)

2. Degree status:

Either ☒ Associate Degree Applicable; or ☐ Non-associate Degree Applicable

B. Moorpark College General Education:

1. Do you recommend this course for inclusion on the Associate Degree General Education list?

Yes: ☐ No: ☒ If YES, what section(s)?

☐ A1 - Natural Sciences - Biological Science
☐ A2 - Natural Sciences - Physical Science
☐ B1 - Social and Behavioral Sciences - American History/Institutions
☐ B2 - Social and Behavioral Sciences - Other Social Behavioral Science
☐ C1 - Humanities - Fine or Performing Arts
☐ C2 - Humanities - Other Humanities
☐ D1 - Language and Rationality - English Composition
☐ D2 - Language and Rationality - Communication and Analytical Thinking
☐ E1 - Health/Physical Education
☐ E2 - PE or Dance
☐ F - Ethnic/Gender Studies

C. California State University(CSU) Articulation:

1. Do you recommend this course for transfer credit to CSU? Yes: ☒ No: ☐

2. If YES do you recommend this course for inclusion on the CSU General Education list?

Yes: ☐ No: ☒ If YES, which area(s)?

A1 ☐ A2 ☐ A3 ☐ B1 ☐ B2 ☐ B3 ☐ B4 ☐
C1 ☐ C2 ☐ D1 ☐ D2 ☐ D3 ☐ D4 ☐ D5

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☐ _____
D6 ☐ D7 ☐ D8 ☐ D9 ☐ D10 ☐ E ☐

D. University of California (UC) Articulation:

1. Do you recommend this course for transfer to the UC? Yes: ☐ No: ☒
2. If YES do you recommend this course for the Intersegmental General Education Transfer Curriculum (IGETC)? Yes: ☐ No: ☒

IGETC Area 1: English Communication

- ☐ English Composition
- ☐ Critical Thinking-English Composition
- ☐ Oral Communication

IGETC Area 2: Mathematical Concepts and Quantitative Reasoning

- ☐ Mathematical Concepts

IGETC Area 3: Arts and Humanities

- ☐ Arts
- ☐ Humanities

IGETC Area 4: Social and Behavioral Sciences

- ☐ Anthropology and Archaeology
- ☐ Economics
- ☐ Ethnic Studies
- ☐ Gender Studies
- ☐ Geography
- ☐ History
- ☐ Interdisciplinary, Social & Behavioral Sciences
- ☐ Political Science, Government & Legal Institutions
- ☐ Psychology
- ☐ Sociology & Criminology

IGETC Area 5: Physical and Biological Sciences (mark all that apply)

- ☐ Physical Science Lab or Physical Science Lab only (non-sequence)
- ☐ Physical Science Lecture only (non-sequence)
- ☐ Biological Science
- ☐ Physical Science Courses
- ☐ Physical Science Lab or Biological Science Lab Only (non-sequence)
- ☐ Biological Science Courses
- ☐ Biological Science Lab course
- ☐ First Science course in a Special sequence

- ☐ Second Science course in a Special Sequence
- ☐ Laboratory Activity
- ☐ Physical Sciences

IGETC Area 6: Language other than English

- ☐ Languages other than English (UC Requirement Only)
- ☐ U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)
- ☐ U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)

XII. REVIEW OF LIBRARY RESOURCES

- A. What planned assignment(s) will require library resources and use?

The following assignments require library resources:

Students will access library resources, both print and online, to research criminal activity to gather facts and information to support crime report completion.

- B. Are the currently held library resources sufficient to support the course assignment?

YES: ☒ NO: ☐

If NO, please list additional library resources needed to support this course.

XIII. PREREQUISITE AND/OR COREQUISITE JUSTIFICATION

CJ M06: Not Applicable

XIV. WORKPLACE PREPARATION

Required for career technical courses only. A career technical course/program is one with the primary goal to prepare students for employment immediately upon course/program completion, and/or upgrading employment skills.

Detail how the course meets the Secretary of Labors Commission on the Achievement of Necessary Skills (SCANS) areas. (For a description of the competencies and skills with a listing of what students should be able to do, go to:

<http://www.ncrel.org/sdrs/areas/issues/methods/assment/as7scans.htm>)

The course will address the SCANS competency areas:

1. Resources: the students will allocate appropriate time to learning goals and report writing preparation.
2. Interpersonal: the students will participate as team members and exercise leadership skills during role-playing and completion of specific report writing exercises.
3. Information: the students will acquire and evaluate information in preparation for completing appropriate reports; organize, maintain, interpret, and communicate information in appropriate form for evaluation.
4. Systems: the students will use appropriate recording and word processing equipment and access resources of the Moorpark College Library and the

Internet.

5. Technology: the students will be encouraged to use multiple website-based information systems to examine the criminal justice system and obtain appropriate investigatory information.

The course also addresses the SCANS skills and personal qualities:

1. Basic Skills: the students will demonstrate listening, speaking, reading, and writing competencies to complete appropriate criminal justice reports.
2. Thinking Skills: the students will examine current events and participate in critical thinking exercises to problem solve, reason and support their decision-making process in scenario evaluations.
3. Personal Qualities: the students will exhibit responsibility and self-management in completing the course assignments in a timely manner; integrity and honesty will be emphasized.

XV. DISTANCE LEARNING COURSE OUTLINE ADDENDUM

CJ M06: Not Applicable

XVI. GENERAL EDUCATION COURSE OUTLINE ADDENDUM

CJ M06: Not Applicable

XVII. STUDENT MATERIALS FEE ADDENDUM

CJ M06: Not Applicable

XVIII. REPEATABILITY JUSTIFICATION TITLE 5, SECTION 55041

CJ M06: Not Applicable

XIX. CURRICULUM APPROVAL

Course Information:

Discipline: CRIMINAL JUSTICE

Discipline Code and Number: CJ M06

Course Revision Category: Outline Update

Course Proposed By:

Originating Faculty Chad Basile 03/16/2018

Faculty Peer: Chad Basile 03/16/2018

Curriculum Rep: Lisa Putnam 04/21/2018

Department Chair: Danielle Vieira 08/23/2018

Division Dean: Karen Rothstein 03/21/2018

Approved By:

Curriculum Chair: Jerry Mansfield 09/26/2018

Executive Vice President: _____

Articulation Officer: Letrisha Mai 09/05/2018

Librarian: Mary LaBarge 09/03/2018

Implementation Term and Year: Fall 2015

Approval Dates:

Approved by Moorpark College Curriculum Committee: 09/18/2018

Approved by Board of Trustees (if applicable): _____

Approved by State (if applicable): 10/03/2018