

Criminal Justice Report Writing

Course Information

Credit Hours 3

Description

Focuses on the unique types of writing in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative to those prepared by individuals working in a profession within the criminal justice system. Students will also become familiar with, and complete, a full casefile, including all pertinent forms and sketches.

Exit Learning Outcomes

Program Outcomes

- A. Communicate clearly and effectively both verbally and through written documentation with diverse populations
- B. Apply investigative and case management techniques to practical situations
- C. Demonstrate ethics, integrity, teamwork and professionalism

Competencies

- 1. **Use active listening skills to gather details for a report**
 Properties
 Domain: Cognitive Level: Apply
- 2. **Develop strategies to obtain information in a variety of situations**
 Properties
 Domain: Cognitive Level: Apply
- 3. **Write comprehensive, detailed narratives using logical, coherent phrases, sentences and paragraphs**
 Properties
 Domain: Cognitive Level: Create
- 4. **Apply conventions of effective report writing in criminal justice**
 Properties
 Domain: Cognitive Level: Apply
- 5. **Take detailed field notes**
 Properties
 Domain: Cognitive Level: Create
- 6. **Prepare appropriate criminal justice reports**
 Properties
 Domain: Cognitive Level: Create

7. **Complete all required reports for a case file by an assigned deadline**

Properties

Domain: Cognitive Level: Evaluate

8. **Demonstrate skills in the collection and interpretation of information from an incident**

Properties

Domain: Cognitive Level: Understand