

Report Writing

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Garilyn Truttschel
Development Date	11/30/2001
Course Number	10-504-141
Instructional Level	Two-Year Technical Diploma
Potential Hours of Instruction	54
Total Credits	3

Description

In this course, students will learn how to write a wide variety of law enforcement reports to accurately and fairly convey necessary information for use by investigators, prosecutors, and the public. Understanding who will be using these reports and the multitude of audiences and reason they will be using the law enforcement report is an essential skill. Essential to all law enforcement personnel is to take effective field notes and translate pertinent information from these notes into official detailed police reports. Meets LESB performance objectives.

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation	54	3

Textbooks

Michael Biggs. *Just the Facts: Investigative Report Writing*. Prentice Hall. 2001. **Unit Price:** \$35. **Pages:** 124. **ISBN:** 0-536-67015-3. **Source:** MATC Bookstore.

Learner Supplies

Dictionary. **Manufacturer:** Any. **Quantity:** 1. **Source:** Any Store.

Prerequisites

Communication Skills 1 (10-801-151)
Communication Skills 2 (10-801-152)
Criminal Law (10-504-113)

Exit Learning Outcomes

Core Abilities

A. Critical thinking

Competencies

A. Acquaint self with goal of an investigation
Competence will be demonstrated:

- A.1. by participating in class discussion
- A.2. on a written exam
- A.3. by participating in a group project

Criteria - Performance will be satisfactory when:

- A.1. you identify the 5 w's in a report
- A.2. you examine the goal of an investigation
- A.3. you summarize what is an investigation

B. Illustrate the mechanics of note taking

Competence will be demonstrated:

- B.1. on written exam
- B.2. in a group project
- B.3. by submitting a written report

Criteria - Performance will be satisfactory when:

- B.1. you summarize the importance of field notes
- B.2. you summarize the basic uses of field notes
- B.3. you summarize how to organize a field notebook

C. Summarize the rules of narrative writing

Competence will be demonstrated:

- C.1. by producing a report narrative using the rules of narrative writing
- C.2. by participating in class discussion

Criteria - Performance will be satisfactory when:

- C.1. you summarize the importance of writing in the first person
- C.2. you summarize the use of past tense in a report
- C.3. you summarize the use of active voice in writing a narrative
- C.4. you summarize how to refer to people in a report

D. Examine rules pertaining to persons and property

Competence will be demonstrated:

- D.1. by submitting a report with the proper descriptions
- D.2. by participating in class discussion
- D.3. on a written exam

Criteria - Performance will be satisfactory when:

- D.1. you distinguish between victims, reporting parties, suspects and others within a report
- D.2. you summarize when to list someone as a suspect
- D.3. you write a good description of a suspect

E. Write a crime report

Competence will be demonstrated:

- E.1. by writing a crime report
- E.2. by participation in class discussion
- E.3. on a written exam

Criteria - Performance will be satisfactory when:

- E.1. you identify the purpose of a crime report
- E.2. you summarize the components of a crime report
- E.3. you summarize what information must be included in a crime report

E.4. you write a crime report

F. Write an arrest report

Competence will be demonstrated:

F.1. by participation in class discussion

F.2. on a written report

F.3. on a written exam

Criteria - Performance will be satisfactory when:

F.1. you identify when an arrest report is needed

F.2. you identify what is needed in an arrest report

F.3. you summarize what should not be included in an arrest report

F.4. you write an arrest report

G. Recognize issues in writing

Competence will be demonstrated:

G.1. on a written report

G.2. on a written exam

G.3. by class participation

Criteria - Performance will be satisfactory when:

G.1. you distinguish between facts and opinions

G.2. you establish probable cause within a report

G.3. you identify the use of Miranda within a report

H. Write a warrants

Competence will be demonstrated:

H.1. by class participation

H.2. on a written report

H.3. on a written exam

Criteria - Performance will be satisfactory when:

H.1. you identify the key parts of a search warrant

H.2. you summarize the process of obtaining a warrant

H.3. you use the rules of narrative writing to complete a warrant