



El Camino College
COURSE OUTLINE OF RECORD – Official

Subject:	AJ
Course Number:	135
Descriptive Title:	Report Writing
Division:	Health Sciences and Athletics
Department:	Administration of Justice
Course Disciplines:	Administration of Justice
Catalog Description:	In this course, students develop the ability to observe, record and document facts from which a police or criminal justice report could be written. Facts presented are based on simulated crimes that include crime scenes with evidence and witness statements. Students complete a variety of law enforcement report forms and construct police report narratives using proper spelling, grammar and sentence structure in a manner that satisfies typical requirements for a criminal investigation or prosecution.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	Administration of Justice 103 AND eligibility for English 1A
Enrollment Limitation:	
Hours Lecture (per week):	3
Hours Laboratory (per week):	0
Outside Study Hours:	6
Total Hours:	54
Course Units:	3
Grading Method:	Letter Grade only
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	Prior to July 1992
Transfer UC:	No
Effective Date:	
General Education:	ECC
Term:	
Other:	
CSU GE:	

	Term:
	Other:
	IGETC:
	Term:
	Other:
Student Learning Outcomes:	<p>SLO #1 First Responder</p> <p>Preliminary Investigation AJ 135 students, after receiving instruction and reviewing handout material, will be able to explain the steps in a first responder preliminary investigation including the following: appropriate response and assessment, first contact with reporting party/victim, protective sweeps if necessary, documentation of statements and crime scene investigation.</p> <p>SLO #2 Crime Report</p> <p>Successful AJ 135 students, after reviewing sample reports and receiving instruction on report writing format, will be able to explain the two basic parts of the report, face pages, forms and narrative, and will be able to correctly record data from a simulated crime into the appropriate places on said forms.</p> <p>SLO #3 Written Narrative</p> <p>Successful students in AJ 135, after having reviewed their report writing manual and video tapes of simulated crimes and arrests and participated in discussions, will be able to construct a narrative based on those scenarios that is written in an acceptable format, accurately and clearly describe the elements of the particular crimes or the probable cause for the arrests, document statements that are clear, accurate and complete, and write such narratives using correct standard English grammar and contain no spelling errors.</p>
Course Objectives:	<ol style="list-style-type: none"> 1. Analyze and compile information from crime situations for use in formal report writing. 2. Apply standard English rules in describing situations, documenting observations, identifying evidence, and recording statements from victims and witnesses. 3. Structure information collected in crime situations in a presentable format that clearly articulates the elements of the crime or the probable cause in an arrest. 4. Conduct preliminary investigations of specific topical crimes including theft, burglary, robbery, sexual assault, death (criminal and non-criminal investigation) and traffic. 5. Demonstrate proficiency in conducting and documenting a preliminary investigation. 6. Draw logical conclusions from facts presented from evidence.
Major Topics	<p>I. OVERVIEW OF REPORT WRITING (3 hours, lecture)</p> <ol style="list-style-type: none"> A. Objectives and purposes of police report writing B. Types of report writing C. Philosophy of police report writing D. Report writing problems

II. POLICE REPORT FORMAT: THE NARRATIVE AND FACE PAGE (3 hours, lecture)

- A. The heading of category systems
- B. Review of sample crime reports

III. BASIC WRITING SKILLS FOR LAW ENFORCEMENT (8 hours, lecture)

- A. Sentence structure
- B. Rules of grammar
- C. Prepositional phrases
- D. Subject verb agreement
- E. Proper use of pronouns
- F. Sentence fragments
- G. Run-on sentences
- H. Punctuation

IV. PRELIMINARY INVESTIGATION SKILLS (8 hours, lecture)

- A. Crime scene investigation
- B. Crime scene sketching
- C. Interviewing and interrogation
- D. Note taking and recording evidence

V. ARREST REPORT ELEMENTS, STRUCTURE AND FORMAT (5 hours, lecture)

- A. Writing a successful arrest report
- B. Articulating probable cause in an arrest report narrative
- C. Arrest report forms and attachments

VI. TRAFFIC REPORTS (3 hours, lecture)

- A. Forms
- B. Conducting the investigation
- C. Speed estimates from skid
- D. Reconstructing the scene

VII. CRIME SPECIFIC INVESTIGATION TECHNIQUES IN CONDUCTING INVESTIGATIONS OF (10 hours, lecture)

- A. Theft
- B. Burglary
- C. Robbery
- D. Rape
- E. Death and homicide

VIII. SIMULATED CRIME INVESTIGATION PRACTICAL APPLICATION (10 hours, lecture)

- A. Observation skills
- B. Recording and remembering facts
- C. Organizing notes
- D. Structuring narrative including arriving at a logical conclusion based upon investigative facts

	<p>E. Completing forms</p> <p>F. Drawing a crime scene sketch which documents evidence</p> <p>IX. FINAL CRIME AND ARREST REPORT EXERCISES (4 hours, lecture)</p> <p>A. Review of material</p> <p>B. Multimedia role play presentation of scenarios</p> <p>C. Documentation of facts and observations</p>
Total Lecture Hours:	54
Total Laboratory Hours:	0
Total Hours:	54
Primary Method of Evaluation	1) Substantial writing assignments
Typical Assignment Using Primary Method of Evaluation:	Observe the video "PC 261- Rape Investigation." Write a 6 to 8 page police report from the information given in the scenario and submit to the instructor.
Critical Thinking Assignment 1:	Observe a multimedia presentation of a hypothetical murder. Information provided includes photos of the crime scene, victims, evidence, as well as video-taped interviews of witnesses. Document observations, construct a hypothesis as to modus operandi and through deductive reasoning, construct a sample crime report. Write a 10 to 12 page police report and submit to the instructor.
Critical Thinking Assignment 2:	Examine the simulated crime scene set up in the classroom. Identify evidence in the crime scene and describe the collection of evidence. Through deductive reasoning, construct a theory as to how the crime was committed and prepare a 3 to 5 page police report. Submit police report to instructor.
Other Evaluation Methods:	Class Performance, Completion, Homework Problems, Journal kept throughout course, Performance Exams, Quizzes, Term or Other Papers, Written Homework
Instructional Methods:	Demonstration, Discussion, Group Activities, Lecture, Multimedia presentations, Role play/simulation
If other:	Internet Presentation/Resources
Work Outside of Class:	Problem solving activity, Required reading, Skill practice, Study, Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Textbooks:	Steve Hougland, <u>The Sage Guide to Writing in Criminal Justice</u> , 20 th edition, Sage Publications, 2020.
Alternative Textbooks:	
Required Supplementary Readings:	AJ135 POLICE REPORT WRITING MANUAL (rev. 2018) Instructor Produced reader available for purchase at the bookstore.
Other Required Materials:	AJ135 POLICE REPORT WRITING MANUAL (rev. 2018) Instructor Produced reader available for purchase at the bookstore.
Requisite:	

Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite:	
Requisite and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	Administration of Justice 103
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	<p>It is recommended that students have knowledge about criminal law and legal statutes prior to enrolling in this course.</p> <p>AJ 103 -Conduct legal research using legal journals and texts.</p> <p>AJ 103 -Compare and contrast statutory, constitutional and case law.</p>
Requisite:	eligibility for English 1A
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	<p>This course involves reading college level textbooks, developing projects, and answering essay questions. A student's success in this class will be enhanced if they have these skills.</p> <p>Summarize, analyze, evaluate, and synthesize college-level texts.</p> <p>Write a well-reasoned, well-supported expository essay that demonstrates application of the academic writing process.</p>
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	John A. Hampton
Date:	09/28/2015
Original Board Approval Date:	12/15/1973
Last Reviewed and/or Revised by:	Dina Mauger
Date:	04/07/2022
Last Board Approval Date:	06/20/2022