

I. COURSE INFORMATION

- A. Criminal Justice 202 Criminal Justice Interview and Report Writing
- B. 3 credit hours
- C. Wallace and Roberson. *Written and Interpersonal Communication: Methods for Law Enforcement*. 5th ed. New Jersey: Prentice Hall, 2012
- D. Prerequisites: None

II. COURSE DESCRIPTION

This course focuses on the unique types of writing required 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 of those prepared by individuals working in a profession within the criminal justice system.

III. LEARNING OUTCOMES

- A. Conduct an interview
- B. Use active listening skills
- C. Distinguish among fact, opinion, and inference
- D. Develop strategies to obtain information in a variety of situations
- E. Apply appropriate grammar and punctuation to written communication
- F. Apply conventions of effective report writing in criminal justice
- G. Document verbal and nonverbal behavior
- H. Examine legal and ethical issues related to interviews
- I. Take detailed field notes
- J. Document facts of the case
- K. Write comprehensive, detailed narratives using logical, word phrases, sentences and paragraphs
- L. Prepare appropriate criminal justice reports
- M. Demonstrate skills in the collection and interpretation of information from an incident

IV. MAJOR CONTENT AREAS

- A. The need for effective communication & the communication process
- B. Oral versus written communication
- C. Improving communication & communicating in public
- D. Special communication issues
- E. Basic reports
- F. Drafting affidavits and the use of reports in court
- G. Questioning
- H. Interviewing and interacting with victims of crime
- I. Interviewing as an art
- J. Hostage negotiations

V. ASSIGNMENTS (may include but are not limited to)

- A. Reading assignments
- B. Writing assignments
- C. Discussions
- D. Quizzes and exams

VI. EVALUATION METHODS (may include but are not limited to)

- A. Attendance and participation
- B. Assignments
- C. Quizzes and exams