

HIBBING COMMUNITY COLLEGE COURSE OUTLINE

COURSE NUMBER & TITLE: LAW 1544: Police Report Writing

CREDITS: 3 (1 Lec/2 Lab)

PREREQUISITES: ENGL 1060: Freshman Composition with at least a "C" or Instructor Approval

CATALOG DESCRIPTION:

Police report Writing is a study of the importance of taking effective complete notes, then transcribing the information into clear, complete, concise, police reports. This includes preserving a chain of evidence through accurate reports. The common types of report forms currently in use are included. Writing complete and accurate police reports will be required.

OUTLINE OF MAJOR CONTENT AREAS:

- I. An introduction to police reports and report writing
 - A. Reports defined
 - B. Types of reports
 - C. Uses of reports
 - D. Audience
 - E. Common problems
 - F. Importance of well-written reports
- II. Characteristics of a well-written report: content
 - A. A well-written report: content vs. form
 - B. Factual
 - C. Accurate
 - D. Objective
 - E. Complete
- III. Characteristics of a well-written report: form
 - A. A well-written report: form vs. content
 - B. Concise
 - C. Clear
 - D. Mechanically correct
 - E. Standard English
 - F. Legible and on time
- IV. Steps in report writing
 - A. The five basic steps
 - B. Gathering the facts –Field notes
 - C. Investigating.
 - D. Miranda.
 - E. Scales rule

- F. Interrogating
- G. Organizing your information
- H. Structuring the narrative
- I. Writing your report
- J. Using past tense
- K. A word on computers
- L. Evaluating your report
- M. Appearances count
- V. Report Writing Styles
 - A. First person
 - B. Third person
 - C. Bullet
- VI. Principles of Clear writing
 - A. Modification
 - B. Pronoun reference
 - C. Parallelism
- VII. Choosing the right words.
 - A. Word choice
 - B. Conciseness
 - C. Use of police jargon
 - D. Professional terminology
- VIII. Grammar
 - A. Use of pronouns
 - B. Subject and verb agreement
 - C. Adjectives and adverbs
 - D. Negation
 - E. Use of articles
 - F. Sentences
 - G. Sentence fragments
 - H. Run-on sentences
 - I. Combining sentences
- IX. Spelling for law enforcement
 - A. Common words with difficult spellings
 - B. Words frequently used in police reports
 - C. Homonyms
 - D. Commonly confused words
- X. Abbreviations, numbers and capitalization
 - A. Abbreviations
 - B. Numbers
 - C. Capitalization
 - D. Apostrophes
 - E. Commas
 - F. Parentheses, dashes, and slashes/diagonals
 - G. Semicolons
 - H. Colons
 - I. Quotation marks

- J. Underlining (italics)
- K. Hyphens
- XI. Writing police reports
 - A. Property crimes reports
 - B. Crimes against person reports
 - C. Final Report
- XII. Dictating reports
 - A. Department policies
 - B. Preparation
 - C. Organization
 - D. Submitting the dictated report
- XIII. Court
 - A. Use of Field notes
 - B. Use of reports to aid testimony
 - C. Mock trial
- XIV. Practical applications of police report writing
 - A. Seven scenarios
 - B. Reports
 - 1. Powerful little words
 - 2. Action words
 - 3. Factual statements
 - 4. Everyday language
 - 5. Organization of thoughts
 - 6. Structure of ideas
 - 7. AFINC (active voice, first person, interviewing, note taking, chronological order) formula
- XV. Specialized forms
 - A. Vehicle
 - B. Initial complaint report
 - C. Narrative report
 - D. Minnesota offense code
 - E. Person
 - F. Domestic abuse
 - G. Implied consent advisory
 - H. Blood alcohol
 - I. Urine alcohol
 - J. Intoxication field
 - K. Notice and order of revocation and/or disqualification
 - L. Evidence/property
 - M. Arrest
 - N. Crime victims

COURSE GOALS/OBJECTIVES/OUTCOMES:

Students will

1. demonstrate correct data practices.

2. demonstrate logical sequence of events.
3. demonstrate proper pronoun reference.
4. demonstrate revision principles.
5. define report.
6. demonstrate chain of custody.
7. demonstrate dictionary use.
8. demonstrate relevant field information.
9. distinguish active from passive voice.
10. distinguish effective word choice.
11. eliminate redundancy.
12. eliminate wordiness.
13. evaluate a report.
14. exhibit correct Minnesota Offense Code Index use.
15. identify accurate report form completion.
16. identify appropriate law enforcement reporting forms.
17. identify basic law enforcement note-taking procedures.
18. identify correct grammar usage principles.
19. identify correct law enforcement report form codes.
20. identify factual police report information.
21. identify field note uses.
22. identify five (5) basic report writing steps.
23. identify information obtainment procedures.
24. identify law enforcement report types.
25. identify Minnesota Government Data Practices Act data practices.
26. identify police report components.
27. identify police report uses.
28. identify revision principles.
29. identify sentences structure components.
30. identify six (6) well-written report characteristics.
31. perform assigned tasks.
32. practice police report objectivity.
33. use correct punctuation.
34. use correct abbreviations, numbers, and capitals.
35. write police reports from field notes.

MNTC GOALS AND COMPETENCIES MET:

N/A

HCC COMPETENCIES MET:

Working Productively and Cooperatively
Communicating Clearly and Effectively
Thinking Creatively and Critically
Social/Civic Responsibility

STUDENT CONTRIBUTIONS:

The student is expected to attend all lectures, participate in class activities, participate and implement input into class discussions, hand in outside assignments when due, and complete weekly in-class workbook assignments.

**STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS
SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.**

**SPECIAL INFORMATION: (SPECIAL FEES, DIRECTIVES ON HAZARDOUS
MATERIALS, ETC.):**

We cannot plan, and subsequently establish training for every conceivable eventuality or situation which an officer will confront. However, we intend to increase awareness of risks and show various tactics at a basic entry level with the understanding that procedures may change from department to department.

AASC APPROVAL DATE: October 14, 2014

REVIEW DATE: October 2019

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