CJ212-Police Report Writing				
Instructor:	Steve Corder	Message Phone:	917-4237 (Message only)	
<b>Office Hours:</b>	By Appointment	Class Day & Time:	Thursdays 6:00-8:50 p.m.	
<u>E-Mail</u> :	corders@linnbenton.edu			
Text:	Just the Facts-Investigative Report Writing by Michael Biggs (Pearson Prentice Hall)			

### **Course Description:**

An instructional program focused on Criminal Justice report writing with specific emphasis on preparing comprehensive narrative reports. Students will further develop their established writing skills as it relates to police reports, memoranda, resumes, cover letters, and other related law enforcement documents. A dictionary is highly recommended for success in this class. Successful completion of WR121 is a prerequisite for this class.

### **Course Objectives:**

- The student will learn to become knowledgeable and successful writers of narrative police reports, documenting both original crimes and follow-up investigations.
- The student will utilize a specialized format to meet different types of investigative activities, e.g., crime scene processing, interviews with suspects and witnesses, undercover operations and the execution of search warrants. Re-emphasizes basic writing skills and spelling accuracy.

#### **Requirements:**

- <u>Mid-Term Examination-(25% of grade):</u>
  - This exam will be the preparation of a narrative report, memorandum and/or search warrant. In addition, this exam will be graded in all areas, to include; punctuation, grammar, spelling, content, and formatting. The notes in the notebook must have consistent information with the information in the narrative report and/or search warrant.
- Note Taking-(25% of grade):
  - Students will use a police style notebook to take notes for class assignments. The quality and content of the notes are critical. In addition, students will handwrite and/or type reports as assigned by the instructor. The reports must be legible, as well as grammatically correct. The notebook will be issued by the instructor and the unused portion will be recycled at the end of the course.

#### • Final-Term Examination-(25% of grade):

- This exam will be the preparation of a narrative report, memorandum and/or search warrant. In addition, this test will be graded in all areas, to include; punctuation, grammar, spelling, content, and formatting. The notes in the notebook must have consistent information with the information in the narrative report and/or search warrant.
- <u>Class Attendance, Quizzes, Other Assigned Work and Participation-(25% of Grade):</u>

Students will read assigned articles, review laws, regulations that are provided. They will participate in a group setting to network with other students and provide feedback to other students. Students will engage in role playing with another student for report taking purposes.

## Withdrawal Policy:

Official withdrawal from the class is required by the registrar, or you will receive a grade of "F" for failure or "Y" for no basis for grade. Failure and No Basis for Grade will impact your financial aid eligibility. Non-attendance does not constitute withdrawal. For additional withdrawal information, see the registrar's office or refer to the schedule of classes.

#### Grades:

Grades will be a determined on a percentage basis from the results on the listed requirements; percentages are as follows: "A"=90-100% "B"=80-89% "C"=70-79% "D"=60-69% "F"=Below 59%

Exams and class participation will cover in class lectures, the textbook, student presentations, field trips, and/or guest speakers' information covered.

# Center for Accessibility Services & Accomodations:

You should meet with your instructor during the first week of class if:

- 1. You have a documented disability and need accommodations.
- 2. Your instructor needs to know medical information about you.
- 3. You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR) https://cascade.accessiblelearning.com/LBCC/ every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the <u>CFAR Website</u> for steps on how to apply for services or call 541-917-4789.

# **Basic Needs:**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Single Stop Office for support (<u>SinglestopatLBCC@linnbenton.edu</u>, 541-917- 4877, or visit us on the web <u>www.linnbenton.edu</u> under student services for current students). Our office can help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

## **Discrimination Policy:**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information <a href="http://po.linnbenton.edu/BPsandARs/">http://po.linnbenton.edu/BPsandARs/</a>). Linn-Benton Community College promotes equal educational opportunities for students with disabilities. If you have a disability and need assistance, please notify me immediately so that I am able to assist you. Also, please make an appointment immediately with Office of Disability Services (HO105, 917-4789) so that they can provide assistance.

If you feel you have been discriminated against in any interaction at Linn-Benton Community College or have been harassed by another person while at LBCC please contact us immediately based on the following:

A student complaint about another student Contact: Lynne Cox (541) 917-4806 coxly@linnbenton.edu

A student complaint about an LBCC staff member

Contact:

Contact:

Scott Rolen (541) 917-4425 rolens@linnbenton.edu

An LBCC staff member complaint about another staff member or student

Scott Rolen (541) 917-4425 <u>rolens@linnbenton.edu</u>

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Please do not call me at the Albany Police Department to contact me regarding a question or concern involving this class. Please use the above listed message phone number, send me an e-mail to <u>corders@linnbenton.edu</u> or contact me before or after class.)

**Important Dates** 

<b>February 3, 2022</b>	Mid-Term Exam Issued		
February 10, 2022	Mid-Term Exam Due	(By 6:00 p.m.)	
March 3, 2022	<b>Final Exam Issued</b>		
March 10, 2022	Final Exam Due	(By 6:00 p.m.)	