

Course Objectives/Course Outline

Spokane Community College

Course Title: Criminal Justice Report Writing

Prefix and Course Number: CJ 150

This course presents technical writing content specific to the criminal justice system. Students learn standard grammar/punctuation and basic compositions skills. The content is chosen from a menu that may include, but not limited to the following: standard police reports where information may be obtained from investigations, interrogations or other written reports; forms such as traffic citations, traffic accidents or evidence tags; and a variety of technical reports related to law enforcement.

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Use proper technical format in short assignments selected from a menu
- Write a technical report using the appropriate format
- Complete a variety of exercises pertaining to police forms and reports
- Revise and edit written materials

Course Outline:

- I. Short Technical Writing Forms
 - A. Traffic citations
 - B. Evidence tags
 - C. Traffic accidents
 - D. Summaries
 - E. Memorandums
 - F. Work orders
 - G. Letters
- II. Technical Reports
 - A. Criminal justice court reports
 - B. Traffic accident narratives
 - C. Damage reports
 - D. Maintenance reports
 - E. Evidence reports
- III. Research
 - A. Research reports
 - B. Topic selection
 - C. Standard manuscript forms
 - D. Utilizing available resources