

CJ C146: WRITTEN COMMUNICATION FOR CRIMINAL JUSTICE

Item	Value
Top Code	210500 - Administration of Justice
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

This course presents techniques for accurately communicating information and ideas in a clear, concise manner within the context of the criminal justice community. It focuses on developing the student's ability to organize information and prepare effective written correspondence in a law enforcement, court, or correctional environment. The course emphasizes instruction in the mechanics of writing, vocabulary development, and methods of effectively gathering information. Students practice note-taking, report writing, and investigative strategies to assist in the administration of justice. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Given a scenario based upon an interview of a crime victim, prepare a variety of clear, concise, well-organized, grammatically correct criminal justice reports.
2. Given a video and/or written example of a completed crime, select well designed investigative strategies to research information for reporting purposes.

Course Objectives

Lecture Content

INTRODUCTION Effective Communication in the Field of Criminal Justice Oral versus Written Communication The Communication Process Improvement of Communication THE WRITING PROCESS The Purpose of Documentation Shaping Information Revising and Editing Written Documents Ensuring Usability Applying Written Strategies BASIC WRITING MECHANICS Parts of Speech The Elements of Proper Sentence Structure Spelling, Grammar, Punctuation and Capitalization Vocabulary Development Monitoring Paragraph Length INVESTIGATIVE DOCUMENTATION Investigative Basics The Steps of Initiating an Investigation Note-taking Interviewing Techniques The Rules of Narrative Writing for Investigations TYPES OF CRIMINAL JUSTICE REPORTS Crime Reports Arrest Reports Administrative Reports Proposals Public Records and the Reporting Process THE RESEARCH PROCESS

Conducting Research Organizing the Research Process Sources of Information Report Formatting and Citations

Method(s) of Instruction

- Lecture (02)
- DE Online Lecture (02X)

Demonstration of Critical Thinking

Evaluation of sample investigative problems, emphasizing critical thinking and effective problem-solving.

Required Writing, Problem Solving, Skills Demonstration

Evaluation of sample investigative problems, emphasizing critical thinking and effective problem-solving.

Eligible Disciplines

Administration of justice (police science, corrections, law enforcement): Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

Textbooks Resources

1. Required Brockman. The Blue Guide: Written Communication for Leaders in Law Enforcement, ed. Pearson Prentice Hall, 2008 Rationale: - Legacy Textbook Transfer Data: Legacy text
2. Required Frazee and Davis. Painless Police Report Writing: An English Guide for Criminal Justice Professionals, ed. Pearson Prentice Hall, 2009 Rationale: - Legacy Textbook Transfer Data: Legacy text

Other Resources

1. Coastline Library