COURSE INFORMATION FORM

DISCIPLINE
Law Enforcement

COURSE TITLE
Law Enforcement Report Writing

CR.HR 3 LECT HR. 2 LAB HR. 2 CLIN/INTERN HR. CLOCK HR. 

CATALOG DESCRIPTION

History and practical examination of law enforcement report writing, including familiarity with various report forms and how they are used. Development of successful interviewing skills. Construction of accurate, complete reports which can be utilized for crime analysis and prosecution in court.

PREREQUISITES

POST Compliance Review

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)

Upon completion of this course, the student will be able to:

1. Identify report writing terms, forms and reporting rules and procedures.
2. Demonstrate the three basic interviewing skills necessary to obtain information.
3. Write clear, concise and complete police reports.
4. Articulate the need for professional police reports.
5. Identify a minimum of seven techniques that can be used to take effective field notes.
6. Identify the current professional law enforcement report writing standards; use all nine of them correctly in writing a report.
7. Differentiate between reportable and non-reportable offenses in accordance with the Missouri Change Code Manual.
8. Identify the consequences of the improper release of law enforcement records.
9. Demonstrate proficiencies in the following Peace Officer Standards and Testing (POST) categories: 1200 - REPORT WRITING.
GENERAL EDUCATION OUTCOMES (ESO)
Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

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<th>Outcomes</th>
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PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

1. Demonstrate and identify the proper writing skills to prepare the various legal report forms for law enforcement.
2. Demonstrate practical interviewing skills to obtain information for investigative report writing.
3. Identify report writing terms, forms and reporting rules.
4. Demonstrate clear, concise and complete police reports.

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Report Writing Exercises (1-9)
2. Multiple Choice Exam (1-5)
3. Writing Assignments (1-9)
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Memoranda
II. Introduction to Report Writing
III. Interviewing Skills
IV. Report Writing Exercises
V. Criminal History Reporting