
SECTION HEADING

CJS 2224: Criminal Justice Report Writing

Description

Criminal Justice Report Writing develops the students understanding of legal, procedural, and need for factual reports in the criminal justice process. Students will be exposed to a variety of reports and forms used in law enforcement as well as a variety of report writing mediums including computer applications.

Students will practice writing reports in a detailed chronological order using proper formatting. Emphasis will be placed on proper spelling, grammar, punctuation, and the ability to create a clear and concise meaning throughout the report.

Credits

2

Prerequisite

Formally accepted into Peace Officer Program

Corequisite

None

Topics to be Covered

1. Communication
2. Warrants, Subpoenas, Orders and Summons
3. Minnesota Criminal Code and Statutes
4. Racially Based Profiling and Bias Motivated Crime
5. Crisis Intervention and Mental Illness Crises
6. Practical Criminal Justice Writing
7. Peace Officer Testimony

Learning Outcomes

1. Students will be able to successfully identify the knowledge base, respond to and properly handle all task associated with the following Professional Police Officer Education (PPOE) Learning objectives required by the Minnesota POST Board:

- 2.3.2 Explain and demonstrate search warrant preparation including establishing a factual basis for probable cause and identifying items to be searched for and seized.
- 3.1.1 Demonstrate proficiency in field-note taking by effectively and legibly gathering and organizing facts and collecting crime scene intelligence from witnesses, victims, and suspects for use in police reports. Prepare professional reports in the first-person viewpoint; differentiate between facts, inferences, and opinions; use correct grammar, spelling, punctuation, capitalization, sentence, and paragraph structure, including all relevant details.
- 3.1.2 Prepare documentation for arrest warrants and for search warrants based on probable cause.
- 3.3.1 Describe the relationship between good report writing and effectively communicating their observations, actions, and conclusions in a clear and concise manner during testimony.
- 3.3.2 Demonstrate an understanding of courtroom rules and procedures, and identify the strategies necessary to maintain professionalism and credibility during testimony, including appropriate dress and decorum.
- 3.3.3 Develop skills in preparing and presenting accurate and truthful testimony in legal proceedings complying with courtroom procedures, and recognizing the potential ramifications of providing erroneous or insufficient information
- 3.3.4 Identify common challenges and pitfalls in testifying, effectively communicate observations, actions, and conclusions during cross examination, and avoid attempts to undermine credibility.
- 4.5.2 Demonstrate proficiency in utilizing information technology tools for law enforcement and public safety, including accessing, managing, integrating, and analyzing crime data and trends. Identify and utilize federal, state, and local criminal justice databases and other commonly used data sources and websites in law enforcement.
- 4.5.4 Identify federal, state and local criminal justice databases and other data sources and websites frequently used by peace officers.

Credit Details

Lecture: 1

Lab: 1

OJT: 0

MnTC Goal Area(s): None