

## LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

### **SPECIAL NOTE:**

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

### **TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):**

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

**COURSE NUMBER:** CRIM 119

**COURSE TITLE:** INTERVIEW AND REPORT WRITING

**SEMESTER CREDIT HOURS:** 3

**DEPARTMENT:** Criminal Justice

**DIVISION:** General Education

**PREREQUISITE:** Placement in COMP 101 English Composition I

### **COURSE DESCRIPTION:**

An examination of report writing as a process, with emphasis on the chronological sequence of events, form and written expression to present a clear, concise and accurate account of the incident, development of the field notebook in investigations, recording details of the search, recovery of evidence, conducting interviews and interrogations and recording relevant facts and details for the purpose of reference, accountability and presentation in court.

### **COURSE OUTCOMES AND COMPETENCIES:**

**Students who successfully complete this course will be able to:**

1. The student will be able to gather information and write an accurate, concise and complete crime report.

- Identify the importance of police reports and officer's notes.
- Put a series of events into chronological order.
- Know the type of information that should be in a report.
- Identify the characteristics of a good report.
- Differentiate between first and third person statements.
- Distinguish inappropriate police jargon and slang.
- Satisfactorily write eight different types of crime reports.

2. The student will be able to conduct an interview/interrogation of a witness, victim or suspect.

- Understand the basic characteristics of a good interviewer.
- Memorize the “Miranda Rights” and know the officer’s responsibility to give them.
- Demonstrate their knowledge of basic interview techniques by conducting a mock interview.

3. The student will be able to complete a Kansas Incident Report.

- Student will be able to enter required information into a computer generated offense report.

### **CAREER DEVELOPMENT SKILLS**

#### LISTENING:

- Distinguish fact, opinion, and inference in oral communication
- Draw conclusions or make generalizations from another’s oral communication
- Interpret non-verbal cues (eye contact, posture, gestures.)
- Restate or rephrase a conversation to confirm what was said.

#### ORAL COMMUNICATION:

- Use interviewing techniques for gathering information
- Give oral directions

#### WRITING:

- Demonstrate proficiency of the conventions of writing including grammar, spelling, and punctuation.

#### COMPUTER LITERACY:

- Compose, organize, and edit information using a computer.