

**Spring Semester 2013**  
**Administration of Justice 14**  
**Report Writing & Communications**

Instructor: John C. I. Rocke, MPA, JD

Course Day and Time: Thursday, 3:30 to 6:40 pm,  
Section #3111

Location: Instructional Building, (Inst) #2004

Office Hours: Thursday, 2:30 to 3:30 pm in Room 2004, and any time via  
email: [jrocke@socal.rr.com](mailto:jrocke@socal.rr.com)

Deadline to ADD full term classes.....Friday, February 15  
Last day to receive a REFUND.....Monday, February 18  
Last day to DROP classes, without a W.....Monday, February 18  
Last day to DROP classes, with a W.....Friday, May 3

**Textbook and Materials:**

Written & Interpersonal Communication Methods for Law Enforcement, 5th  
Edition, 2013, by Harvey Wallace and Cliff Roberson

Supplemental materials will be handed out throughout the semester,  
including reports and instructional matter in the subject field.

**Recommended Purchase:**

Dictionary and Thesaurus

\*Remember, LA Mission College and the Community College District strictly  
prohibit contraband, weapons, or disruptive behavior in class. Thank you for  
your cooperation in this matter.

## Purpose of the Course and Student Learning Outcomes:

No other subject matter is as troubling and yet so necessary for the administration of justice student than report writing. More law enforcement officers are stymied in their career progression because they simply don't understand the mechanics and procedures involved in writing good reports. (We write well, not write good!)

This course takes a fun approach, and lets the student develop an improved writing style, suitable for police, probation and parole writing requirements. Emphasis is placed on clarity of writing, clarity of thought and clarity of expression.

Students will be expected to show improvement in their own writing style. We will literally relearn the rules of writing and communications to present a clear, concise, correct approach, that will enable the student to succeed in the very important area of the written and spoken word.

Logic, clarity and clear thinking—that's all it takes! In one semester we can't promise all three will awaken the creative writer within you, but the goal is to do just that.

## Specific Student Learning Outcomes:

- (1) Be able to write a basic crime report.
- (2) Be able to interview a victim or witness to a crime and record their statements in a police report
- (3) Be able to answer the critical questions of who, what, when, where, and how when writing a police report.

Grading: Students will be graded on improvement shown in written reports and communications exercises. Class participation and attendance are important factors, as well as attitude toward the goal of improving writing skills.

There will a midterm and final, along with class participation to account for your grade.

Specific Grading:

Quizzes	25%
Written Assignments	25%
Midterm	25%
Final	25%
Extra Credit	25%

The grades are calculated on a percentage system, based on the following:

- 100 B 90 = A
- 80 B 89 = B
- 70 B 79 = C
- 60 B 69 = D
- 59 or below = F

Plagiarism: Dishonesty, or any act of cheating, is strictly forbidden by the Los Angeles Community College District, and Mission College. If discovered, it could lead to disciplinary suspension or exclusion from the College.

ADA or other Student Concerns: Please inform me if you have any special needs or ADA problems with the classroom, or any other concern. The College makes every effort to assist students with any questions or uncomfortable situations.



March 7                                      Communication                                      Chapter 2  
\*Class will start at 4:30 pm this date...

English quiz; oral versus written communications; what is a good police report? Intro, body, conclusion. Correct word usage in police reports. Channels of information within a police department.

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March 14                                      Questioning and Interviewing                                      Chapter 9

Custodial interrogation (Miranda) versus interviewing. Techniques of good interviewing and interrogation. (Handout? police report)

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March 21                                      Interviewing and Interrogating                                      Chapter 10

Discussion continued of techniques and goals of interviewing and interrogation.  
Student conducted interviews

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March 29                                      Note Taking                                      Chapter 3

Entire class will be spent reviewing video on note taking; and actual police incident (domestic violence).

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April 4                                      Spring Break

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April 11

Midterm

Police video used to take notes and write a police report

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April 18

Group Report Writing

Chapter 4

Review of midterm results; Moon Game exercise emphasizing group dynamics of report writing; review a series of reports.

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April 25 & May 2

Independent Study

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May 9

Guest Speaker

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May 16

English Grammar & Spelling

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May 23

Final Review (Possible Field Trip)

Summary of good police report writing; Review of techniques and reports issued throughout the semester.

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May 30

Final

Final begins at **5:30 pm** in Instructional Building Room #2004

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Changes may occur as scheduling needs arise. Students are encouraged to participate in class, and lend their experience.

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Police Reports: Throughout the course of the semester, you will receive actual police reports, or Areal live@ incidents. Some of the language and actions are graphic. If you have any difficulty or personal problems with profanity, or criminal conduct depicted in the reportsBPLEASE let me know. This is not a class designed to hurt anyone, or tread on any personal sensitivities. Again, we=re dealing with the way things are, not how they ought to be, or we=d like them to be.

The ultimate goal of report writing is to learn Ahow@ to write a good police report. Hopefully, you will learn the professional approach to detach yourself from the incidents you will be involved with.

The Inside Scoop: You can learn to write. You can make writing happen. Writing is a skill like riding a bike or fixing a car, and as a skill, it CAN be learned.

This course is for people who may be feeling excited, confused, scared or even all three about the prospect of putting words on paper.

This is hopefully a place where you=ll find straightforward, down-to-earth answers to your most troubling questions about report writing. Here you=ll learn to separate the myths about writing from the realities. You=ll learn the current realities of the report writing business. And you=ll find comfort, inspiration, and encouragement.

## If You Read Nothing Else, Read This

Everyone holds personal beliefs about writing. These beliefs affect how one learns.

Sometimes students give up too quickly because they believe writing well should happen quickly.

Students who are amazingly successful in college are willful,

skillful, curious, open-minded, and self-disciplined.

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Lastly, to be the best student possible, you need to consider how you would answer these questions: What information are you bringing to college with you? What kind of studying methods do you need to be successful? What do you want as an end result?

Good Luck, and Let=s Have Fun!

