

ARIZONA WESTERN COLLEGE  
SYLLABUS

HLS 205 REPORT WRITING

(Same as AJS 205)

Credit Hours: 3 Lec: 3

**PREREQUISITE:** Successful completion of a Federal Law Enforcement Training Academy. Currently or past employment as a Federal Law Enforcement Officer.

COURSE DESCRIPTION

Introduction to the practical aspects of gathering, organizing, and preparing written reports. This covers the techniques of communicating facts, information, and ideas effectively in a simple, clear and logical manner for various types of criminal justice system reports, letters, memoranda, directives, and administrative reports. Students will gain practical experience in note taking, report writing and presenting testimony in court or other types of hearings.

1. COURSE GOAL

- 1.1 Explain the characteristics of a good report and field notes as well as their importance.
- 1.2 Describe the form, style, and procedure for writing various types of reports.
- 1.3 Demonstrate the techniques for developing complete, descriptive, and accurate narratives for the report.
- 1.4 Utilize the elements of composition regarding substance, proper and improper conclusion; and descriptions of persons and property.

2. OUTCOMES

Upon satisfactory completion of the course, students will be able to:

- 2.1 identify the difference between an administrative and an operational report.
- 2.2 identify the following uses of police reports:
  - 2.2.1 provide a permanent record of the facts of an incident (reference document – e.g., court evidence, investigations, etc.).
  - 2.2.2 use in coordinating follow-up activities for an incident.
  - 2.2.3 provide a basis for officer evaluation.
  - 2.2.4 provide statistical data (e.g., crime reports, shift activity reports, etc.).
- 2.3 given written, verbal or visual descriptions of the types of incidents listed below, record clear and accurate notes and **write a report demonstrating** the following essential characteristics:
  - 2.3.1 essential characteristics:
    - 2.3.1.1 accuracy
    - 2.3.1.2 conciseness.
    - 2.3.1.3 completeness (who, what, when, where, why and how).
    - 2.3.1.4 clarity.
    - 2.3.1.5 legibility.
    - 2.3.1.6 objectivity.
    - 2.3.1.7 proper grammar (avoid slang and jargon, except when quoting; avoid non-standard abbreviations).
    - 2.3.1.8 correct spelling.
    - 2.3.1.9 organization (chronological order).
    - 2.3.1.10 style (first person, active voice).
  - 2.3.2 incidents:
    - 2.3.2.1 domestic violence.
    - 2.3.2.2 property crime.

- 2.3.2.3 crime against a person.
- 2.4 identify examples of “fact” and “inference.”
- 2.5 identify the following uses of field notes:
  - 2.5.1 serve as a basis for writing reports.
    - 2.5.1.1 reduce the need to re-contact parties involved.
    - 2.5.1.2 provide a greater degree of accuracy regarding times, statements and events (rather than memory alone).
  - 2.5.2 may be used as evidence in court.
- 2.6 identify the following characteristics of good field notes:
  - 2.6.1 accuracy.
  - 2.6.2 completeness.
  - 2.6.3 conciseness.
- 3. METHOD OF INSTRUCTION
  - 3.1 Lecture
  - 3.2 Multi-media presentations
  - 3.3 Group discussion
  - 3.4 Demonstration
  - 3.5 Role playing
- 4. LEARNING ACTIVITIES
  - 4.1 Group discussion
  - 4.2 Participation
  - 4.3 Demonstration
  - 4.4 Role playing
- 5. EVALUATION
  - 5.1 TEST – Student must pass a written essay test at the conclusion of the class with a score of 70% or better.
  - 5.2 Participation – Students are required to participate in class discussion.
  - 5.3 Demonstration – Student must satisfactorily demonstrate the ability to complete a law enforcement report.
- 6. STUDENT RESPONSIBILITIES
  - 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
  - 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
  - 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
  - 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
  - 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.

- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a "No Show" (NS) grade by the professor or instructor and receive a final grade of "NS" on their official academic record. An NS grade may result in a student losing their federal financial aid.
- For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course