SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 43.0107
SEMESTER: Departmental Syllabus
COURSE TITLE: Criminal Justice Interview and Report Writing
COURSE NUMBER: CRJS0206
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: KCKCC- “issued email accounts are the official means for electronically communicating with our students.”

PREREQUISITE(S): None

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION: Focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

METHODS OF INSTRUCTION: A variety of instrumental methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Introduction to Interview and Interrogation
   A. Historical Perspective
   B. Acquisition Skills
   C. Legal Concerns
II. Communications Theory
   A. Distractions
B. Vocabulary
C. Cultural Differences

III. Psychological Issues
   A. Personality Types
   B. Perceptions
   C. Interpersonal Skills

IV. The Interview
   A. Field Interviews
   B. Planned Interview
   C. Starting the Interview
   D. Observations
   E. Transition to Interrogation

V. Preparing the Interrogation
   A. Purpose
   B. Physical Environment
   C. Suspect Relationship

VI. The Interrogation Process
   A. The Right Approach
   B. Question Types
   C. The Baseline
   D. Denial; Types; Clues
   E. Acceptance and Rationalization
   F. Confessions and
   G. Writing the Statement

VII. Eyewitness Evidence - Introduced
   A. Introduction
   B. Discussion Questions

VIII. Eyewitness Evidence
   A. The Witness
   B. Right or Wrong
   C. Misconceptions
   D. Developments

IX. Impact on the Legal System
   A. Discovery
   B. Motions
   C. Admissibility
   D. Expert Testimony

X. General Issues in Witness Testimony
A. The Background
B. The Event
C. Memory, Drugs and Training

XI. The Interview (Scenario)
A. Section I. Initial Report of Crime
B. Emergency Call - 911
C. Investigating the Scene
D. Obtaining Witness Information
E. Mug Books – Composites
F. Instructing Witnesses
G. Documenting the Procedure
H. Pre-interview Preparations – Contact with Witnesses
I. Conduct the Interview
J. Recording Witness Recollections
K. Assess Accuracy of Statements
L. Maintain Contact with Witness

XII. Introduction to Report Writing
A. Definition of a Report
B. Types of Reports
C. Interviewing/Interrogating
D. Note Taking
E. Writing the Narrative

XIII. Chronological Order and Report Formats
A. Order
B. Formats/Styles
C. Special Paragraphs
D. Evidence
E. Damage/Injury
F. Property

XIV. Clear and Concise Writing Style
A. Active Voice
B. Modifiers
C. Word Choice
D. Paragraphing
E. Report Editing

XV. Composition for Report Writing
A. Grammar, Writing and Meaning
B. Word Control
C. Meanings Through Commas
D. Punctuation
E. Sentence Structure
XVI. Custody and Corrections Reports
   A. Principles of a Good Corrections Report
   B. Seven Essentials
   C. Note Taking
   D. Preservation of Evidence
   E. Writing Procedures

XVII. Computers and Report Writing
   A. History of the UCR
   B. National Incident Based Reporting System
   C. Crime Analysis
   D. Report Writing Software

XVIII. Interview and Interrogation
   A. Historical Perspective
   B. Definitions
   C. Acquisition of Skills
   D. Legal Concerns
   E. Team/Solo Approach

XIX. Communications Theory
   A. Distractions
   B. Vocabulary
   C. Assumptions
   D. Cultural Differences
   E. Modes of Speech

XX. The Report as an Investigative Tool
   A. Probable Cause – Detention/Arrest
   B. PC – Search and Seizure
   C. Corpus delicti – Elements of the Crime
   D. Miranda
   E. Modus Operandi
   F. Crime Checklist(s)

EXPECTED LEARNER OUTCOMES

A. The student will be able to clearly and effectively communicate verbally during an interview.
B. The student will be able to communicate clearly and effectively verbally during an interrogation.
C. The student will be able to explain appropriate written documentation required during an investigation.
D. The student will be able to explain investigative and case management techniques used during the course of an investigation interview.
E. The student will be able to describe the elements of an effective interview/interrogation.
F. The student will be able to write comprehensive, understandable narratives when completing a police/investigation report.
G. The student will demonstrate integrity, ethics, and professionalism by preparing a factual written report.
H. The student will explain various legal and appropriate strategies to obtain information during interviews and interrogations.
I. The student will be able to apply appropriate grammar and punctuation to written reports.
J. The student will be able to prepare sample criminal justice reports.

**COURSE COMPETENCIES:**

*The student will be able to clearly and effectively communicate verbally during an interview.*

1. The student will be able to explain active listening skills.
2. The student will be able to demonstrate how to conduct a witness interview.
3. The student will be able to determine appropriate language during the interview.

*The student will be able to communicate clearly and effectively during an interrogation.*

4. The student will be able to explain the appropriate use of the Miranda Warning during an interrogation.
5. The student will be able to explain the differences between fact, opinions and inferences.
6. The student will be able to explain legal methods to obtain information during interrogation.

*The student will be able to explain appropriate written documentation required during an investigation.*

7. The student will explain how to apply appropriate grammar and punctuation to written documents and reports.
8. The student will be able to apply effective writing skills to criminal justice report writing.
9. The student will describe methods used to document written facts of a criminal case.

*The student will be able to explain investigative and case management techniques used during an interview or interrogation.*

10. The student will be able to demonstrate how to document verbal and nonverbal behavior.
11. The student will be able to examine legal and ethical issues related to the interview.
12. The student will be able to document facts during the interview/interrogation.
The student will be able to describe the elements of an effective interview.

13. The student will be able to demonstrate skill in the collection of information during an interview.
14. The student will be able to demonstrate skill in the interpretation of information during an interview.
15. The student will explain Rapport Building.

The student will be able to write comprehensive, understandable narratives when completing a police or investigative report.

16. The student will be able to prepare appropriate criminal justice reports.
17. The student will be able to use appropriate sentence structure and punctuation.
18. The student will be able to review a report grammar, sentence and punctuation errors.

The student will demonstrate integrity, ethics and professionalism by preparing a factual written report.

19. The student will describe how to take detailed field notes.
20. The student will explain and demonstrate how to write a comprehensive and detailed narrative using logical coherent phrases and sentences.
21. The student will demonstrate using factual, non-opinionated data to complete a written report.

The student will explain various legal and appropriate strategies to obtain information during interviews and interrogations.

22. The student will explain the use of Miranda Warning prior to interrogations.
23. The student will explain the legal concerns of illegal information gathering.
24. The student will explain types of questions and the “right” approach.

The student will be able to apply appropriate grammar and punctuation to written reports.

25. The student will be able to determine proper format and style for preparing the written report.
26. The student will be able to explain note taking, chronological order, and punctuation in writing the narrative.
27. The student will be able to describe active voice, modifiers, word choice, and paragraphing when writing a report.
28. The student will be able to explain report editing and word control in report writing.
29. The student will be able to demonstrate appropriate punctuation and sentence structure.

The student will be able to prepare sample criminal justice reports.
30. The student will be able to demonstrate the ability to prepare criminal justice reports from available report formats.
31. The student will be able to use word lists and narrative preparation samples/tools to prepare sample reports.

ASSESSMENT OF LEARNER OUTCOMES:
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding and tolerance.

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