

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Criminal Justice Interview and Report Writing
COURSE NUMBER	CRJS 0206
DIVISION	Social and Behavioral Sciences & Public Services
DEPARTMENT	Criminal Justice
CIP CODE	43.0107
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

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.

PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:

https://kansasregents.org/workforce_development/program-alignment

PROGRAM LEARNING 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.

Institutional Learning Outcomes

- Communication
- Computation and Financial Literacy
- Critical Reasoning
- Technology and Information Literacy
- Community and Civic Responsibility
- Personal and Interpersonal Skills

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional 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)

COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will:

- A. CLO #1 The student will be able to clearly and effectively communicate verbally during an interview.
- B. CLO #2 The student will be able to communicate clearly and effectively verbally during an interrogation.
- C. CLO #3 The student will be able to explain appropriate written documentation required

- during an investigation.
- D. CLO #4 The student will be able to explain investigative and case management techniques used during the course of an investigation interview.
 - E. CLO #5 The student will be able to describe the elements of an effective interview/interrogation.
 - F. CLO #6 The student will be able to write comprehensive, understandable narratives when completing a police/investigation report.
 - G. CLO #7 The student will demonstrate integrity, ethics, and professionalism by preparing a factual written report.
 - H. CLO #8 The student will explain various legal and appropriate strategies to obtain information during interviews and interrogations.
 - I. CLO #9 The student will be able to apply appropriate grammar and punctuation to written reports.
 - J. CLO #10 The student will be able to prepare sample criminal justice reports.

ASSESSMENT OF COURSE LEARNING OUTCOMES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.