

Department:

Criminal Justice

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.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Conduct an interview.
2. Use active listening skills.
3. Distinguish among fact, opinion, and inference.
4. Develop strategies to obtain information in a variety of situations.
5. Apply appropriate grammar and punctuation to written communication.
6. Apply conventions of effective report writing in criminal justice.
7. Document verbal and nonverbal behavior.
8. Examine legal and ethical issues related to interviews.
9. Take detailed field notes.
10. Document facts of the case.
11. Write comprehensive, detailed narratives using logical, coherent phrases, sentences, and paragraphs.
12. Prepare appropriate criminal justice reports.
13. Demonstrate skills in the collection and interpretation of information from an incident.

Course Content:

- A. Importance of Interview
 1. Legal Aspects
 2. Who, What, Where, and When to Interview
 3. Child Interviews
- B. Interrogation
 1. Legal Aspects
 2. Custody and Miranda
 3. Techniques
- C. Report Writing

Learning Assessments:

Competencies may be evaluated by multiple measures, including exams, papers, article reviews, research, experiments, and projects.

Instructional Materials:

Textbook: Miller, L. S. & Whitehead, J. T. (2017). *Report Writing for Criminal Justice Professionals* (6th ed.). New York, NY: Taylor and Francis Group. ISBN-13: 978-1138288928

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).