A. **TITLE:** Law Enforcement Communications

B. **COURSE NUMBER:** JUST 209

C. **CREDIT HOURS:** 3

D. **WRITING INTENSIVE COURSE:** No

E. **COURSE LENGTH:** 15 weeks

F. **SEMESTER(S) OFFERED:** Fall/Spring

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:** 3 lecture hours per week

H. **CATALOG DESCRIPTION:** This course prepares students to write clear, accurate and grammatically correct police reports, evidence and laboratory documents, arrest and search warrants, deposition statements, and other associated law enforcement documents. Methods of communication such as note taking and interviewing mechanics will be addressed. Spelling and court testimony will be addressed.

I. **PRE-REQUISITES/CO-REQUISITES:** JUST 101, Introduction to Criminal Justice or permission of instructor

J. **GOALS (STUDENT LEARNING OUTCOMES):**

   By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
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<tbody>
<tr>
<td>a. Demonstrate their ability to write a clear and concise police report.</td>
<td>1. Communication</td>
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<td>b. Collect all necessary information in relation to a variety of investigations.</td>
<td>2. Crit. Thinking</td>
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<td>4. Inter-Intrapersonal Skills</td>
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<td>c. Prepare complete and accurate documents commonly used by criminal justice professionals.</td>
<td>1. Communication</td>
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<tr>
<td>d. Articulate steps necessary for officer’s pre-trial preparation and testimony.</td>
<td>2. Crit. Thinking</td>
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<td>3. Prof. Competence</td>
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</tbody>
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   (Material will be available electronically from faculty)

L. **REFERENCES:** Penal and criminal procedure law of the state of New York (2012).

   US: Lexis-Nexis
M. **EQUIPMENT:** Technology enhanced classroom

N. **GRADING METHOD:** A-F

N. **MEASUREMENT CRITERIA/METHODS**

- Exams
- Quizzes
- Assignments
- Oral presentations

O. **DETAILED COURSE OUTLINE:**

I. Note taking skills
   1. Accurately recording information
   2. Proper editing and use of notes

II. Description of objects and locations
    1. Accurately describe items of evidence
    2. Accurately and completely describe geographic locations

III. The use of sketches to depict crime scenes
     1. Basic crime scene sketch elements
     2. Triangulation sketches
     3. Rectangular sketches
     4. Prepare notes in support of scene sketches

IV. Interviewing and recording information
    1. Conduct interviews
    2. Develop and collect all needed information
    3. Completely and accurately record information

V. Police and investigation report styles
    1. Narrative reports
    2. Categorical reports
    3. Other form reports

VI. Preparing search and seizure documentation
    1. Application for search warrants
    2. Probable cause statements
    3. Search warrant returns

VII. Chains of custody and laboratory requests
    1. Prepare accurate chains of custody forms
    2. Discussion of crime labs
    3. Prepare accurate laboratory request forms

VIII. Court testimony
     1. Appearance in court
     2. How to testify in court
3. Mock testimony demonstration

IX. Report dictation skills
   1. The use of dictation
   2. Methods of dictation
   3. Dictation exercises

Q. **LABORATORY OUTLINE:** NA