

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



COURSE OUTLINE

JUST 209 – LAW ENFORCEMENT COMMUNICATIONS

Reviewed: William J. Fassinger Ph.D.

**SCHOOL OF HEALTH, SCIENCE, AND CRIMINAL JUSTICE
CRIMINAL JUSTICE DEPARTMENT
APRIL 2015**

- 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, depositions, 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:

<i>Course Objective</i>	<i>Institutional SLO</i>
a. Demonstrate their ability to write a clear and concise police report.	1. Communication
b. Collect all necessary information in relation to a variety of investigations.	2. Crit. Thinking 4. Inter-Intrapersonal Skills
c. Prepare complete and accurate documents commonly used by criminal justice professionals.	1. Communication 3. Prof. Competence
d. Articulate steps necessary for officer's pre-trial preparation and testimony.	1. Communication 2. Crit. Thinking 3. Prof. Competence

- K. **TEXTS:** Wallace, H. & Roberson, C. (2013) *Written and impersonal communication: Methods for law enforcement* (5th ed.). Boston: Pearson.

Criminal Justice Department, SUNY Canton (2011). *Criminal justice report writing manual*. Canton, NY: Author
(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