

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



MASTER SYLLABUS

COURSE NUMBER – COURSE NAME

JUST 209 – LAW ENFORCEMENT COMMUNICATIONS

Reviewed: William J. Fassinger Ph.D.

Updated: Justin Spaulding

**SCHOOL OF SCIENCE, HEALTH & CRIMINAL JUSTICE
DEPARTMENT OF CRIMINAL JUSTICE
SPRING 2020**

- 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. **STUDENT LEARNING OUTCOMES:**

<i><u>Course Student Learning Outcome [SLO]</u></i>	<i><u>PSLO</u></i>	<i><u>GER</u></i>	<i><u>ISLO</u></i>
a. Demonstrate their ability to write a clear and concise police report.	1. Students will understand the basic concepts of writing a police report		1. Communication Written
b. Collect all necessary information in relation to a variety of investigations.			

KEY	<u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u>
ISLO #	ISLO & Subsets
1	Communication Skills Oral [O], Written [W]
2	Critical Thinking <i>Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS]</i>
3	Foundational Skills <i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>

4	Social Responsibility <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	Industry, Professional, Discipline Specific Knowledge and Skills

J. **APPLIED LEARNING COMPONENT:** Yes _____ No_x _____

K. **TEXTS:** Morris, K. & Merson, M. (2017). *Report Writing for Law Enforcement Professionals*. Boston, MA: Pearson. ISBN 978-0-13-335045-6

L. **REFERENCES:**

M. **EQUIPMENT:** Technology enhanced classroom

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

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

- Exams
- Quizzes
- Assignments
- Oral presentations

P. **DETAILED COURSE OUTLINE:**

- I. Topic
 - A. Content
 - B. Content
 - C. Content
- II. Topic
 - A. Content
 - B. Content
 - C. Content

Q. **LABORATORY 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

Report dictation skills

1. The use of dictation
2. Methods of dictation
3. Dictation exercises