

MASTER SYLLABUS

CRMJ 2040 INVESTIGATIVE REPORT WRITING (Formerly PST 1035 & CRMJ 1035 Report Writing for Law Enforcement) Nashville State Community College Police Science

Instructor:

Office/Office Hours:

Phone:

Email:

Classroom & Times:

Course Credit: 3

COURSE DESCRIPTION

A study of the objectives of effective police report preparation as it specifically pertains to law enforcement. Emphasizes how to present information in an organized, clear and chronological manner. Topics include the three categories of law enforcement documents, incident, administrative, and affidavit.

COURSE OUTCOMES

Upon successful completion of this course, the student will:

1. Deals with the objectives of effective police report preparation as it specifically pertains to law enforcement.
2. The student will be instructed in the presentation of information with organization, clarity and in chronological order.
3. The three categories of law enforcement documents: incident, administrative and affidavit will be covered extensively.

COURSE COMPETENCIES

1. know the purpose, liability and responsibility of proper report writing for Law Enforcement.
2. learn the basic organizational structure of report writing.
3. know how to construct a report with clarity so as to be understood by all.
4. be able to develop an individualized method for writing police reports.
5. learn to write a report in chronological order.
6. develop review techniques for proofreading and editing reports.

Textbook:

Nashville Campus uses: (Instructor Handouts)

Cookeville Campus uses: *Report Writing for Criminal Justice Professionals*. Larry S. Miller & John T. Whitehead. Anderson Publishing. 4th edition, 2010. ISBN: 9781437755848

Disclaimer: Textbooks frequently change editions, so please be sure to check with the school bookstore to verify the current ISBN of the textbook before purchasing the textbook.

GRADING POLICY:

Percentage	Grade

ATTENDANCE POLICY

You must adhere to the Nashville State Community College attendance policy. You must attend at least 40.5 of the 45 contact hours to pass. If you miss over 4.5 hours, you will be asked to drop the course. If you miss over 4.5 hours and do **not** drop on your own, you will receive an “**FA**” or “**FN**” for your final grade. Exceptions will be granted by permission of the **INSTRUCTOR ONLY**.

TARDINESS IS NEITHER ADVISABLE NOR ACCEPTABLE

TWO (2) TARDINESSES WILL COUNT AS ONE (1) HOUR OF ABSENCE AND A SEVEN (7) POINT REDUCTION FROM YOUR OVERALL GRADE

Academic Dishonesty Policy:

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your works” (A Writer’s Reference, 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructors’ permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper or examination, or to assign an “F” for the course.

If a student believes that he/she has been erroneously accused of academic dishonesty and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate college grade appeal procedures.

Classroom Conduct Policy:

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.). Each student should refer to the current Nashville State Student Handbook for guidelines for student conduct.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT:

Nashville State Technical Community College complies with the Americans with Disabilities Act. If you wish to request any accommodation(s) for this class, please notify the instructor as soon as possible. Students should not be given special accommodations in the classroom unless an accommodation form from Student Disability Services is completed and distributed to the faculty member.

- Student Disabilities Coordinator: (615) 353-3721 Office: S-114

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student's academic standing.

NOTE:

This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the individual instructor. A course syllabus will be provided the first day of class.