PST 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.

TESTING:
There will be a comprehensive final exam. Students will be responsible for all material in the textbook and any additional subject matter covered in class lectures.

The testing format will be objective: True and False, Multiple Choice and Fill in the Blank.

The final exam will constitute 50% of the final grade. There will be numerous quizzes and exercises throughout the semester that will constitute 25% of the final grade. THE QUIZZES WILL ALWAYS BE ADMINISTERED AT THE BEGINNING OF CLASS. IF YOU ARE LATE, YOU WILL NOT BE ALLOWED TO TAKE THE QUIZ AND YOUR FINAL GRADE WILL SUFFER. The student’s class attendance, punctuality and participation will account for the remaining 25% of the final grade.

Textbook:
(Instructor Handouts)
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:**

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<tr>
<th>Percentage</th>
<th>Grade</th>
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<tr>
<td>93 – 100%</td>
<td>A</td>
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<td>85 – 92%</td>
<td>B</td>
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<td>77 – 84%</td>
<td>C</td>
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<td>70 – 76%</td>
<td>D</td>
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<tr>
<td>Below 70%</td>
<td>F</td>
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**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 own words” (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 instructor’s permission
- allowing someone else to copy or use your work
- using someone else’s work to complete your own
- altering documents, transcripts or grades
- 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.**


**Classroom Conduct Policy:**

**Nashville State Has a Zero Tolerance Policy for Disruptive Conduct in the Classroom.**

- 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 that obstructs or disrupts the learning environment is defined as:
  - Offensive language
  - Harassment of students or professors
  - Repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught
  - Failure to cooperate in maintaining classroom decorum
  - Continued use of any electronic or other noise or light emitting device which disturbs others:
    - Beepers
    - Cell phones
    - Palm pilots
    - Lap-top computers
    - Games
- Students who are removed from class for disruptive behavior will not be allowed to return until the issue is resolved.

Additionally, no eating in the classroom is allowed; no wearing of sunglasses is allowed in class, except in cases prescribed by a physician; sleeping or lounging in class is considered disruptive behavior and grounds for immediate dismissal.

**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:** Katie Watts (615) 353-3721 Office: S-114

**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.