

SANTA ANA COLLEGE
CRIMINAL JUSTICE ACADEMIES
COURSE SYLLABUS

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MISSION STATEMENT

Santa Ana College
inspires, transforms, and
empowers a diverse
community of learners.

COURSE TITLE: Police Report Writing (CJA 068B)

COURSE OBJECTIVES:

- Identify different types of police reports
- Describe the characteristics of a well written police report
- Prepare different types of police reports with the appropriate required detail based on type of report

GRADING:

All course testing protocols are consistent with California - Standard Training (for) Corrections (STC) or Peace Officers Standards and Training (POST) rules and regulations.

STC or POST certified instructors evaluate student performance in all tested exercises. Students are required to pass all tested exercises to pass the course.

Homework assignments – Pass/No pass

Practical application written exercises – Pass/No pass

Scale: 70% or higher – Pass / Lower than 70% - No Pass

SCHEDULED COURSE:

See Santa Ana College 2017-2018 Catalog at **sac.edu**, or call the CJA Office at 714-566-9200

REQUIRED MATERIALS:

Supplied by instructor during the first class meeting

COURSE CONTENT:

Orientation/Introduction to Report Writing

Characteristics of a good report

Building blocks in the report writing process

Writing in chronological order

Other report writing techniques

Writing skills exercises

Practical application writing exercise I

Major incident reporting

Practical application writing exercise II

Class course review/Instructor evaluations

LEARNING METHODS TO BE EMPLOYED:

Class Discussions, Group Study and Exercises, Handouts, Lecture, Visual Aids, Practical Application, Writing Projects and Reports, Instructor Demonstrations, Other:

SKILLS TO BE MEASURED BY:

Homework assignments, Practical application written exercises

ACADEMIC HONESTY POLICY:

From 2017-2018 SAC Catalog, page 20: Students at Santa Ana College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. As institutions, we also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty or coercing students into acts of dishonesty.

ACADEMIC ACCOMODATION STATEMENT:

A student with a disability, who would like to request an academic accommodation, is responsible for identifying herself/himself to the instructor and to the Disabled Student Programs and Services (DSPS). To make arrangements for academic accommodations, contact the Disabled Student Office in Johnson Center, U-103, or phone (714) 564-6264, TTY (714) 564-6284 for a referral to the appropriate DSPS Department.