

# MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

## COURSE OUTLINE

DEPT. CJS

COURSE NUMBER: 2224

NUMBER OF CREDITS: 2

Lecture: 1 Lab: 1 OJT: 0

### Course Title:

Criminal Justice Report Writing

### Catalog Description:

Criminal Justice Report Writing develops the students understanding of legal, procedural, and need for factual reports in the criminal justice process. Students will be exposed to a variety of reports and forms used in law enforcement as well as a variety of report writing mediums including computer applications. Students will practice writing reports in a detailed chronological order using proper formatting. Emphasis will be placed on proper spelling, grammar, punctuation, and the ability to create a clear and concise meaning throughout the report.

### Prerequisites or Necessary Entry Skills/Knowledge:

Formally accepted into the Peace Officer Program

### FULFILLS MN TRANSFER CURRICULUM AREA(S) (*Leave blank if not applicable*)

- Goal 1: Communication: By meeting the following competencies:
- Goal 2: Critical Thinking: By meeting the following competencies:
- Goal 3: Natural Sciences: By meeting the following competencies:
- Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:
- Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:
- Goal 6: The Humanities and Fine Arts: By meeting the following competencies:
- Goal 7: Human Diversity: By meeting the following competencies:
- Goal 8: Global Perspective: By meeting the following competencies:
- Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:
- Goal 10: People and the Environment: By meeting the following competencies:

### Topics to be Covered

Communication

Warrants, Subpoenas, Orders and Summons

Minnesota Criminal Code and Statutes

Racially Based Profiling and Bias Motivated Crime

Crisis Intervention and Mental Illness Crises

Practical Criminal Justice Writing

Peace Officer Testimony
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<b>Student Learning Outcomes</b>
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Students will be able to successfully identify the knowledge base, respond to and properly handle all task associated with the following Professional Police Officer Education (PPOE) Learning objectives required by the Minnesota POST Board:
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| <ul style="list-style-type: none"><li>• Communication 1.1.6</li></ul>  |
| <ul style="list-style-type: none"><li>• Warrants, Subpoenas, Orders and Summons 2.3.2</li></ul>                |
| <ul style="list-style-type: none"><li>• Minnesota Criminal Code and Statutes 2.5.4</li></ul>                   |
| <ul style="list-style-type: none"><li>• Racially Based Profiling and Bias Motivated Crime 2.12.3</li></ul>     |
| <ul style="list-style-type: none"><li>• Crisis Intervention and Mental Illness Crises 2.22.4</li></ul>         |
| <ul style="list-style-type: none"><li>• Practical Law Enforcement Writing 3.1.1, 3.1.2, 3.1.3, 3.1.4</li></ul> |
| <ul style="list-style-type: none"><li>• Peace Officer Testimony 3.3.1</li></ul>                                |

<b>Is this course part of a transfer pathway: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>
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<i>*If yes, please list the competencies below</i>
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Revised Date: 8/22/2022