



**Course Name:** Writing and Research for Law Enforcement

**Course Number:** CJS\* E259

**Credits:** 3

**Catalog description:** This course emphasizes the practical aspects of gathering, organizing and preparing written reports and other documents applicable to law enforcement. Students will practice the processes and procedures for creating and completing successful writing in the criminal justice field, make use of the technologies commonly used for research and writing in law enforcement, and learn the conventions of evidence, format, usage and documentation in the field.

**Prerequisite:** CJS\*E101 – Introduction to Criminal Justice, ENG\*E102- Literature and Composition

**Corequisite, or Parallel:**

### **General Education Competencies Satisfied:**

**HCC General Education Requirement Designated Competency Attribute Code(s):**

None

**Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:**

None

**Embedded Competency(ies):**

None

**Discipline-Specific Attribute Code(s):**

None

### **Course objectives:**

**General Education Goals and Outcomes:**

None

**Course Specific Objectives:**

1. Develop the effective written communications skills necessary in law enforcement.



2. Learn proper technical vocabulary and formats for law enforcement reports and written documents.
3. Learn the specific investigational and research skills necessary to prepare and write law enforcement documents.
4. Comprehend the legal and ethical issues surrounding employee work product in law enforcement and criminal justice professions.

**Course Content:**

- I. Overview of Basic Writing Techniques Used in Law Enforcement Professions.
- II. General Writing for Criminal Justice
  - (A) Taking accurate field notes
  - (B) Legal/departamental memoranda
  - (C) Warrant Applications
  - (D) Writing Case Studies
  - (E) Research and Investigational Skills
- III. Operational Report Writing
  - (A) Common Mistakes
  - (B) Report research methods

Date Course Created:

Date of Last Revision: 03/06/2017