**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**Plainview Comp-Winter 2019**

**Wayland Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Course Title, Number, and Section:** JUAD 3309 VC01 - Police Report Writing

**Term: Winter Comp 2019**

**Instructor: David Mull**

**Office Phone Number and WBU Email Address:** Telephone: (806) 292-1672;  
Email: david.mull@wayland.wbu.edu

**Catalog Description:** This course is designed to provide an explanation of effective police report writing techniques, including crime, arrest and incident reports. This will include an examination of interview methods, note taking, report organization and documentation, crime scene diagrams, search warrant affidavits, and case preparation for prosecution. Emphasis will be on essential principles of written and oral communication in law enforcement, including testifying in court.

**There is no prerequisite for this course**

**Required Textbook(s) and/or Required Material(s):** Biggs, Michael. 2016. Just the Facts: Investigative Report Writing. 5th Edition. Pearson. ISBN 0-13-359130-1

**Course Outcome Competencies:** Upon completion of this course, students will be able to demonstrate an understanding of the key components of Police Report Writing:

* Effectively plan, organize, and construct well-written police reports

documenting investigations, events, and activities, such as crimes, incidents,

arrests, traffic collisions, and evidence/property reports; and various internal

investigations, such as background investigations; and prepare crime scene

diagrams.

* Apply improved and effective grammar and writing skills to prepare accurate,

concise, and complete police reports.

* Effectively use the police report as a basis for providing information when

called to testify as a witness in court, and to demonstrate proper courtroom

demeanor, etiquette, and delivery of testimony while on the witness stand.

**Attendance Requirements: <<**Select appropriate campus>>

External Campuses

Students enrolled at one of the university’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the external campus executive director/dean. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy. A student may petition the Academic Council for exceptions to the above stated policies by filing a written request for an appeal to the executive vice president/provost.

Plainview Campus

The university expects students to make class attendance a priority. Faculty members provide students a copy of attendance requirements. These are provided on the first day of class.

Students in programs for which an outside agency (such as the Veteran’s Administration) has stricter attendance requirements will be subject to those requirements. In addition, the university registrar will provide each student affected a list of these regulations.

The dean of the school must approve part-time and adjunct faculty class attendance requirements prior to syllabi distribution.

Virtual Campus

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.  The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765.  Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria:**

Class Participation/ Discussion Board 25%

Weekly Assignments 25%

Mid-Term Exam 25%

Final Exam 25%

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

Student grade appeals:

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Tentative Schedule:**

**WEEK 1:**

**Course Introduction and Syllabus Review ; Reply to Discussion Board; E-Mail to Instructor**

**WEEK 2:**

**Chapter 1: Why We Write Police Reports : Exercise 7, 9 & 10; Discussion Board**

**WEEK 3:**

**Chapter 2: Investigation Basics: Exercise 4, 5 &11; Discussion Board**

**WEEK 4:**

**Chapter 3: Note Taking: Exercise 6; Discussion Board**

**WEEK 5:**

**Chapter 4: The Rules of Narrative Writing : Exercise 4 & 7; Discussion Board**

**WEEK 6:**

**Mid-Term Exam; Chapter 5: Describing Persons and Property; Exercise 6; Discussion Board**

**WEEK 7:**

**Chapter 6: Crime Reports: Exercise 1, 2 & 6 ; Discussion Board**

**WEEK 8:**

**Chapter 7: Arrest Reports: Exercise 1; Discussion Board; Writing on Scene**

**WEEK 9:**

**Chapter 8: Writing the Interview: Exercise 1 & 3; Discussion Board;**

**WEEK 10:**

**Chapter 9: Writing Search Warrants: Exercise 1 & 4; Discussion Board**

**WEEK 11:**

**Final Exam**

**Course Requirements:**

1. Reading Assignments: During the term, the students will be required to read all nine (9) sections of the textbook. You should be prepared to participate in class discussion about the assigned reading. Class participation will count toward 20% of your course grade.
2. Weekly Assignments: There will be weekly assignments from each Chapter or from Questions that I submit. These assignments will be posted every Monday and your response should be submitted by the following Sunday by 11:00pm.
3. I will post on Discussion Board each week a question and each student is replying to the question I post and commenting on two of your fellow student comments. Please keep all comments positive and when you disagree with a post be constructive in your disagreement. These Discussion Board Questions will be posted on Monday and your response should be submitted by Thursday at noon. These will give others to comment on post, all post should be submitted by Sunday at 11:00pm.
4. Mid- Term Exam: The Mid- Term Exam will cover the first three sections of the textbook (Chapter 1-4) and any discussion that took place.
5. Final Exam: The final exam will cover the last five chapters of the textbook (Chapters 5-9) and any discussion that took place in class.

<http://catalog.wbu.edu>