



Course Description

CJK0019 | Interviewing and Report Writing | 1.86 credits

The student will learn note-taking, interviewing, elements and principles of effective report writing. The student will also learn to take statements from victims, witnesses, and suspects; write clear concise and accurate incident and arrest reports. For School of Justice students only.

Course Competencies:

Competency 1: The student will learn the basics of interviewing by:

1. Demonstrating the importance of taking good notes, what to include in your notes, and strategies for taking notes
2. Demonstrating how to thoroughly prepare for an interview, including the order of interviews and interviewee considerations
3. Identifying how to properly conduct an interview, document information from the interview, and obtain sworn statements
4. Discussing that interrogation is different from an interview, as well as when to conduct an interrogation, when and how to give Miranda warnings, how to respond to an invocation of rights, and the standards for questioning juveniles

Competency 2: The student will learn effective report writing by:

1. Discussing the importance of a well-written report, the potential uses and audiences of a report, and what type of incidents require a report
2. Demonstrating good vocabulary applying appropriate parts of speech, and proper grammar when writing reports

Competency 3: The student will identify the elements and principles of writing by:

1. Creating effective reports and probable cause affidavits
2. Evaluating a report for factuality, clarity, correctness, and completeness

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Formulate strategies to locate, evaluate, and apply information