

Report Writing- WIDOJ Course Requirements

W

**Certification Track Student Candidate Name:** Click here to enter text.

**Course #** Click here to enter text.

**Semester:** Click here to enter a date.

**WIDOJ Areas Covered During this Course:**

Report Writing - 22 hours
Testifying in Court - 8 hours

Choose an item. **Student Successfully Met Certification Track Requirements for this Course**

 Choose an item. **Documentation of Attendance** (number of hours absent during the program)

Student was absent for not more than 10% of the course or core material.

**Examination results (scores)** \*Retake only necessary if applicable

Choose an item.A. Report Writing

 Retake of exam Click here to enter text.

 Choose an item. B. Testifying in Court

 Retake of exam Click here to enter text.

 Choose an item. Required competencies and learning objectives issued via instructor syllabus per WIDOJ requirements.

 Choose an item. Student acknowledgement of course grading, attendance requirements, and disciplinary

 procedures.

Choose an item. **Required PAT #1 (score)**

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|  **IV-A-2 Take effective field notes. \*\*\***  |
|  | *You will demonstrate your competence:* |
|   | * \*\*\* by taking accurate field notes
 |
|   | * by taking accurate notes during interviews
 |
|  | *Your performance will be successful when:* |
|   | * field notes are in note form and are not complete sentences unless it is a direct quote
 |
|   | * field notes match what occurred in the video clip
 |
|   | * field notes can be understood the next time the student reviews them based on what was written and how clearly it was written
 |
|   | * field notes have each person s information organized so as to not confuse one's person information with the other
 |
|   | * field notes contain the physical conditions of the environment, persons, weather, or as otherwise appropriate
 |
|   | * field notes contain observations of the subjects involved
 |
|   | * field notes contain direct quotations if appropriate for the situation
 |
|   | * report written from the field notes is accurate, clear and concise
 |
|   | **Learning Objectives** |
|   | IV-A-2.1 Identify the information that must be included in field notes. |
|   | IV-A-2.2 Develop a system for taking notes to ensure recording all needed information. |
|   | IV-A-2.3 In a simulated environment, interview subjects to elicit needed information and record that information in a notebook. |
|   | IV-A-2.4 Write reports using information recorded in the notebook. |

\_\_\_\_\_ **Required PAT #2 (score)**

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|  **IV-A-5 Describe what information should be included in certain types of reports. \*\*\***  |
|  | *You will demonstrate your competence:* |
|   | * \*\*\*by completing reports after a simulated incident
 |
|  | *Your performance will be successful when:* |
|   | * Use of Force narrative is clear and accurate
 |
|   | * Use of Force narrative includes information on their approach considerations
 |
|   | * Use of Force narrative includes information on the intervention options utilized
 |
|   | * Use of Force narrative includes information on their follow-through considerations
 |
|   | * you correctly identify which statements are not appropriate for a narrative on domestic violence
 |
|   | * you identify how to make the information pertinent to a domestic violence narrative
 |
|   | * you discuss with the class or instructor the results of the worksheet
 |
|   | * you participate in a class discussion regarding the information that should be included in a domestic violence narrative
 |
|   | **Learning Objectives** |
|   | IV-A-5.1 Describe what information should be included in a Use-of-Force report. |
|   | IV-A-5.2 Describe what information should be included in a domestic violence incident report. |

\_\_\_\_\_ **Required PAT #3 (score)**

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|  **IV-A-6 Complete various uniform citations and the paperwork accompanying arrests and other**  **detentions. \*\*\***  |
|  | *You will demonstrate your competence:* |
|   | * \*\*\* by completing reports after a simulated incident
 |
|  | *Your performance will be successful when:* |
|   | * citation/form is legible
 |
|   | * you select an appropriate form for the situation
 |
|   | * written citation/form follows the prescribed format, meeting criteria for all components
 |
|   | * written citation/form contains correct and appropriate grammar, punctuation, spelling, syntax and word usage
 |
|   | **Learning Objectives** |
|   | IV-A-6.1 Complete a Probable Cause Affidavit. |
|   | IV-A-6.2 Complete any required form(s) to place a juvenile in temporary custody. |
|   | IV-A-6.3 Complete any required form(s) to place a subject in protective custody. |
|   | IV-A-6.4 Complete a jail booking form. |

\_\_\_\_\_ **Required PAT #4 (score)**

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|  **IV-D-3 Testify as a witness in court. \*\*\*** |
|  | *You will demonstrate your competence:* |
|   | * \*\*\* by participating in a mock trial
 |
|  | *Your performance will be successful when:* |
|   | * you answer questions accurately
 |
|   | * you ensure you understand what is being asked and that it is appropriate for you to respond (if you do not understand a question, ask for clarification)
 |
|   | * you answer the question that is asked and then stop (resist the temptation to explain or justify your actions beyond what is requested in the question, particularly on cross-examination)
 |
|   | * your answer is as accurate as you can make it (always tell the truth no matter what)
 |
|   | * you avoid traps during cross-examination
 |
|   | * you are straightforward, neutral, and professional and answer questions honestly and forthrightly
 |
|   | **Learning Objectives** |
|   | IV-D-3.1 In a simulated environment, give testimony on direct examination. |
|   | IV-D-3.2 Undergo cross-examination. |

\_\_\_\_\_ **Completed the below listed core competencies during the semester (one initial denotes each competency):**

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| **Competencies** |
| **IV-A-1 Explain the context of report writing.** |
|  | *You will demonstrate your competence:* |
|   | * by discussing various types of law enforcement reports
 |
|   | * by describing what belongs in a law enforcement report and what does not belong in a law enforcement report
 |
|  | *Your performance will be successful when:* |
|   | * you discuss arrest reports, offense reports, information reports, protective custody reports and emergency detention reports
 |
|   | * you include the 5 W's (+H), elements of the crime, identifying information, observations at the scene, and directions for follow up in law enforcement reports
 |
|   | * you list the internal and external audiences who read police reports
 |
|   | * you exclude opinions, editorials, assumptions and identifying information on confidential informants in law enforcement reports
 |
|   | **Learning Objectives** |
|   | IV-A-1.1 List the major purposes and audiences for various law enforcement reports. |
|   | IV-A-1.2 Explain what information belongs in a law enforcement report. |
|   | IV-A-1.3 Explain what information does not belong in a law enforcement report. |
| **IV-A-3 Organize information in reports.** |
|  | *You will demonstrate your competence:* |
|   | * by organizing a narrative for a report from your field notes
 |
|  | *Your performance will be successful when:* |
|   | * you review your field notes
 |
|   | * you make a rudimentary outline
 |
|   | * you organize any documents
 |
|   | * you use organization strategies and principles
 |
|   | * you follow a format in your report to make the report easy to read / follow
 |
|   | **Learning Objectives** |
|   | IV-A-3.1 Describe the importance of organizing information logically. |
|   | IV-A-3.2 Based on simulated incidents, demonstrate the ability to organize information effectively. |
| **IV-A-4 Write clear, correct, complete, and accurate narratives.**  |
|  | *You will demonstrate your competence:* |
|   | * by writing clear, direct sentences
 |
|   | * by writing effective reports
 |
|  | *Your performance will be successful when:* |
|   | Use-of-Force: |
|   | * you explain why good use-of-force reports are important
 |
|   | * you include approach considerations, intervention options, and follow-through considerations in the report
 |
|   | Domestic Violence: |
|   | * you describe the scene
 |
|   | * you describe any injuries
 |
|   | * you document every individual s spontaneous statements/excited utterances
 |
|   | * you document every individual s demeanor (including children)
 |
|   | * you document any attempt made by a suspect to intimidate the victim or manipulate the interview
 |
|   | * you document any evidence collected
 |
|   | * you document the victim s rights information given and information regarding community resources/safety planning
 |
|   | **Learning Objectives** |
|   | IV-A-4.1 Explain the need for narratives to be clear, correct, complete and accurate. |
|   | IV-A-4.2 Write clear, direct sentences. |
|   | IV-A-4.3 Based on simulated incidents, demonstrate the ability to write effective narratives. |
|   | IV-A-4.4 Based on simulated incidents, write effective reports. |
| **IV-D-1 Prepare for court.** |
|  | *You will demonstrate your competence:* |
|   | * by describing an officer's role in a preliminary hearing
 |
|   | * by describing an officer's role in a criminal trial
 |
|  | *Your performance will be successful when:* |
|   | * you create at least three questions that the prosecutor would use at the preliminary hearing to determine whether or not probable cause would exist to believe that the defendant committed the crime
 |
|   | * you create at least three questions that the defense would use at the preliminary hearing to prove that probable cause would NOT exist to believe that the defendant committed the crime
 |
|   | * you create at least three questions that would be used by the prosecutor at a criminal trial for this scenario
 |
|   | * you create at least three questions that would be used by the defense at a criminal trial for this scenario
 |
|   | **Learning Objectives** |
|   | IV-D-1.1 Explain the roles of the prosecutor and defense attorney. |
|   | IV-D-1.2 Describe what happens at a preliminary hearing. |
|   | IV-D-1.3 Describe the steps officers should use to prepare their testimony for a trial. |
|   | IV-D-1.4 Describe the differences between the kinds of questions that can be asked on direct and cross-examination. |
|   | IV-D-1.5 Define a "leading question." |
|   | IV-D-1.6 Define a "hostile witness." |
| **IV-D-2 Describe how to be an effective witness.** |
|  | *You will demonstrate your competence:* |
|   | * by describing tips for testifying in court
 |
|   | * by maintaining a professional demeanor at all times during the role-play
 |
|  | *Your performance will be successful when:* |
|   | * you arrive at "court" professional in both appearance and demeanor
 |
|   | * your reports and preparations for "court" demonstrates that you are a competent, careful, and thorough investigator
 |
|   | * your first impression shows that you dress and carry yourself professionally
 |
|   | * your behavior at "court" demonstrates that your demeanor - your body language, tone of voice, and facial expressions - contribute more than actual words to the jury's impression of you
 |
|   | * you show during your testimony how you should look and act in court (look interested and open to questions from both the prosecuting attorney and the defense attorney, look at both the attorney asking you questions and the jury, remain calm and attentive, and stay professional)
 |
|   | **Learning Objectives** |
|   | IV-D-2.1 Present a positive, professional image and demeanor in court. |
|   | IV-D-2.2 Answer questions accurately. |
|   | IV-D-2.3 Avoid traps when testifying in court. |

Instructor

 (Print name here) (Signature)