



Northwood
Technical College

Experiential Learning Portfolio for 10504181 Criminal Justice Report Writing

Student Contact Information:

Name: _____ Student ID# _____

Email: _____ Phone: _____

*It is **required** that you speak with the Academic Dean or instructor who teaches this course prior to completing a portfolio.*

Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
 - What did you learn?
 - How did you learn through your experience?
 - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
 - Label artifacts as noted in the competency
 - Scan paper artifacts
 - Provide links to video artifacts
 - Attach all artifacts to the end of the portfolio
5. Write a Conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

To receive credit for this course, you must receive “Met” on 6 of the 8 competencies.

10504181 Criminal Justice report Writing, 3 Associate Degree Credits

Course Description: Learn basic requirements, guidelines, and skills for proper and professional written documentation of activities in a criminal justice setting. The student will explain the context of report writing, take effective field notes, organize information in reports, write narratives, and describe what information should/should not be included in certain types of reports.

Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.

Competency 1: Examine the context of report writing

Criteria: Performance will be satisfactory when:

- you identify incident reports, use-of-force reports, medical reports, disciplinary reports, and emergency reports
- you identify the internal and external audiences who read criminal justice reports

Learning Objectives:

- a. Explain the major purposes for various law enforcement and corrections reports
- b. Explain the audiences for various criminal justice reports

Required Artifacts: None

Suggested Artifacts: Department of Justice Certification

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Apply general guidelines for documentation in criminal justice settings

Criteria: Performance will be satisfactory when:

- you identify the audience for given documents
- you explain the basic guidelines for proper documentation of activities or incidents

Learning Objectives:

- a. Identify the basic guidelines for documentation of activities in criminal justice settings
- b. Identify audiences for criminal justice reports

Required Artifacts: None

Suggested Artifacts: Department of Justice Certification

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Maintain a personal notebook of incidents and activities

Criteria: Performance will be satisfactory when:

- notebook entry documents what was observed or what happened
- notebook entry documents what actions, if any, taken in response to the incident or situation
- notebook entry documents the exact date and time of the incident or situation
- notebook entry documents the names of all individuals involved in the incident or situation

Learning Objectives:

- a. List the common uses for a personal notebook when working in a criminal justice setting
- b. Identify the basic guideline regarding documentation of information in a personal notebook
- c. Identify the reasons why a personal notebook may be subpoenaed as evidence in a legal proceeding

Required Artifacts: Notebook Entry for a Given Scenario

Suggested Artifacts: Department of Justice Certification

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Organize information in reports

Criteria: Performance will be satisfactory when:

- you describe a rudimentary outline
- you explain how a report is organized chronologically
- you describe report organizational strategies and principles
- you describe report formats

Learning Objectives:

- a. Describe the importance of organizing information logically
- b. Organize information according to report formats

Required Artifacts: None

Suggested Artifacts: Department of Justice Certification

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 5: Utilize proper grammar and punctuation in written reports

Criteria: Performance will be satisfactory when:

- report exhibits the correct use of commas
- report exhibits professional language
- report exhibits correct spelling
- report exhibits complete sentences
- report does not contain run-on sentences
- report uses subject names or pronouns that are clearly connected to the subject
- report uses anti-biased language
- report is factual

Learning Objectives:

- a. Discuss the importance of proper grammar and punctuation in written reports
- b. Review basic grammar rules
- c. Review basic punctuation rules
- d. Review professional language for reports

Required Artifacts: Sample Report

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 6: Explore police reports

Criteria: Performance will be satisfactory when:

- you identify appropriate for the type of incident
- you describe the appropriate information for the specific type of police report
- you explain proper grammar, punctuation, spelling, and language use

Learning Objectives:

- a. Examine different types of police reports
- b. Explain how police reports are used in the law enforcement field
- c. Demonstrate the format for writing different types of police reports

Required Artifacts: None

Suggested Artifacts: Department of Justice Certification

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 7: Write narrative reports

Criteria: Performance will be satisfactory when:

- report includes appropriate background information relevant to the incident including date and time, location, and names of people involved
- report is in chronological order and includes full information about what happened in the incident
- report includes any quotations from inmates or others
- report identifies specific sources of information
- report includes information on action taken in response to the incident
- report includes, as applicable, relevant exhibits (photos, sketches, etc.)
- report is easily understood and free of spelling and grammatical errors
- report is signed

Learning Objectives:

- a. List the primary values and benefits of narrative criminal justice reports
- b. Identify common problems in criminal justice incident reports
- c. List basic premises for writing good criminal justice reports
- d. Identify basic elements of a criminal justice incident report
- e. Identify the key sections of a proper use of force report

Required Artifacts: Sample Narrative Report

Suggested Artifacts: Department of Justice Certification

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 8: Examine the use of reports in court proceedings

Criteria: Performance will be satisfactory when:

- you describe the flow of reports through the criminal justice system
- you identify how elements of reports that are vague, non-descriptive, incomplete, and/or opinionated affected court proceedings
- you identify how reports were used in testimony
- you describe how reports are used to support courtroom testimony

Learning Objectives:

- a. Examine the flow of reports through the criminal justice system
- b. Examine how vague, non-descriptive, incomplete, and/or opinionated reports affect court proceedings
- c. Demonstrate how written reports are used in court testimony

Required Artifacts: None

Suggested Artifacts: Department of Justice Certification

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

