NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
ADJ 215 - REPORT WRITING (3 CR.)

Course Description

Introduces the basic mechanics and procedures of report writing; emphasizes clear, concise and accurate writing of communications as they relate to law enforcement records, investigations, and research. Lecture 3 hours per week.

General Course Purpose

The purpose of this course is to provide the student with instruction in the use of factual prose necessary for police reporting and the formatting of such reports.

Course Prerequisites/Corequisites

None

Course Objectives

Upon completion of this course, the student should be able to:

➢ Have the knowledge needed to write clear and effective police reports
➢ Explain the uses of police reports
➢ Describe the various types and formats of police reports

Major Topics To Be Included

- Types of police reports
- Use of words
- Spelling
- Use of capitals and abbreviations
- Punctuation
- Paragraph construction
- Field note taking
- Preliminary investigation reports
- Final investigation reports
- Uses of police reports

Extra Topics (Optional)

Related topics at the discretion of the instructor