

**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