INTERVIEW/INTERROGATION & REPORT WRITING
Course Syllabus

Course Number: LAW-1554
OCAS Code: None
Course Length: 15 Hours
Career Cluster: Law, Public Safety, Corrections & Security
Career Pathway: Law Enforcement Services
Career Major(s): Criminal Justice Practical Law Enforcement

Pre-requisite(s): None

Course Description: This course provides an introduction and skill development of field note-taking, report writing and the techniques of interviewing for criminal justice. Areas of study include development of skills to conduct investigations by properly interviewing witnesses, victims and suspects and organizing information regarding incidents into effective written reports.

Textbooks:
Written and Interpersonal Communication: Methods for Law Enforcement

On-line Resources:
Council on Law Enforcement Education and Training (CLEET)
http://www.cleet.state.ok.us/Professional_CertificationLevels.htm
Law, Public Safety, Corrections & Security Career Cluster Resources

Multimedia:
Law Enforcement Training Network (LETN)
- Report Writing to Win Cases, Part 3: Step 1 - The Scene
- Report Writing to Win Cases, Part 4: Report Construction
- Report Writing to Win Cases, Part 5: The Constant Informational Blocks
- Verbal Judo, Part 1: The Art of Communication
- Verbal Judo, Part 2: The Art of Mediation

Power Point:
Interviewing: Eyewitness Evidence – National Criminal Justice Reference Service
Interview/Interrogation & Report Writing

Course Objectives:  
1. Describe the process of communication.  
2. Identify various types of channels and directions of communication.  
3. Identify the basic elements of writing a police report.  
4. Describe difference between individual communication and group communication.  
5. Identify various types of barriers to communication.  
6. Describe methods to overcome barriers to communication.  
7. Identify the difference between an interview and interrogation.  
8. Identify various techniques police use when questioning a suspect.  
9. Describe how to interview a crime victim.  
10. Identify standards for interacting with victims of crime.  
11. Identify the different types of police reports and their purposes.  

1 ODCTE Objective

Teaching Methods:  
The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:  
1. Students are graded on theory and lab practice and performance.  
2. Each course must be passed with seventy (70%) percent or better.  
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.  
4. Career Major grades established during coursework are a major criteria in successfully obtaining certification.

Description of Classroom, Laboratories, and Equipment:  
Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit:  
The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility:  
The student must maintain a grade point average of 2.0 or better.