



# BROWARD COMMUNITY COLLEGE COURSE OUTLINE

**LAST REVIEW: 2004-2005**  
*(i.e. 2003-2004)*

**NEXT REVIEW: 2009-2010**  
*(i.e. 2008-2009)*

**STATUS: A**  
*(A, I, D)*

**COURSE TITLE: Criminal Justice Communications**

**COMMON COURSE NUMBER: CJD\_0772**

**CREDIT HOURS:**

**CONTACT HOUR BREAKDOWN**  
*(per 16 week term)*

**CLOCK HOURS: 42.0**  
*(Voc. Course ONLY)*

Lecture:                      Lab:

Clinic:                         Other:

**PREREQUISITE(S):**

**COREQUISITE(S):**

**PRE/COREQUISITE(S):**

**COURSE DESCRIPTION:** *(600 characters, maximum)*

**This course is designed to improve the effectiveness of written communication in the form of correction reports. Theory and application are presented regarding principles of reporting, taking statements, effective interpersonal communication, interview/interrogation techniques, and radio procedures**

## UNIT TITLES

1. Note Taking
2. Taking Statements
3. Report Writing
4. Reporting Procedures
5. Radio Procedures, Equipment and Codes
6. Florida Crime Information Center (FCIC)



**UNITS**

**Unit 1 Note Taking**

**General Outcome:**

**1.0 The student shall:** know the definition of note taking and the uses of notes. The student will comprehend the kinds of information to be collected and the procedures to follow in taking notes. The student will demonstrate note taking techniques in practical situations.

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

**1.1** Define “note taking” as brief notations concerning specific events (i.e., accident, crime, incident, etc.) or a general collection of notes concerning many aspects of an officer’s job (i.e., an observation).

**1.2** List uses of notes, to include: basis for writing reports, reference for further investigation or testimony, admission as evidence, subject to scrutiny of court, serves as a general index to help an officer’s memory

**1.3** Identify kinds of information that might be entered into a notebook/fieldbook

**1.4** List procedures to be followed in taking notes

**1.5** Demonstrate the ability to accomplish a task involving note taking



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**Unit 2 Taking Statements**

**General Outcome:**

2.0 **The student shall:** know incidences where statements are generally required and the sources for obtaining the information. The student will comprehend the kinds of information that should be obtained and the procedures for taking statements.

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 2.1 Identify incidents when statements should be obtained
- 2.2 Identify sources from which information for statements is obtained
- 2.3 Identify the types of information to be obtained for criminal offenses and/or noncriminal incidents
- 2.4 description of persons
- 2.5 description of weapon
- 2.6 description of vehicle
- 2.7 description of property
- 2.8 Explain the basic procedures to follow when taking statements
- 2.9 Demonstrate the ability to take statements in a practical exercise



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**Unit 3 Report Writing**

**General Outcome:**

**3.0 The student shall:** define and describe basic uses of reports. The student will identify the types and basic requisites of reports. The student will demonstrate how to complete a report.

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 3.1 Define a “report” as a permanent written record that communicates important facts to be used in the future.
- 3.2 List uses of reports
- 3.3 Identify readers of reports
- 3.4 Identify types of reports used
- 3.5 Identify the basic steps in report writing
- 3.6 Identify the basic requisites of report writing
- 3.7 Define “sentence” as a group of words containing a subject and verb and expressing a complete thought.
- 3.8 Define “sentence” as a group of words containing a subject and verb and expressing a complete thought.
- 3.9 Distinguish between statements written in the active and the passive voice
- 3.10 Identify that statements in the active voice are usually clearer than those in the passive voice
- 3.11 Identify that all reports should be written in the first person (e.g., “I saw” as opposed to “This officer observed”).
- 3.12 Define “editing” as rewriting to improve report content.
- 3.13 Define “proofreading” as the correction of errors in spelling, capitalization, and punctuation



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**3.14** Demonstrate the ability to write a report incorporating the requisites as discussed or described in class.

**3.15** Demonstrate the ability to evaluate reports by editing and proofreading reports written in class for corrections.



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**Unit 4 Reporting Procedures**

**General Outcome:**

4.0 **The student shall:** know the basic principles of reporting procedures and comprehend the importance of uniform procedures.

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 4.1 Identify reasons for reporting procedures
- 4.2 Identify the source of reporting procedures
- 4.3 Identify the elements of reporting procedures
- 4.4 Identify where reporting procedures may be found



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**Unit 5 Radio Procedures, Equipment and Codes**

**General Outcome:**

**5.0 The student shall:** know the duties and role of partners using the radio communication system. The student will comprehend communication privacy, general rules, and microphone techniques and apply those rules and techniques in the operation of a mobile system and base station

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 5.1** List duties of the duty officer/radio communications officer
- 5.2** Explain communications privacy when using a mobile radio system as displaying concern for the public by using appropriate procedures so as to lessen distress and apprehension
- 5.3** Explain that it is important to establish a good working relationship with the duty officer/radio communications officer.
- 5.4** Identify general radio procedures
- 5.5** Explain appropriate microphone techniques
- 5.6** Identify the primary components of a portable radio
- 5.7** Identify the types of radio codes utilized in transmitting radio communications
- 5.8** Demonstrate proper use of portable radio unit
- 5.9** Demonstrate proper use of base station
- 5.10** Demonstrate proper preparation of radio messages.
- 5.11** Demonstrate knowledge of radio



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**Unit 6 Florida Crime Information Center (FCIC)**

**General Outcome:**

6.0 **The student shall:** know the basic concepts of the FCIC system and comprehend the usefulness of this system to the entry-level officer. The student will also comprehend the link between the FCIC system and the NCIC system.

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 6.1 Identify the agency and location of the FCIC, NCIC and the MCIC.
- 6.2 List the major assets of the Florida Crime Information Center. **6.3**
- 6.4 Describe how information becomes available to users of the FCIC.
- 6.5 Name the national communications link available through FCIC, as the National Law Enforcement Telecommunications System (NLETS).
- 6.6 Describe limitations on the use of the FCIC system.
- 6.7 List factors that will ensure efficient and effective use of the FCIC system by officers.
- 6.8 Identify the major components of the FCIC system.