CMJ202: PRELIMINARY INVESTIGATION  
Fall 2016  

1. **Instructor Information:**  
   Assistant Professor Edmond J. K. O’Brien  
   Office Location: Guerrieri Hall, Room 202C  
   Office Phone Number: 410-572-8757  
   Office Hours: Mon. and Wed.: 10:30 AM – 11:30 AM  
   Mon. and Wed.: 5:30 PM – 6:30 PM  
   Tues. and Thurs.: 2:30 PM – 4:30 PM  
   Fri.: 8:00 AM – 4:30 PM (By appointment only)  
   College E-mail Address: eobrien@worwic.edu  

2. **Course Level:** 200 – Second Year  

3. **Course Title:** CMJ202 Preliminary Investigation  
   Section 1 Guerrieri Hall, Room 203  
   Wednesday, 6:30 PM – 9:45 PM  

4. **Textbooks:**  
   Guffey, James E. (2005); *Report Writing Fundamentals For Police and Correctional Officers*; Pearson Prentice  
   Hall, Upper Saddle River, New Jersey  

5. **Course Description:**  
   This course acquaints students with the basic principles of preliminary investigation and the psychology of victims, complainants, witnesses, and suspects. The basic purposes and principles of police reports, search and seizure warrants, and various types of record systems are discussed. Practical exercises are required.  
   Prerequisite: ENG 101 or permission of the department head.
“Almost everything that a police officer does must be reduced to writing. What is written is often the determining factor in whether a suspect is arrested in the first place, and if he is arrested, whether he is convicted and sentenced. The content of written reports, in fact, often have great bearing in life-and-death situations. To say that officers need to be proficient in report writing is an understatement.” - O. W. Wilson (1969)

“If the pen is mightier than the sword, in modern times the word processor is mightier than the Glock.” – Karen M. Hess (1999)

6. Course Objectives, Assessment Goals, and Assessment Strategies:

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

I. Determine the purpose and use of an incident report. (GEO #1, #2, #3, #5)

   A. Identify who, within the agency, will use the report and how it will be used.
   B. Describe how reports will act as a permanent record of events, allow for the transfer of information, be used to provide statistical data, and assist with memory recall.
   C. Identify what external agencies will use reports and how these agencies will use them.

II. Describe the steps required to complete a preliminary investigation. (GEO #1, #2, #3, #5)

   A. Given a call for service or a request for assistance, list and explain all the steps using the acronym P-R-E-L-I-M-I-N-A-R-Y.

III. Recognize the essential characteristics of a good report. (GEO #1, #2, #3, #5)

   A. Explain how a report should be accurate, factual, concise, complete, clear, legible, and objective.
   B. Cite the questions that should be answered by the report including who, what, when, where, how, and why.
   C. Determine when obscene, medical, and/or scientific terms and slang may be used in a report.
   D. Identify when and how opinion may be included in a report.
E. Identify and describe the parts of a report.

IV. Determine the purpose, content, and use of field notes. (GEO #1, #2, #3, #5)
   A. Describe how the officer’s notes can be used as the basis for writing reports, and as a reference for further investigations.
   B. Describe how the officer’s notes are subject to scrutiny in the courtroom.
   C. Identify the minimum information to be recorded in field notes.
   D. Describe policies and procedures pertaining to disposition of field notes.

V. Complete a preliminary investigation report. (GEO #1, #2, #3, #5)
   A. Given a mock situation which requires action, complete a set of field notes.
   B. Given a mock situation which requires action, complete a report that demonstrates the following principles:
      1. Organization
      2. Chronological order
      3. Accuracy
      4. Appropriate grammar
      5. Completeness
      6. Conciseness
      7. Clarity
      8. Legibility
      9. Proper sentence and paragraph structure
      10. Correct spelling and punctuation.
   C. Determine information available from people (witnesses), places, and things.
   D. Complete a chain-of-custody list, a statement of probable cause, and a statement of charges.
   E. Proofread the report using the report content checklist.

VI. Use correct spelling and word choice in the context of report writing. (GEO #1)
   A. Study the list of commonly misspelled words in Criminal Justice.
   B. Use spell check to ensure that all words are spelled correctly.
   C. Proof read the report to ensure that the use of proper word context.

All course objectives will be assessed by means of quizzes, examination, writing assignments, and electronic research assignments.

**General Education Objectives addressed by this course:**

**GEO 1:** Express ideas objectively through written text.
**GEO 2:** Demonstrate a command of oral communication that accurate, ethical, and audience-centered.

**GEO 3:** Analyze and evaluate texts within and across disciplines

**GEO 5:** Access, evaluate, and appropriately use information and technology to accomplish tasks and communicate ideas.

**GEO 9:** Recognize ethical issues in a variety of settings and consider the consequences of actions.

### 7. Course content:

#### I. Introduction

A. Gender Reference
B. Definition of a Report
   1. Administrative Reports
   2. Quality Writing
      a. Accurate
      b. Clear
      c. Complete
      d. Concise
      e. Factual
      f. Objective
C. Note Taking
   1. How Are Notes Taken?
   2. Listening
D. Audiences for a Report
   1. Outside Your Agency
      a. Attorneys
      b. Courts
      c. Jurors
      d. Media

#### II. Writing in the Active Voice

A. What the grammatical term *voice* means
B. How to identify active and passive voice
C. The relationship of tense and voice
D. Reasons for not using the passive voice
E. The virtues of active voice.
F. How to convert passive voice to active voice
G. General advice on the topic of voice

III. Verb Forms and Tenses
A. Verb Forms
   1. Present
   2. Past
   3. Past Participle
B. Infinitive
C. Regular Verbs
D. Irregular Verbs
E. Problem Verbs
F. Verb Tenses
   1. Simple Tenses.
      a. Present
      b. Past
      c. Future
   2. Perfect Tenses
      a. Present Perfect
      b. Past Perfect
      c. Future Perfect

IV. Agreement of Subject and Verb
A. Subjects
B. Verbs
C. Prepositional Phrases
D. Singular and Plural Subjects
E. Singular and Plural Verbs
F. Tense

V. Capitalization

VI. Punctuation
A. Periods
B. Question Marks
C. Exclamation Marks
D. Apostrophes
E. Possessive Forms
F. Plural Possessive Forms
G. Hyphens
I. Dashes
J. Quotations
K. Commas
L. Colons
M. Italics

VII. Internal Punctuation

A. Clauses
   1. Main or Independent Clauses
   2. Subordinate or Dependent Clauses
   3. Restrictive Clauses
   4. Non-restrictive Clauses
B. Phrases
   1. Prepositional phrases
   2. Parenthetical Expressions

VIII. Adjectives and Adverbs
   A. Positive Forms
   B. Comparative Forms
   C. Superlative Forms
   D. Articles

IX. Pronouns
   A. Common Pronouns
   B. Possessive Pronouns
   C. Antecedents
   D. Agreement

X. Topic Sentences

XI. Case of Pronouns

XII. Spelling

XIII. Report Writing Mechanics, Style, and Editing
   A. Probable cause to Stop, Detain, Arrest, and Search In Your Report
   B. Use of First Person and Personal Pronouns and Nouns in Your Report
   C. Avoidance of Jargon, Repetitious Words, and Stilted Words In Your Report
   D. Mechanics of Your Report
   E. Editing of Your Report
XIV. Writing Sample Police Reports

XV. Writing Sample Correctional Reports

XVI. Testifying in Court

A. Preparedness
B. Impartiality
C. Self Control
D. Defense Attorney Traps

8. **Tentative Class Schedule and Reading Assignments:**

<table>
<thead>
<tr>
<th>Week #1</th>
<th>Orientation, Chapters 1 &amp; 2</th>
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</thead>
<tbody>
<tr>
<td>Week #2</td>
<td>Chapters 7, 8, 9 &amp; 10</td>
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<tr>
<td>Week #3</td>
<td>Chapters 11, 12, 13,</td>
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<tr>
<td>Week #4</td>
<td>Chapters 14, 15, &amp; 16; Quiz #1 (Chapters 1, 2, 7, 8)</td>
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<td>Week #5</td>
<td>Quiz #1 Critique; Chapter 3; Quiz #2 (Chapters 9, 10, 11, 12); Report #1 Scenario</td>
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<tr>
<td>Week #6</td>
<td>Quiz #2 Critique, Report #1 Scenario</td>
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<tr>
<td>Week #7</td>
<td>Report #1 Critique, Report #2 Scenario, Mid-Term Exam</td>
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<tr>
<td>Week #8</td>
<td>Mid Term Exam Critique, Report #2 Critique</td>
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<tr>
<td>Week #9</td>
<td>Chapters 5, 6, Quiz #3 (Chapters 13, 14, 15, 16)</td>
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<td>Week #10</td>
<td>Quiz #3 Critique, Report #3 Scenario</td>
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<tr>
<td>Week #11</td>
<td>Report #3 Critique, Report #4 Scenario</td>
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<tr>
<td>Week #12</td>
<td>Report #4 Critique, Quiz #4 (Chapters 3, 4, 5, 6)</td>
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9. **Requirement for evaluation and grading:**

Two examinations (mid-term and final) and four quizzes will be given at appropriate intervals. Test questions will be based on the texts, Power Point presentations, and lecture material. The final examination is comprehensive and includes information covered throughout the semester. Exams are expected to be taken during their scheduled times.

**Make-up Exams** – Make-up exams will only be permitted for legitimate reasons and must be taken within one week of the originally scheduled date. Students must contact the instructor in advance if unable to take a quiz or an exam. If not, the student will receive a zero for the exam. Final exams must be taken when scheduled because final grades must be submitted to the registrar within 24 hours.

Grading will be as follows:

- **A** = 90% - 100%
- **B** = 80% – 89%
- **C** = 70% – 79%
- **D** = 60% – 69%
- **F** = 0% - 59%

Weighting will be as follows:

- Quizzes: 20%
- Mid Term Exam: 30%
- Writing Assignment: 10%
- Electronic Assignment: 10%
- Final Exam: 30%

Please note that attendance and class participation are not part of the stated grading rubric for this course. Since a significant portion of the course material will only be discussed during class periods, lack of attendance and class participation will have a significant negative impact on a student’s grade.

10. **Writing assignments:**
Writing Assignments:

Students will be required to write five incident reports at various times throughout the course. Incident reports will be based upon a viewed scenario using the following format:

1. How you became involved
2. On scene investigation and/or action taken
3. Arrest/Search incident to arrest/Disposition of prisoner
4. Disposition of evidence
5. Criminal charges/Disciplinary action if necessary
6. Follow up investigation

Each incident report will be worth 2% of the final grade; and will be graded on content, grammar, punctuation, style and organization. Papers must be word processed and include a cover sheet with the student’s name, date, incident report title, course number and semester. Text should be double-spaced with one inch margins using 12 font.

Scoring Rubric: Writing Assignments

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Content</td>
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<tr>
<td>Grammar, punctuation and style</td>
<td>20%</td>
</tr>
<tr>
<td>Organization</td>
<td>10%</td>
</tr>
</tbody>
</table>

Writing Center Assistance

If you wish to have additional help on a writing or electronic research, you may schedule an appointment with a writing conference instructor by going to your MyWorWic portal, selecting the Student Resources tab and then selecting Academic Support. Click on Writing Conferences to schedule a conference. Limited time slots are available, so an appointment is required. If you cannot keep your appointment, it is your responsibility to cancel it by going back to the Writing Conferences link.

11. Electronic Assignment:

Students will be also be required to complete an incident report based on a law enforcement or correctional event from an electronic news source website. This electronic news source incident report will use the following format:

1. How you became involved
2. On scene investigation and/or action taken
3. Arrest/Search incident to arrest/Disposition of prisoner
4. Disposition of evidence
5. Criminal charges/Disciplinary action if necessary
6. Follow up investigation
This electronic news source incident report will be worth 5% of the final grade; and will be graded on content, grammar, punctuation, style and organization. Papers must be word processed and include a cover sheet with the student's name, date, incident report title, course number and semester. Text should be double-spaced with one inch margins using 12 point font. This research project is due on Wednesday, December 14, 2016.

**Scoring Rubric: Electronic Research Assignment**

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</tbody>
</table>

12. **Laboratory/Internship/Practical/Field Experience/Clinical Experience, Etc.:**

Not Applicable.

13. **Academic Honesty:**

Students must comply with the standards of conduct mandated by college policy as outlined in the Appendix of the college catalogue (pgs. 198 – 201). Any student caught plagiarizing or cheating on an assignment in violation of that policy will not receive credit for that assignment. Discussions will occur before penalties are given. At the discretion of the instructor, the student may also be referred to the Student-Faculty Disciplinary Committee.

**Classroom Etiquette**

Please place all cell phones and other electronic devices on “silent” or “vibrate” mode before class. Text messaging in the classroom is not permitted. If it is necessary to immediately respond to an electronic message, please leave the classroom, make your response, and return to class. No side conversations or other distracting behaviors will be tolerated during class. Please respect others by being polite and considerate.

**Attendance**

Students are expected to attend class and be on time. If the student is absent, excused or unexcused, more than 5 times for a day class, or 3 times for a night class, the Dean of Students will be advised. If arriving late, please minimize disruption to the class.

14. **Emergency Information Statement:**
In the event of a flu epidemic or other emergency that results in the suspension of classes, faculty will be communicating with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all these assignments in accordance with class policies. Information about the resumption of classes will be communicated via the College’s website and email system.

15. Blackboard Statement:

Use of Blackboard in Course

Blackboard is being used as a supplementary site in this course. To access course content in Blackboard you need to have access to a computer with an internet connection (other requirements may apply). Computers that meet these requirements are available on campus in the Maynard Technology Center (MTC 200), the Academic and Administration Building (AAB 217), Henson Hall (HH 100), Guerreiri Hall (GH 201), the Workforce Development Center (WDC 305), and the Allied Health Building (AHB 108).

Please follow these directions to gain access to the course syllabus, Power Point presentations, and study guides:

Login Information

1. From the Wor-Wic home page, point to "Quick Links" (top-right) and click the "Blackboard Login" link.

2. Enter your Wor-Wic user ID and password (same user ID and password login that is being used for myWor-Wic portal and Web Adviser). If you do not know your Wor-Wic user ID and password, contact Student Services.

3. You should then see a list of courses in which you are currently enrolled. Click on the course link for CMJ 202.

4. Find and click on the folder for the course resource you are looking for; i.e., course syllabus, Power Point presentations, study guides, etc.

Academic Integrity and Computer Usage Policy

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic considers the following as violations of the usage policy:

Using the campus computer network and facilities to violate the privacy of other individuals.
Sharing of account passwords with friends, family members, or any unauthorized individuals.

Violators are subject to college disciplinary procedures.

16. Course Evaluation

The College has selected SmartEvals as its vendor to conduct online end-of-course evaluations. SmartEvals maintains the highest level of security with the evaluation information, and the information resides only on SmartEvals' computer servers. Faculty are unable to identify individual evaluations, and any data which has the potential to reveal the identity of a student (i.e. the only male in a class) is blocked from viewing. You will receive automated emails from SmartEvals reminding you to complete your evaluations, and the timing of the emails is in compliance with anti-spam guidelines. The emails discontinue once all of your evaluations are completed. You will be able to access the evaluations through the link in the SmartEvals email or by clicking on “course evaluation” in the left menu of your Blackboard course website. The evaluations are only active during designated times at the end of the semester. Disable the pop-up blockers on your internet browser in order to access the evaluation. Your cooperation in completing the online evaluation at the designated time is greatly appreciated. The results from the course evaluation provide valuable feedback to your instructor in order to make changes as needed with curriculum and teaching. Please direct any questions about the online course evaluation system to Hope Ellis at hellis@worwic.edu.

17. Services For Students with Disabilities:

Wor-Wic Community College provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic's Services for Students with Disabilities web page.

18. Criminal Justice Club

The purpose of the club is to provide Wor-Wic Community College students with more information on the different career choices in Criminal Justice, and to help network with those who are already working in the field of Criminal Justice, as well as those who are considering careers in Criminal Justice fields. It is also intended as a way for students to keep in touch with issues and current events that have a direct relation to Criminal Justice, and to expand students' knowledge in different specialized areas that pertain to Criminal Justice.

Membership in the Criminal Justice Club is open to all students at Wor-Wic Community College who have enrolled in credit classes. There are two types of membership. One is a general membership that allows students to attend meetings
and participate in club events, and the other is a voting membership. The requirements for the voting membership are that a student must attend at least three Criminal Justice Club meetings, and that a student must volunteer for at least one Criminal Justice Club event.

Current members of the Criminal Justice Club Executive Board are Dorita Williams (President), Starlena Stewart (Vice-President), Rosalba Fuentes (Treasurer), and Abigail Huerta (Secretary). Ed O’Brien is the faculty advisor. Nominations for new Executive Board officers will take place in March 2017 and an election will be held in April 2017.

Open meetings are usually held every other week from 4:30 P.M. to 5:30 P.M. in Room 203 of Guerrieri Hall, although an exact date for the Fall 2016 session has not yet been announced. Recent guest speakers at club meetings were Chief Barbara Duncan of the Salisbury Police Department, Corporal Mance McCall III of the Maryland Natural Resources Police, Police Officer Matt McFarlane and Police Officer Gary Cooper of the Ocean City Police Department Training and Recruiting Section, Corporal Dale Trotter of the Worcester County Sheriff’s Office, Dr. Mark Bowen of the U.S. State Department, Detective Milton Orellana of the Easton Police Department, Sheriff Mike Lewis of the Wicomico County Sheriff’s Office, and Lieutenant Elliott Coen of the Maryland State Police Recruiting Section.

During the Fall 2015 session, the club sponsored a field trip to Eastern State Penitentiary in Philadelphia. Students, faculty, and staff had the opportunity to explore the ruins of what was once the most famous and expensive prison in the world. Known for its grand architecture and strict discipline, Eastern State Penitentiary was the world’s first true “penitentiary,” and is now considered to be one of the most haunted structures in the U.S.

During the Fall 2015 session, the club also sponsored a field trip to the National September 11 Memorial and Museum in New York City. Students, faculty, and staff had the opportunity to examine authentic artifacts in order to understand what happened on 9/11, how people responded in the aftermath of the attacks, and the history and rebuilding of the World Trade Center.

For the Spring 2016 session, the WWCC Criminal Justice Club sponsored a field trip to the “Forensic Mystery Tour” at the National Museum of Health and Medicine in Silver Spring, MD. Students earned gathered information from human skeletal remains, estimating age, sex, height, and then evaluating trauma, dental profile, material evidence. They then worked a scenario which involved examining human remains recovered from an aircraft crash site in Vietnam by comparing the gathered data with profiles of armed forces personnel listed as missing in action from the Vietnam War in order to identify the human remains.

Below is a link to the Wor-Wic Community College Criminal Justice Club Facebook page: https://www.facebook.com/#!/groups/253411124677805/. Keep in touch and stay informed about upcoming meetings, activities, and field trips. The Criminal Justice Club is an organization of Wor-Wic Community College students for Wor-Wic Community College students, and we encourage you to post your thoughts, ideas,
and suggestions.

19. On Your Mark ...

Class time will involve both lecture and class discussions covering subjects in the text and outside materials. Students are expected to complete all assigned reading prior to class and be prepared to ask or answer questions regarding the material covered. Students are expected to participate actively in class discussions, attend all classes, and be on time. Regular attendance and participation are the best ways to ensure your success in this course.

If a student experiences any course-related problems throughout the semester, he/she should feel free to contact me at any time. The student may call, send an e-mail, stop by my office, or meet with me before or after class. I look forward to working with you this semester.