

Course Summary:	Students learn how written communications are used in both civil and criminal areas of probation and corrections. Students will prepare written reports relative to sentencing reports of probationers. Correctional officers will learn effective ways in which to write more meaningful and effective special incident reports. The goal of this course is to make sure reports are consistently accurate, well written and reflect professionalism.
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Performance Objectives:
<ol style="list-style-type: none"> 1) Be able to list and describe at least 3 of the most important skills essential in composing accurate and concise special incident reports. 2) Be able to describe why it is important that special incident reports are consistently accurate, well written and reflect a high level of professionalism. 3) Be able to describe the step-by-step method in writing a special incident report. 4) Be able to articulate and recall both the elements and details of the narrative. 5) Be able to demonstrate the ability to confidently prepare, proof, edit and revise a special incident report. 6) Be able to view a video scenario and demonstrate how to write a report based on that scenario.

Course Outline				
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology
1	0800	1000	Introduction, important skills for composing reports	Lecture Group Discussion
1	1000	1200	special incident report writing; effective report writing skills	Lecture Group Discussion Group Exercise
1	1200	1300	lunch	
1	1300	1500	prepare proof, edit and revise a special incident report	Lecture Group Discussion Group Exercise
1	1500	1700	scenario report writing; evaluations	Group Exercise Audio/Video Clip Evaluation