



Course Description

CJK0111 | Interviewing and Report Writing in Corrections | 16 hours/ 0.53 credits

Students will master the fundamentals of conducting interviews and preparing accurate, detailed reports in correctional settings. The course covers investigative interviewing techniques, documentation standards, evidence collection, and the preparation of incident reports, disciplinary reports, and other official documentation.

Course Competencies:

Competency 1: The student will demonstrate effective interviewing techniques in correctional settings by:

1. Applying structured questioning methods to gather accurate information from inmates, witnesses, and staff members
2. Utilizing active listening skills to comprehend verbal and non-verbal communication during interviews
3. Implementing appropriate rapport-building strategies while maintaining professional boundaries
4. Documenting interview responses using standardized recording procedures
5. Adapting interviewing approaches based on individual circumstances and behavioral responses

Competency 2: The student will produce comprehensive incident documentation by:

1. Organizing factual information in chronological order following established reporting protocols
2. Writing clear, objective narratives that accurately describe events and circumstances
3. Incorporating relevant details while avoiding subjective opinions and assumptions
4. Reviewing completed reports for accuracy, completeness, and grammatical correctness
5. Submitting reports within required timeframes according to institutional policies

Competency 3: The student will conduct thorough investigative procedures by:

1. Identifying and collecting physical evidence following proper chain of custody procedures
2. Interviewing multiple sources to corroborate information and establish factual accounts
3. Photographing relevant scenes and evidence using appropriate documentation techniques
4. Maintaining detailed investigative notes throughout the entire process

Competency 4: The student will prepare specialized correctional documentation by:

1. Completing disciplinary reports that meet legal and administrative requirements
2. Writing classification reports that accurately assess inmate status and needs
3. Preparing court-related documentation for legal proceedings and hearings
4. Creating transfer reports that provide essential information for receiving facilities

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Formulate strategies to locate, evaluate, and apply information