

San Diego County Probation

Juvenile Institutions Core Training

Unit 6: Report Writing and Record Keeping

Module(s): 6.1-Assessment and Overview

6.2-Information Gathering and Note-Taking

6.3-Report Writing-Content

6.4-Report Writing-Organization

6.5-Report Writing-Mechanics

6.6-Report Writing-Practice

6.7-Report Writing-Testing

Instructional Time: 19 hours

1. Welcome and Introductions

2. Objectives

a. Module 6.1: Assessment and Overview

- i. Given a scenario, simulation or videotape of a juvenile detention facility incident, generate a description of the incident.
- ii. Identify the elements of writing that are important for communication.
- iii. List in order of importance an approach to reviewing common writing errors.
- iv. Identify the major types of reports used in juvenile detention facilities.
- v. Describe the structure and elements of each major type of report used in detention facilities.
- vi. Explain the potential uses of each of the major types of reports used in detention facilities.

b. Module 6.2: Information Gathering and Note-Taking

- i. Demonstrate techniques for effective interviewing of juveniles.
- ii. Demonstrate note-taking techniques to gather information during or after interviewing juveniles.
- iii. Discuss techniques for effective observation of juvenile detention facility incidents/condition of juveniles.

c. Module 6.3: Report Writing-Content

- i. Given a scenario, write a first draft of a report describing the scenario.
- ii. In small groups of 4-5 trainees, review first draft reports and give feedback to one another focusing only on the content of the report.
- iii. Identify reference material and resources to assist in preparing juvenile corrections specific reports.
- iv. Demonstrate proofreading and revision techniques related to improving the content of juvenile corrections specific reports.
- v. Based on feedback from small group exercise, revise the first draft of a report.
- vi. Identify the major types of record keeping required in a juvenile detention setting and what must be included in each type of record.

d. Module 6.4: Report Writing-Organization

- i. Discuss at least two major ways to organize juvenile corrections related reports and the advantages and disadvantages of each way.
- ii. Identify reference material and resources to assist in writing reports.
- iii. Describe proofreading and revision techniques related to improving the organization of juvenile corrections specific reports.
- iv. In small groups of 4-5 trainees, review the second draft of the report generated focusing only on the organization of the report.

e. Module 6.5: Report Writing-Mechanics

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- i. Given a scenario of a juvenile detention facility incident, write a description of the incident.
 - ii. Identify the major areas of writing mechanics that are involved in professional reports.
 - iii. Demonstrate proofreading and revision techniques related to improving the mechanics of juvenile corrections specific reports.
 - iv. In small groups of 4-5 trainees, review third draft of a report generated focusing only on mechanics of the report.
 - f. Module 6.6: Report Writing-Practice
 - i. Given a scenario, write a Disciplinary Report with the correct components of the following: content, organization, and mechanics.
 - ii. Using 3rd party review, demonstrate appropriate proofreading and revision techniques for the report generated.
 - iii. Given a scenario in which an incident occurs, write a report demonstrating the correct components of the following: content, organization and mechanics.
 - iv. Using 3rd party review, demonstrate appropriate proofreading and revision techniques for the report generated.
 - g. Unit 6.7: Report Writing-Testing
 - i. Given a scenario, write an incident report demonstrating the proper components of content, organization and mechanics.
 - ii. Given a scenario, write a use of force report demonstrating the proper components of content, organization, and mechanics.
 3. Types of reports
 4. Uses for reports
 5. Mandated reports
 6. Juvenile Justice Commission
 7. Chief Probation Officer
 8. Board of State Community Corrections
 9. Confidentiality
 10. Subpoenas
 11. Interviewing Techniques
 12. Information Gathering
 13. Unit logs, records, files and forms
 14. Duties of Institution Staff
 15. TIPS for writing reports
 16. Content
 17. Organization
 18. Mechanics
 19. Graham vs. Connor
 20. Report Writing Practice Scenarios
 21. Review / Closing / Evaluations
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