



RIVERSIDE COUNTY PROBATION DEPARTMENT

Serving Courts • Protecting Our Community • Changing Lives



Course Title: Field: Adult Report Writing

Hours of Instruction: 8

Course Objectives:

- a) Apply the rules associated with basic punctuation and grammar.
- b) Identify the difference between proofreading and editing.
- c) Develop strategies to proofread and edit work-related documents to maximize accuracy and efficiency.
- d) Identify types of information that should be included in a statement and what should be left out.
- e) Identify the elements of an offense.
- f) Recognize the importance of collecting a social history.
- g) Learn how to create a logical argument.
- h) Evaluate when and how to apply the rules of court.
- i) Develop a compelling PO statement for a hypothetical violation that supports your recommendation.
- j) Develop a compelling PO statement for a hypothetical court report that supports your recommendation.